

# Hereford Cathedral School



## FIRST AID POLICY

### including Medicine Administration Policy and Human Flu Pandemic Policy

Hereford Cathedral School recognises that it has a duty of care to pupils, members of staff, Parents, Governors and visitors to the School. As far as is reasonably practicable, the School will ensure that appropriate first aid arrangements will be managed in compliance with the management of Health and Safety (First Aid) Regulations 1981, Education (Independent School Standards) (England) Regulations 2014. This policy also takes notice of the DfE document *Guidance on First Aid in Schools*.

#### Policy Aims:

- To support pupils (and others) with chronic illnesses while at school and to deal with acute health problems or injuries that occur during the school day.
- To ensure that there are sufficient numbers of staff trained, and at appropriate intervals retrained, in First Aid to support the normal functioning activities of the School.
- To ensure that the first aid equipment and facilities are adequate to maintain suitable practical arrangements for dealing with first aid incidents
- To regularly review arrangements for dealing with first aid incidents and ensure compliance with all relevant legislation
- To keep accident records and report, via the Director of Finance and Resources, to the HSE as required under the Reporting of Injuries Diseases and Dangerous Occurrences Regulations 1995

#### School Nurses

Hereford Cathedral School has two School Nurses, (one of whom is qualified RGN) who job share and work one full time equivalent to cover the school week. They are available during normal school hours (8.30am to 4.30pm) and are based in the Medical Centre in Old Deanery; pupils are able to gain direct access throughout the day. They may be contacted via the School Office, or directly on extension 227.

The role of School Nurses is to support children with chronic illnesses while at school and to deal with acute health problems or injuries that occur during the school day. They also liaise with the public health authority with regard to vaccination programmes and play a significant role in providing pastoral support for pupils. Medicines are not administered to children without parental consent. (Parental consent for 'over the counter medicines' is requested when pupils join the School)

The School Nurses are responsible for:

- Delivery of First Aid
- Provide advice on health issues to staff and parents
- Liaison with staff and parents on health problems of specific children
- Maintaining stocks of First Aid and medical supplies

- Advising on the planning and provision of First Aid across the School
- Maintaining the children's medical health records
- Maintaining Individual Health Care Plans for pupils with serious health conditions
- Supporting the delivery of First Aid on trips off site
- Maintaining the school Accident records (a copy is also kept by the Bursary)
- Supporting Health Care and health-related education throughout the School
- Supporting the School's pastoral structure (including Care List action points), liaising with pastoral and counselling staff.

In addition to the School Nurses, a number of staff hold First Aid qualifications (see separate list). This ensures that even in the absence of a School Nurse, there will be other qualified first aiders on the school site at any one time.

### **Medical Information**

Parents complete medical information forms and this information is stored on the School's Database (Sims), in the Medical Centre and in the Staff Network Drive, to which all staff have access. For residential trips and some other outings parents also complete an additional Health and Permission Form. The School Nurses advise staff, including the catering staff, of a child's relevant health needs.

### **Accidents**

In the event of an accident, the pupil concerned should be seen by a School Nurse; they will assess the pupil and determine the appropriate course of action. If, for any reason, one is not available, then the pupil should be seen by a member of staff with up-to-date first aid training. If the accident occurs outside normal school hours, the member of staff initially dealing with it should liaise directly with the Deputy Head or another member of SLT.

If the pupil requires attention at hospital, the School Nurse will contact the parents or guardians to take the child to hospital themselves if possible. If the parents or guardians cannot be contacted or cannot attend, the Deputy Head or another member of SLT will be contacted to arrange for the pupil to be accompanied to the hospital; this might be by the pupil's Form Tutor if possible. If a child is taken to hospital as the result of an injury, the School Secretary will be informed who will inform appropriate members of staff; the School's Database will also be updated. The School Nurse will complete both an Accident Form and Nursing Record.

If hospital treatment is not considered necessary, the School Nurse will deliver appropriate treatment on the school site. Where necessary, and depending on the nature of the injury, the School Nurse will inform parents either by telephone or by written note accompanying the pupil home at the end of the day. The School Nurse, or the member of staff originally reporting the accident, should complete an accident report form (this is an electronic document).

Injuries occurring off the school site will be dealt with by the most appropriately qualified First Aider who will be responsible for completing an accident form when appropriate.

In case of injury at Wyese members of staff should see that in the first instance full use is made of the first aid kit kept at the playing fields. All members of the Games Department are trained in first aid, which means that Games afternoons at Wyese have the presence of at least one qualified member of staff. If the injury is a major one requiring hospital treatment, the member of staff's responsibility will be either to call for an ambulance or personally take the pupil to Hereford hospital by car or taxi (High Town Taxis 01432 354321, Blue Line Taxis 01432 343435) to notify the pupil's parents of the injury and to see that satisfactory arrangements are made for his or her return home. An accident form should immediately be completed. The school employs the services of First Aiders during weekend home rugby matches, and a member of SLT is usually available to accompany pupils to hospital if this is deemed necessary.

### **RIDDOR** - Reporting of Injuries, Diseases and Dangerous Occurrences Regulations

Some accidents need to be reported to the HSE; the School Nurses and Bursar will follow the School's Accident Reporting and Investigations Policy."

<http://www.hse.gov.uk/riddor/reportable-incidents.htm>

### **First Aid Boxes and First Aiders**

First Aid boxes are kept at specific locations around the School (see Appendix 3) and are maintained by the School Nurses; if items from a First Aid box are used, a School Nurse should be informed so that they may be replaced. Emergency inhaler kits are also kept in the Sports Hall, at Gwynne Street and at Wyese.

**Automated External Defibrillators** are located at Reception, Old Deanery and Wyese Playing Fields. One is also housed in the vestry of the Cathedral.

### **Portable First Aid Boxes**

First Aid kits are kept in the Medical Centre for use on school trips; there are designated First Aid kits for sporting activities and PE Staff carry their own kits. As above, if items from a First Aid box are used, a School Nurse should be informed so that they may be replaced. Spare EpiPens and spare inhalers etc. are kept in the Medical Centre and may need to be collected when pupils are going off-site. However, all pupils are expected to carry their own inhalers and EpiPens at all times. The Medical Centre keeps lists of the children who require these.

### **Pupils' Medication**

Sometimes pupils bring medicines into school. A letter of consent should be provided by the parent giving permission for the medical staff to administer these medicines with clear instructions, and the medicines left with a School Nurse in the Medical Centre.

Some pupils require an EpiPen at school, which is kept by the pupil in a medical bag labelled with the pupil's name. Pupils should provide the Medical Centre with individually identified spare EpiPens to be kept in the Medical Centre.

Pupils who require an inhaler at school may, at the parents' request, have a named spare inhaler kept in the Medical Centre.

Other medication brought to school that must be administered during the school day will be kept by a School Nurse and given according to the Medicine Administration Policy.

A number of children have special medical needs. Lists of children with diabetes, asthma, allergies and other conditions are kept in the Medical Centre. Staff should be fully aware of these children and of actions to take if they get into difficulties. There are protocols for the management of asthma and anaphylaxis in the Medical Centre.

Information received about children who have temporary or long term medical needs should always be given to the School Nurses who will then act accordingly.

### **Procedure for Dealing with Ill pupils**

Pupils who become ill should be sent to the Medical Centre for assessment or treatment as required. There is no appointment system in place although pupils should generally be discouraged from attending during lesson time unless it is an emergency. Pupils may also, however, self-refer themselves.

The School Nurses can be contacted extension 227 for such cases. If there is no reply, Reception (224) or the School Secretary (222) can be contacted, who will know the whereabouts of the School Nurse. Should there be no reply from this number, the last resort should then be for one of the qualified First Aiders within the School to be contacted for assistance. A list of First Aiders is permanently located on the Common Room Notice Board.

Pupils that the School Nurse considers should not attend lessons will be kept within the Medical Centre; they may rest. If their illness dictates that they will be unfit to return to lessons during that day, parents or guardians will be contacted requesting they collect their child from the premises. Tutors will be advised of such absences by the completion of a note on the school's management database (attendance). Pupils leaving the premises through illness will be required to sign out, in case of any fire or emergency requiring roll call. All pupil visits are logged in the Medical Centre; these records are confidential.

### **Special Diets**

Some children may not eat particular foods for medical or religious reasons. The Medical Centre and the Catering Department keep lists of special diets.

## Appendix 1 Medicine Administration Policy

### **Medication sent in to School:**

**Prescribed Medication** – for children who require medication from home to be given during the school day, the School Nurse must be given clear written instructions by the parents when the child arrives at school; the instructions on the dispensing label will also be followed.

**Non-Prescribed Medication brought in to School** – if parents request that non-prescribed medication (eg: paracetamol, ibuprofen, piriton) be administered during the school day then the School Nurse will oversee this.

**Medication administered on advice of the School Nurse** - the School holds a selection of over the counter drugs, mainly paracetamol, ibuprofen and antihistamine. The School Nurse may administer these drugs to a pupil based on clinical assessment and in accordance with stated prescription guidelines, having first established whether pupils have already taken medication or are under any other medication.

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## Appendix 2 Staff First Aid Qualifications

The School holds a regularly updated list of qualifications as a separate list. The School Nurse, in conjunction with the Deputy Head, monitors requirements for and validity of relevant qualifications. **A list using the structure below is maintained, updated and circulated several times each year and copies are posted in key locations around the School.**

	Name	Type	Provider	Date qualified	Date qualification expires
Senior School Teaching staff	List of First Aiders	e.g. First Aid at Work, Emergency Aid, Level 2 Award in Activity First Aid 2-day	Collingwood First Aid		
Senior School Support staff	List of First Aiders	e.g. First Aid at Work, Emergency Aid	Collingwood First Aid		

### **Appendix 3**

#### **Location of First Aid boxes**

As well as the First Aid kits stored in the Medical Centre and PE Department, Old Deanery, there are First Aid kits in the school mini buses, Wyeside Pavilion, Science Laboratories, Dining Hall kitchens, Sports Hall, the Library, the Portman Building, the Music School and the Zimmerman Building.

Specifically, in Science:

KLL - fixed to the wall to the right of the white boards

GDL - loose on the shelf above the main sink

Biology Prep Room - loose on the shelf above the kettle

Chemistry Prep Room - to the right hand side of the dishwasher on the wall

Physics Prep Room - on the wall, near the sink

**Automated External Defibrillators** are located at Reception, Old Deanery and Wyeside Playing Fields. One is also housed in the vestry of the Cathedral.

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### **Appendix 4**

#### **MEDICAL EMERGENCIES**

These notes are intended for general guidance to all teaching and non-teaching staff. They are designed to enable staff to cope correctly with a medical emergency in the crucial few minutes between the decision to summon the School Nurse and her arrival on the scene. Upon her arrival she will assume responsibility for any further action taken.

#### **Asthma**

##### General points

Pupils with asthma should always carry their inhaler with them and should be recommended by their tutors to lodge a spare, named inhaler in the Medical Centre in case of emergency. Any other medication or equipment, such as a nebuliser, should be deposited in the Medical Centre for reasons of safety.

Pupils who suffer from exercise-induced asthma should be provided with the opportunity, if required, to have a puff of their inhaler before they start exercise. They should always bring their inhaler into the Sports Hall and to Wyeside, and other sporting venues. Pupils should be reminded to take their inhalers on all trips and educational visits.

### Asthma attack on the school premises

Any of the following might trigger an attack: cold (e.g. cold frosty mornings); hay fever; exercise; excitement or prolonged laughing; fumes (e.g. glue, paint, fumes from science experiments); viral infection (e.g. common cold; allergic reaction e.g. food, animals); wood dust; stress (though this rarely in itself triggers an attack).

In no circumstances should a member of staff leave the pupil concerned unattended. The pupil is likely to have experienced such attacks before and will usually know what to do: be advised by him or her as to what is likely to be most effective. There are, however, some standard procedures, in the case of mild attack, which staff should initially follow before assessing whether to summon the School Nurse:

1. Stay calm and reassure the pupil
2. Sit the pupil upright or leaning forwards slightly as this will assist breathing. Don't make him or her lie down. Make sure the pupil is comfortable.
3. Ensure that the reliever inhaler (blue) is taken promptly to open up the narrowed air passages. Administer two puffs.
4. Encourage the pupil to breathe slowly and deeply.

If, after two minutes, the pupil feels that improvement is not quite good enough, encourage him or her to use the reliever inhaler again. If there has been no improvement after five minutes, call the School Nurse on 227 and she will attend to the pupil. If necessary she will ensure that the reliever inhaler is used again and check that it is being used properly. She will assess peak flows and depending on results and response to Ventolin the pupil will:

- a) sit with the School Nurse until resolved and then go back to class, or
- b) be transferred to hospital accompanied by an adult and parents will be contacted.

### **Epilepsy**

This is caused by a temporary malfunction in the brain's biochemistry. It is usually controlled by medication taken outside school hours, and it is unlikely that medication would be required during the school day except in the most severe cases. There are two principal forms of this:

#### a) Petit Mal/Absence Seizure

No specific aid is required, but the seizure should be noted and reported to the School Nurse. Symptoms: the pupil looks blank, stares and may have a slight twitching or blinking for a few seconds. The pupil is unaware of the attack.

#### b) Convulsive Seizure

This is alarming for the onlooker, but not normally harmful for the pupils, except in case of injury. Be aware of the effect on other pupils who may be frightened or turn to mockery. As soon as the pupil begins to fit, send for the School Nurse. The fit cannot be prevented, so the principal concern is to protect the pupil from injuring him or herself during the fit and to provide care on a temporary basis once he or she has regained consciousness.

Warning signs: the pupil may cry out, their body stiffen and then fall to the floor. This would be followed by convulsions. Alternatively the fit may begin with an “aura” or warning, e.g. visual, auditory. The pupils will be unconscious or only semi-conscious, and may well be incontinent. He or she may salivate, and the saliva could be flecked with blood (if tongue or cheeks have been bitten). The fit may last a few minutes.

- Ease the pupil gently to the ground and then stand away.
- Clear a space around the pupil, removing any objects on which they may hurt themselves.
- Keep other pupils well away – prevent gathering and staring
- If possible, loosen clothing around the neck and place something soft under the head, but do not try to restrain the convulsive movements. Be careful not to touch the pupil in a way that might be misconstrued by other pupils.

### **Call the Medical Centre**

Do not:

- Try to put anything between the teeth
- Give anything to drink
- Restrain the pupil
- Move or lift the pupil
- Leave the pupil on their own

Once the convulsions have stopped, turn the pupil onto his or her side in the Recovery Position to aid breathing. Wipe away saliva from around the mouth. On regaining full consciousness, the pupil will be confused and disorientated for a while. It is vital to be reassuring and supportive during this period. If the child has been incontinent, arrange for him or her to be covered with a blanket, to minimise embarrassment. The pupil should be provided with the opportunity to sleep after the attack.

It should not normally be necessary to send the pupil home after a seizure, but in all cases the School Nurse should be informed, and she should communicate to the parents that a seizure has occurred.

It is essential, however, for the School Nurse to contact the emergency services and arrange for the pupil to be sent to casualty, accompanied by an adult, if:

- It is the first fit of a pupil not previously diagnosed as epileptic
- A seizure shows no signs of stopping after a few minutes
- A series of seizures takes place without the individual fully regaining consciousness from the fits – a state known as Status Epilepticus
- The pupil seriously injures him or herself in the course of the seizure.

## Diabetes

Pupils suffering from diabetes will be Insulin dependent. The most likely diabetic emergency would be a Hypoglycaemic (low blood sugar) attack.

Any of the following might trigger a hypo: delayed/missed meal; wrong insulin dose; more exercise than usual.

Untreated hypos are dangerous and must be treated immediately. Send for the School Nurse without delay.

### Symptoms

These will vary from pupil to pupil, but the most common physical and emotional symptoms are:

- Physical: faint, nervous, sweaty, nausea, lack of co-ordination, headache, feeling cold, feeling hungry.
- Emotional: distant, irritable, difficult, weepy, confused, drowsy.

If the pupil becomes unconscious, do not attempt to give anything by mouth as this can lead to choking; immediately summon an ambulance and the School Nurse in that order. The pupil should be transported to hospital, accompanied by an adult. If the pupil is conscious and requests a snack, they must be allowed to have one and then be sent to the Medical Centre. Diabetics are usually aware of this need and carry a suitable snack, e.g.:

- 2-6 teaspoons of jam
- lump sugar
- 1-2 “funsized” chocolate bars
- a half to full can of soft drink (not Diet)
- 1+ dextro energy tablets as required.

If unsure, always give a sugary snack and then alert the Medical Centre

Recovery should be in 5-10 minutes. If the pupil is still feeling “hypo”, further dextrosol tablets may be given. It is generally safer to give too much rather than too little. The pupils should not be left unattended and may require a further, longer-lasting snack to follow up, e.g. toast or a biscuit.

The School Nurse should inform the parents that the pupil has had such an attack on the premises.

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## **Appendix 5**

### **Policy for dealing with a Human Flu Pandemic**

In the event of a flu pandemic being declared, Hereford Cathedral School will follow Government and Local Education and Health Authority guidelines regarding appropriate action.

Government guidelines recommend that in the event of a pandemic arriving in the country that schools should operate as normal until otherwise advised. Evidence suggests that in the event of a Pandemic children are highly efficient 'spreaders' of the virus among themselves and to adults and their family and closing the School for a period might significantly reduce the number of children infected. However, this would only occur should circumstances develop that might indicate this would be the most appropriate course of action; the decision will be made by Headmaster in consultation with the local Health and Education Authorities.

#### **Reasons for school closure:**

- To prevent the spread of the 'flu virus;
- If many staff were off ill to enable the School to operate;
- If advised to close, this would directly affect Years 7 to 11. The Sixth Form will remain open, with normal lessons operating wherever possible.

#### **Re-opening the School:**

The School will re-open once the Local Health and Education Authorities (Belmont Child Community NHS Health Department) deem it advisable so to do.

#### **Operations during school closure:**

The School would remain open to staff who could set and mark work. Work will be available to pupils via the website and email/clarion email. Staff will be asked to post work on the website for pupils to access and pupils will be encouraged to e-mail completed work to school or send it in by email. It may be possible for work to be collected at Reception. The email addresses of all Teaching Staff can be found in the School Calendar. Pupils who cannot access the internet at home would be able to telephone Reception for it.

#### **Managing a pandemic alert whilst keeping the School open:**

- Signs will be put around the School to remind everyone to maintain high standards of hygiene: washing hands, throwing tissues away, not sneezing and spreading germs without the use of tissues, etc
- Closed bins will be made available around the School to stop the spread of germs.
- Any pupil or member of staff showing signs of illness would report to the Medical centre, where they will be kept in isolation and sent home as soon as possible.
- A boys, girls and staff sickbay will be made available. The Pastoral Room will become a staff sickbay. Pupils will be informed of this and encouraged to visit the Medical Centre only if they feel severely unwell.

## **Ensuring effective communication with Parents and staff if a pandemic is declared:**

- All parent contact details will be checked.
- Staff contact details, teaching and non-teaching, need to be checked.
- Advice to parents will be sent home by clarion email and posted on the school's website and lodged at Reception.
- Parents will be advised not to send their children to school if they are demonstrating any of the viral symptoms and be given advice on maximising hygiene;
- Parents will be advised that work will be put onto the website for pupils to do from home with details of how to send it by email or post to school.

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## **Appendix 6**

### **UNIVERSAL PRECAUTIONS FOR INDIVIDUAL PROTECTION**

**UNIVERSAL PRECAUTIONS APPLY - ALL SPILLAGE OF BLOOD, VOMIT, AND OTHER BODY FLUIDS SHOULD BE TREATED AS HAZARDOUS.**

**ALL INDIVIDUALS MUST TAKE ACTION TO PROTECT THEMSELVES AGAINST HIV AND MANY OTHER DISEASES SPREAD BY CONTACT WITH BODY SPILLAGE.**

People who are HIV positive or carrying Hepatitis B or C may be unaware of their condition, or may choose not to tell anyone. Many other very unpleasant diseases can also be acquired by direct contact with body spillage and /or poor personal hygiene.

For their own protection, all staff must follow the school guidelines when dealing with any body fluids. However, the School does recognise that in unlikely and extreme conditions, an occasion may arise where First Aid may need to be administered without protection in order to save life, or body fluid may be spilled onto another person. If this occurs, medical advice should be sought as soon as possible.

It is important to clean up body spillage as soon as possible after the incident has occurred. Any member of staff who is first on the scene should ensure that an incident is dealt with as quickly as possible. The School Nurse or member of the Cleaning Department will clean up and disinfect using the appropriate kit, as detailed below. In their absence, the member of staff first on the scene should deal with the spillage.

- Vomit, urine and faeces must be cleaned away immediately using hot water, detergent and disposable paper towels or cloths.

- Wear disposable aprons and gloves.
- Dispose of all materials in a leak proof bag.
- It is advisable that carpeted areas are shampooed as soon as possible after decontamination
- Soiled clothing, including with blood, should be placed in a plastic bag sealed for transporting. They can be safely washed in a washing machine on a standard cycle. A cool pre-wash cycle will help to dispel any blood prior to a hot wash.
- Wash hands thoroughly on completion.

Reviewed by SH/BGB  
November 2016