

## **Forres Sandle Manor (Non-Academic) Policy**

Policy Title	<b>First Aid</b>
Policy Lead (Appointment (& Initials))	<b>Head Matron (NB)</b>
Date of Last Review	<b>February 2020</b>
Date of Next Review	<b>February 2021</b>

### **FIRST AID**

#### **STATEMENT**

This policy gives detailed information for all staff in assessing and taking action in situations that require first aid.

#### **PRACTICAL ARRANGEMENTS AT THE POINT OF NEED**

The Matrons, supported by all qualified first aiders, are responsible for any medical care or first aid that a pupil in Years 3 or above requires. Pupils in Years 2 and below are treated by qualified first aiders within the Lower School. Year 3 pupils can also be treated by Lower School first aiders. If additional support is required, a Matron will be contacted.

If a child becomes injured or unwell during the school day or overnight, they will be brought up to Matron who will make an assessment and treat the child appropriately.

The Matron or Lower School member of staff will contact a parent immediately if a pupil suffers anything more than a trivial injury or if they have become unwell.

Parents should keep their child at home if he/she is unwell. We will phone day parents and ask them to collect if their child becomes unwell. In the event of sickness and/or diarrhoea, a child should remain at home for 48 hours after their last episode.

If a Boarder is unwell and parents are able, they will be phoned and it will be suggested that they collect their child. An ill child is always happier at home. However, in the event that a boarder cannot go home, they will be looked after in the Getting Better Bay (GBB) until well enough to return to school.

See the Health and Welfare Policy for further information.

#### **FIRST AIDERS**

We always ensure that a minimum of one member of staff who is qualified in first aid is on the premises when children are present. There is always at least one Matron (or the Head of Boarding who is first aid qualified) available on site and contactable 24 hours a day, both by parents and children.

Lower School staff are on a rolling programme of regularly updating their Paediatric first aid training and there is always at least one person who has first aid training and a current paediatric first aid certificate on the premises and available at all times when Lower School children are present, and must accompany pupils/EYFS children on outings (see EYFS Policy for the Supervision of Children on Trips and Outings).

A list of all members of staff who are qualified first aiders or paediatric first aiders is displayed on notice boards around the school. Their training is refreshed every three years or as advised by the training agency. **See Appendix 1 for paediatric first aiders.**

### **FIRST AID BOXES**

First Aid boxes are placed in all areas of the school where an accident is considered likely. These are found in the surgery, front hall, school office, kitchen, Lower School, DHH store cupboard, DT lab, Science lab, Food Technology room, Lecky's within the learning centre, Art block and in Mrs Thornton's office in the Barn.

First Aid boxes are checked regularly and replenished as necessary.

### **REPORTING AN ACCIDENT ON THE SCHOOL SITE**

All minor injuries in both the Lower School and Upper School are logged on the child's medical records on SchoolBase. Parents are informed of any accident or injury sustained by a child on the same day it happens, or as soon as is reasonably practical, as well as details of any First Aid given.

In the case of a day child in Lower School, a minor accidents form is completed by a Lower School member of staff or Matron and given to parents to sign to inform them of the accident and the first aid treatment and homely remedies, if any, given to their child. Lower School children wear a sticker to highlight that they have had a head injury. A Head Injury form is completed for all pupils in Lower and Upper School.

In the case of a head injury, additional information is provided to the parents regarding the signs and symptoms which may accompany head injuries and instructions as to what they should do if their child shows any of these signs and symptoms.

In the event of a major injury, the Matron or member of Lower School staff dealing with the incident will fill in the Accident Book and the report taken to the Bursar to be reported to RIDDOR. In the event of any serious accident or injury to, or the death of, any EYFS child whilst in school we understand that we must notify the local Child Protection Agency.

## **TAKING PUPILS OFF-SITE**

First Aid kits are available from the Matrons' department. Matrons will ensure that any specific medical conditions are known to the member of staff leading the trip and also ensure that the appropriate medication is included in the First Aid kit for that trip.

Included in the kit is a sheet for all staff to fill in of any medication or injuries that have occurred so that Matron is aware when the Child returns to school and these can be recorded appropriately.

Staff should not remove a First Aid kit from a fixed location to take on a school trip but should take a kit from the Matrons' Department.

Lower School staff will take their own First Aid kit on any off-site trips or activities.

## **FIRST AID SUPPORT FOR SPORTING ACTIVITIES**

A Matron is always contactable to provide first aid treatment for all sporting events at FSM. For all off site sporting events, a First Aid kit is collected from the Matrons' department, along with any additional medication a child may require.

## **CALLING AN AMBULANCE**

If an adult or child has a serious accident at school, staff are trained to summon medical help from the Matrons department. Matrons, the School Office or Lower School staff are normally responsible for calling an ambulance. All staff are advised that if the Matron or the school office staff are unavailable, they should summon an ambulance themselves. Matrons or Lower School staff will contact parents and escort a child to hospital, unless a parent arrives at FSM before the ambulance arrives. A Matron or a member of Lower School staff will stay with a child in hospital until a parent arrives.

In the event of a day child suffering a minor injury (for example a broken arm), parents would be contacted and the child kept comfortable until a parent could collect them and take them to Accident and Emergency. In the event of a minor injury to a boarder, parents would be notified and the child taken to Accident and Emergency by a Matron.

If a Matron is unable to leave school, another member of staff will go with the child. All staff should ensure that they give the school's alternative postcode of SP6 1DS to ensure that the ambulance arrives quickly.

## **ARRANGEMENTS FOR PUPILS WITH PARTICULAR MEDICAL CONDITIONS**

If a pupil has particular medical needs or requires any special adjustments to their care, parents will be contacted by the Head Matron and the most appropriate care and regime will then be arranged for the child. A subsequent meeting may be organised to discuss arrangements further. The Head of Boarding and Head of Lower School will be informed as appropriate. The Deputy Head (Pastoral) will be aware of all care plans put into place.

Additional medical policies also contribute to the FSM aim of total care:

- Administration of Medication.
- Allergy and Anaphylaxis.
- Asthma.
- Blood and Bodily Fluids.
- Diabetes.
- Epidemics, Pandemics and Norovirus.
- Epilepsy.
- Head Injuries.
- Health and Welfare.
- Intimate Care.
- Mental health and wellbeing.

## **HYGIENE PROCEDURE FOR DEALING WITH THE SPILLAGE OF BODILY FLUIDS**

Bodily fluids include:

- Blood.
- Vomit.
- Faeces.
- Urine.
- Saliva.
- Nasal and eye discharge.

Bodily fluids must be cleaned up immediately. Staff are instructed to follow the instructions below:

- Always wear disposable gloves.
- To wear a disposable apron.
- Liberally sprinkle body spill granules over the spillage, and then leave for 5 to 10 minutes.
- Scoop up the hardened spillage with the brush included in the bodily fluid kit and put it in a yellow bag.
- Dispose of the medical waste in the yellow bin behind the Surgery door.

Prevention of infection can be helped by:

- Spraying disinfectant on the infected area once the spillage has been cleaned up.
- Mopping the floor.
- Washing hands thoroughly afterwards.

## **CONTAMINATED BEDDING**

If bedding becomes contaminated with bodily fluids, soiled bedding should be placed in a disposable laundry bag. The bag should be tied up and the entire contents transferred into a washing machine and washed at 60 degrees.

## **CONTAMINATED SWABS AND DRESSINGS**

All contaminated dressings, swabs etc. must be disposed of in the yellow medical waste bin behind the Surgery door.

## **STORAGE OF CLEANING MATERIALS**

Bodily fluid yellow kits are located in the cupboard under the sink in the Surgery.

## **HANDWASHING**

As part of our infection control, all staff and pupils are encouraged to wash their hands thoroughly, particularly after dealing with a First Aid situation and before meal times.

**Lower School Paediatric First Aid Qualifications**

<b>Name</b>	<b>Class</b>	<b>Course</b>	<b>Date of Attendance</b>	<b>Date of Update</b>
Jayne Davis	Teaching Assistant – Nursery	Paediatric First Aid	Expired	TBC
Celina Chismon	Teaching Assistant - Reception	Paediatric First Aid	Jan 2018	2021
Sarah Holdom	Teacher – Reception	Paediatric First Aid	Expired	TBC
Bev Kendall	Nursery Co-ordinator	Paediatric First Aid	Jan 2018	2021
Tracy Spottiswood	Head of Lower School	Paediatric First Aid	Oct 2017	2020
Lucy Wells	Teacher – Y1	Paediatric First Aid	Jan 2018	2021
Ella Ridge	Teaching Assistant	Paediatric First Aid	Jan 2018	2021
Caroline Carver	Higher Teaching Assistant – Y2	Paediatric First Aid	Jan 2018	2021