



## **Medical and First Aid Policy**

### ***Introduction***

The legislation places on the school a statutory responsibility to safeguard and promote the welfare of the pupils.

The following document is written with reference to the Children Act (1989), the 1996 Education Act, the 2002 Education Act, the Equality Act 2010 & the Protection of Freedoms Act 2012 and the guidance documents 'The London Child Protection Procedures' March 2016, 'Working Together to Safeguard Children' July 2018, 'Keeping Children Safe in Education' September 2018, 'Safeguarding Disabled Children' 2009, 'Information sharing: advice for practitioners providing safeguarding services' March 2015, 'Safeguarding Children in whom illness is fabricated or induced' March 2008, 'Multi-agency statutory guidance on female genital mutilation' April 2016

In accordance with health and safety legislation it is the responsibility of the governing body to ensure adequate and appropriate medical and first aid provision at all times when there are people on the school premises and for staff and pupils during off-site visits and activities.

In order to ensure adequate medical provision, it is the school policy that:

- The school will employ a qualified school nurse between 8.30am and 5pm in school term time to provide medical assistance to staff and pupils and manage medical and first aid provision in the school.
- The school nurse or a qualified first aider is always available between 7.30am and 5pm, together with appropriate equipment to ensure someone competent in basic first aid techniques can rapidly attend an incident when the school is open.
- Appropriate first aid arrangements are made whenever staff and pupils are engaged in off-site activities and visits.
- Sports coaches hold a first aid qualification and a physiotherapist is present at all home rugby fixtures.

### ***Responsibilities***

The school nurse is responsible for:

- Ensuring first aid needs are assessed and addressed.
- Identifying first aid training needs and arranging attendance on external courses
- Maintaining a record of all first aid training undertaken by school staff
- Providing first aid support during school hours
- Liaising with the health and safety committee on first aid issues
- Ensuring appropriate record keeping of every visits to the medical room and liaise with parents and teachers when necessary.
- Liaising with the pastoral team.
- Effective communication with the sport department and physiotherapist regarding sport injuries.



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- Organising provision and regular replenishment of first aid equipment, or, where appropriate, delegating this to the Sports department. First aid kits restocked weekly and are taken to each away fixture.
- Accurately recording all accidents in the accident book and maintaining appropriate documentation.
- Providing the headmaster and key members of SMT with a weekly list of musculoskeletal injuries/grazes and wounds.
- Liaising with the department of health regarding immunisations and organising these at school.
- Providing pupils sent to A&E with a card indicating the first aid care received at school

Qualified first aiders are responsible for:

- Responding promptly to calls for assistance
- Providing first aid support within their level of competence
- Summoning medical help as necessary
- Reporting details of treatment given for recording in the accident book

Teachers and coaches of PE and games are responsible for:

- Ensuring appropriate first aid cover is available at all sports activities.
- Ensuring first aid kits are available at all practice sessions and matches
- Ensuring that the details of the venue are easily accessible to all staff in case an ambulance has to be called by ensuring that details for all Emanuel sporting venues are included in each medical bag.

All staff are responsible for:

- Acting in capacity of responsible adult in the event of an emergency
- Carrying out risks assessments for any off-site trips, and ensuring adequate first aid provisions are taken. (First aid kits are available from the school nurse.)

### **Medical records**

All staff are required to complete a medical questionnaire as part of the recruitment process and certify their physical and mental capacity to undertake their teaching or support role in the school followed, in the case of teachers and certain support staff, by a referral to the school doctor for a medical report. The school nurse should be advised of any medical issues arising which might necessitate emergency treatment in the future. Staff are expected to update their medical records should their circumstances change.

Pupils have a medical questionnaire completed prior to their arrival at school and this data is reviewed and logged by the school nurse for future reference. Parents are given the



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opportunity to update these medical records prior to school trips involving overnight stays. The school nurse keeps confidential records of all treatment and immunizations that a pupil receives at school and also of all accidents or injuries.

The school nurse maintains the accident book in which details of all accidents and injuries, other than very minor ones, are recorded. Where appropriate accidents will also be reported to the HSE under RIDDOR by the health and safety officer. The accident book and RIDDOR records are kept in the medical room.

### **Medical care**

Pupils will normally receive medical care from their family GP practice but the school holds medical information as above so that it can provide appropriate care should a pupil fall ill or have an accident at school.

The school nurse will care for any pupil who has become unwell or been injured during the school day, and will support any pupil with a chronic medical condition.

Any pupil who needs to take medicine during school hours must bring the medicine to school in its original container, with the name of the pupil, name of drug and method of administration clearly marked. The school nurse is responsible for the safekeeping of analgesia, hay fever remedies and any drugs brought in to school by a pupil. The medical room has a lockable cabinet for drugs. Only the school nurse may dispense drugs to the pupils.

Pupils with asthma should carry an inhaler with them at all times.

Pupils with a nut allergy should carry their epipen at all times. Their parents must also provide a spare epipen in the medical room, to be kept in an unlocked and clearly marked cupboard.

Pupils with Type I diabetes may keep a spare insulin syringe in the medical room, and the school nurse keeps supplies to treat hypoglycaemia.

### **Administering medication**

Medication can only be administered by the school nurse, with consent from the pupil's parent/guardian. When pupils first join the school, parents/guardians complete a consent form allowing the school nurse to administer pain relief medication. The school nurse keeps a record of the consent for each pupil and will administer as needed. See Appendix II for details of medication the nurse administers.

Pupils must not carry medication, apart from any *emergency medication* (inhaler/adrenaline auto-injector) on their person. Parents who wish their child to take medicines in school should make arrangements for them to be administered through the school nurse. The medicine must be in its original container, with the name of the pupil and method of administration clearly marked. All medications will be stored in a locked cupboard in the medical room. The keys to the cupboard are held securely by the school nurse.

Employees bringing medication into the school for their own use should ensure that drugs are clearly labelled and do not fall into the hands of the pupils. No one should administer medicines to a pupil unless authorised to do so.

Any expired medicines will be disposed of safely by the school nurse.

### **Accidents and injuries**

In the event of a pupil, visitor or member of staff being involved in an accident, the school nurse will assess the severity of the injury and treat accordingly. Minor bumps and grazes may be dealt with by a member of staff in attendance or by a qualified first aider and need not be



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reported or recorded in the accident book but if in doubt staff are advised to refer an injury to the school nurse.

Accidents which occur during sport will be initiated by the red, yellow or green sport accident procedure. An accident form will be completed by the member of staff responsible and the school nurse will keep a central record. Refer to the Health and Safety – PE, Games and School Sports policy for further information on the sports accident procedure.

Any accident involving a suspected broken bone, a serious cut, a head injury or unconsciousness must be referred by the member of staff in attendance to the school nurse who will treat the injury and enter it into the accident book.

If the school nurse is not available, one of the first aiders should be called upon to assist – the list of first aiders is available in Appendix III and on Firefly. If the incident is deemed to be sufficiently serious an ambulance should be called by the school nurse or in her absence by the first aider or member of staff.

It is recognized that body fluids (blood, vomit, faeces and urine) can be harmful or contribute to cross infection. Gloves should be worn when dealing with any injury or illness involving body fluids. Pairs of gloves are included in each first aid box.

The accident procedures are set out in Appendix I below.

### ***Emergency medical treatment***

If any pupil is seriously injured or becomes too ill to be in school, the school nurse will contact a parent to take the pupil home or to an accident and emergency department. However, if the school is unable to contact a parent it is authorized by the parent under the school terms and conditions to consent on the advice of an appropriately qualified medical specialist to the pupil receiving urgent medical treatment including anaesthetic or operation.

### ***First aid provision***

The school has a well-equipped medical room staffed by a qualified nurse. It is open from 8.30am until 5pm to respond to first aid needs as well as provide more general medical care. If the school nurse is away from the medical room at any time a notice is displayed on the door giving details of how and where to obtain help. The school nurse carries a mobile phone to enable contact at any time during the school day.

It is school policy to ensure that a number of trained and certificated first aiders are available who can be called upon in addition to the school nurse:

- All PE staff, including sports coaches
- All rowing coaches in sole supervision on the water
- At least one school keeper on duty at all times
- At least one laboratory or workshop technician or teacher
- the headmaster's PA

A qualified first aider is someone who holds a valid certificate of competence in emergency first aid (or sports first aid as appropriate) issued by an organisation approved by the Health and Safety Executive, such as St John Ambulance. This certificate must be renewed every three years. The school nurse advises staff on how to attend the first aid re-qualification courses as required. The current list of first aiders is available in Appendix III and on Firefly within the Support – Medical section. <https://emanuel.fireflycloud.net/medical/first-aid-and-nrastc>



### **Offsite first aid provision**

Staff are able to access pupil's medical information remotely via the school's iSAMs database on their mobile phones.

It is the school's policy to have a qualified first aider present during all sports matches or training sessions in sports where the risk of injury is assessed as other than minimal (in which case our standard first aid provision is deemed to be adequate). This includes rugby, rowing, netball, cricket, athletics and swimming as a minimum. First aid provision at away sports matches is the responsibility of the host school but will be checked by the games teacher accompanying our pupils who will also act as the channel of communication to Emanuel and parents as necessary

***The same policy is applied to activities. Higher risk activities such as Duke of Edinburgh expeditions and wall climbing will require on site first aid provision. Other activities and school trips are risk assessed and first aid support provided as appropriate. Refer to the Education Visits Policy for further information. First aid boxes***

First aid boxes are located in the following places and are clearly labelled with a white cross on a green background in accordance with Health and Safety regulations:

1. Medical Room
2. Common Room
3. Each minibus
4. Science Laboratories
  - a. Biology 1 (B1)
  - b. Biology 3 (B3)
  - c. Chemistry Prep Room
  - d. Physics Prep Room
  - e. Junior Science Lab
5. Art Department (x2)
6. Design Technology Department (x2)
7. Music Department
8. Kitchen
9. Sixth Form Cafe
10. Estates Department
11. Sports Hall
12. Hampden Hall
13. Fiennes Theatre
14. Reception
15. General Office
16. Swimming Pool

Boxes are checked and restocked as necessary by the school nurse at least once a term. The sports hall first aid box is checked and restocked twice a week by the sports administrator. The contents of first aid boxes may vary depending on particular needs in a location.

A further four kits suitable for use on day trips and those involving overnight stays are available from the school nurse. Games/PE staff have first aid kit available for all games practices and matches.

### **Defibrillators**



The school has automatic external defibrillators available at the school and boathouse. Further information is available in the Medical Room Handbook.

### ***Monitoring and review of the policy***

First aid arrangements are continually monitored by the school nurse and are formally reviewed annually to ensure the provision is adequate and effective. Annual reviews will be carried out by the school nurse and health and safety officer and reported to the Health and Safety Committee.

### ***Related Documents***

- Allergens Policy
- Health and Safety Policy
- Health and Safety Policy and Risk Assessment - Sport
- List of First Aiders – in Firefly
- Medical Room Handbook
  
- Anti-Bullying Policy
- Behaviour Policy
- Discipline Policy
- Educational Visits Policy
- Equal Opportunities Policy
- E-Safety Policy
- Health and Safety Policy
- Life Education Policy
- Mental Health and Wellbeing Policy
- Sex and Relationships Education Policy
- Staff Code of Conduct
- Supervision of Pupils
- Whistleblowing Policy



### **Appendix I: Accident procedures - the medical room**

(ALL incidents must be reported to the school nurse)

If a pupil becomes unwell or is injured whilst in your charge, or you come across an unwell or injured pupil, if the pupil is mobile escort them to the medical room to see the school nurse without delay.

In the case of serious injury where the pupil is rendered immobile or you feel the pupil should not be moved, send someone to inform the school nurse immediately and remain with the injured pupil until the school nurse arrives.

**In all cases it is the responsibility of the school nurse to make a professional assessment of the injury and recommend what action should then be taken.**

Any injury involving broken bones or cuts that need stitching, or unconsciousness however brief, **must** be reported to the school nurse. In serious cases, an accident report form should be completed by the teacher in charge or by the teacher who found the pupil. The accident book is in the medical room.

If the school nurse is not present, the general office (or reception) should be contacted straight away. They will summon help from one of the school's nominated first aiders, provide emergency aid and call an ambulance if necessary.

In all cases of serious injury parents will be informed by telephone immediately and advised of the necessary actions taken by the school or medical services.

Staff who accompany pupils to hospital should remain in Accident and Emergency and await the parents' arrival.

The school nurse is on site during term time from **8.30 am to 5.00 pm weekly.**

Her internal number is **414** and mobile number is **07541582540.**



### **Appendix II: Medication administered by the school nurse**

Parents/guardians complete a consent form when their child joins the school, confirming that the school nurse is allowed to administer the following pain relief medication.

<b>Remedy</b>	<b>Dosage/ Frequency</b>	<b>Uses</b>
Paracetamol	<12 years - 500mg X 1 4 hourly >12 years - 500/750mg 4 hourly >16 years - 1g 4 hourly	Mild to moderate pain and temperature.
Calpol 6+	250mg/5ml. 6 hourly. 10-12 years: 10mls 12-16 years: 10-15mls	Mild to moderate pain and temperature.
Ibuprofen <i>Over 12 only</i> <i>Ibuprofen will not be given to asthmatic children</i>	200 - 400mg 6hourly	Injuries with signs of inflammation. Mild to moderate pain.
PIRITON (only in an emergency)	2mg/5mls 5ml 6 hourly.	Allergic conditions.
Throat lozenges	1-3 hourly.	Sore throat.
Antacid	1-2 tablets as required	To relieve symptoms of indigestion, nausea.
Cetirizine/ loratadine	10mg once a day	Hay fever symptoms, skin allergies.
Bite and sting relief cream	1-2 applications daily	Insects' bites and stings.

**Appendix III: First Aiders**

Name	Dept	Ext. no	Name	Dept	Ext. no
<b>PE STAFF</b>			<b>SUPPORT STAFF</b>		
William Hanson	PE	422	Frankie Appleyard	General Office	123
Tom Gwynne	PE	421	Lucy Stevens	Bursary	130
Laura Fitzgibbon	PE	421	Pascale Accary - Bouzid	Medical Room	414
Carly Yeomans	PE	421	Alaa Shaith	Maintenance	171
Ben Rogers	PE	421	James Skinner	Media	132
Hannah Blaikie	PE	421	Emad Shaith	Maintenance	171
Simon Gaynor	PE	421	Anna Van Es	Development	122
Khadija Smith	PE	417	Clare Procter	Headmaster's PA	125
Cameron Leigh	PE	421			
Joel Hennell-Nealey	PE	421			
<b>ACADEMIC MEMBERS OF STAFF</b>					
Laura Holden	Maths	465	Amanda Kerstein	Drama	457
Nithu Sidhu	Maths	465	Orla Thorne	Drama	457
Aaron McCahon	Maths	465	Lauren Caffyn	Drama	547
Rachel Chetwood	Maths	118	James Arnott	Drama	457
Mandy Pattinson	Maths	465	Harriet Coulson	Geography	469
Dougal Hand	English	461	Scott James	DT	475
Clare Greenwood	English	486	Charles Reed	Art	156
Elizabeth McCloud	English	486	Lucia Spinelli-Williams	Art	463
John Dunley	English	455	Shelly Stansfield	Art	463
Sean Healy	English	486	Mark Roberts	Psychology	159
Hugo Nilson	History	470	Kirsten Adams	Biology	479
Will Davies	History	468	Daveena Patel	Biology	158
Andrew Keddie	History	468	Elizabeth Burbidge	Chemistry	136
Kate Moore	History	468	Chris Barker	Chemistry	136
Will Ford	Classics	463	Sarah Potts	Music	157
Mark Hipperson	Economics	147			

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