



KNIGHTON
HOUSE

DORSET

First Aid Policy

Reviewed:

Reviewer: Day Matron

Next Review: **Under Review – School Merger**

1. Introduction

The Governors of Knighton House School acknowledge their responsibility under the Health and Safety (First Aid) Regulations 1981 and DfEE Guidance on First Aid in Schools. At Knighton House we take seriously our responsibility to take reasonable care of the children while they attend school and to meet the reasonable needs of staff, visitors and contractors whilst on the school premises.

2. Staffing

The school doctor is Dr Madeline Ford, MBChB, MTGCP, DCH of The Blandford Group Practice in Blandford Forum. She holds a weekly surgery for boarders and is available at the surgery for advice.

General first aid is administered by the matron staff from the Medical Room. There is also a sick bay (San) where pupils may rest in bed or be isolated when necessary. The Day Matron attends the 3-day First Aid at Work and Paediatric First Aid training. The Head of Boarding and Relief Matron attend the 3-Day First Aid at Work training.

The school has both administrative and teaching staff qualified in basic first aid, (See **Appendix I** for names of First Aid qualified staff).

First Aid training is organised by the Bursary through the Estates Manager, who will arrange refresher training for those First Aiders whose qualification is due to expire and newly appointed staff as required.

During the school day there will always be a minimum of 2 first aiders on site and outside school hours, including the weekends, there will always be a minimum of 1 first aider on site as long as there are pupils on the premises. There will always be a minimum of 1 Paediatric First Aider on site when EYFS pupils are in school or present when they go out of school.

3. Appointed person

The Day Matron is the appointed person for the school. The Head of Boarding and relief matrons act as her deputies. The Day Matron is appointed to:

- Take charge and record when someone is injured or becomes ill
- Ensure that an ambulance or other professional help is called when necessary
- Look after and restock the first aid equipment
- Check the medical questionnaire and consent form that is completed by parents when a child joins Knighton House School and then liaise with parents and staff if necessary
- Under direction of the Head of Pastoral Care, liaise with parents of children with specific illnesses (e.g. diabetes, asthma, anaphylaxis) and ensure that Individual Health Care Plans are put into place
- Organise the training of staff on specific illnesses as above where necessary
- Ensure that all staff are aware of any pupils in their care with special dietary or medical needs and produce a list of all children in the school with these needs
- Administer medicines including over the counter and prescribed drugs and document this in the Day log and individual medication administration sheets
- Ensure parents are kept updated about any incidents
- Ensure the correct procedures for dealing with the spillage of bodily fluids are followed

- Escort pupils to hospital, as directed by SMT, (Senior Management Team), who will always endeavour to contact parents to inform and obtain agreement
- EYFS: All EYFS staff are paediatric first aiders and will administer first aid in EYFS.

4. First Aid Boxes

First Aid boxes are located around the school and in both minibuses. The Games Dept. have bags specifically for away matches. Boxes/bags are routinely checked half termly and used/stock due to expire is replaced as necessary.

Travel sickness kits are kept in the medical room, staff room and both minibuses.

See **Appendix 2** – List of First Aid boxes and their locations

5. Procedure to follow in the event of illness or an incident

Staff members are expected to make a reasonable decision in the circumstances. They should use their experience, professional judgement and common sense in any given situation to decide whether a person simply needs TLC or whether the matter should be taken more seriously.

Below are some guidelines:

a. Emergency incident or sudden illness

If someone is having a life-threatening emergency such as:

- Loss of responsiveness
- Breathing difficulties
- Severe bleeding
- Severe allergic reactions
- Severe burns or scalds
- Seizure that are not stopping
- Severe, persistent chest pain
- Is in an acute, confused state

Don't wait: dial 999. Send for help.

Other staff will call parents and sort out details. Matron, a member of SMT or any First Aider will take charge whilst waiting for an ambulance. Follow First Aid training in terms of not moving the casualty and making them safe.

Any casualty who cannot move themselves must not be carried except in circumstances of immediate danger.

If it is necessary for a pupil to be taken to hospital by ambulance they will be accompanied by a member of staff. This does not need to be a First Aider but should be someone who knows the child well and will be a reassuring presence for them.

Matron will contact parents and advise the Head or a member of SMT in the following circumstances:

- Any head injury where even the slightest concern arises of possible concussion. (Parents are advised of head injuries, by email, text or phone call, as a matter of course)
- Any injury in or close to the eye
- Vomiting.
- Abnormal temperature
- Severe asthma attack
- Seizure
- Any other medical incident or injury which might be considered serious

On occasions it may be necessary to transport pupils to hospital in the car. Ill or injured pupils must **ALWAYS** be accompanied in the rear seat by a member of staff. No-one should drive a casualty to hospital alone.

b. Sending to matron

Individuals should be sent to matron in the following circumstances:

- Complains of feeling sick and is pale
- Complains of feeling unwell and is flushed and/or hot to the touch
- Is shivering uncontrollably and looks unwell
- Is evidently in pain despite no outward evidence
- Is heavily winded and not recovering
- Has blood flowing from a small wound
- Has a fall or other injury which results in grazing and/or possible bruising or is clearly causing pain (e.g. hit with a hockey stick)

Adults should use their discretion when considering whether a pupil is old enough/well enough to be sent on their own but should always err on the side of caution. Pre-prep children must always be accompanied or matron should be sent for.

Except in extraordinary circumstances, pupils must not take themselves to matron between lessons; they must always ask permission from a member of staff. Pupils may visit matron without asking permission during break times but matron must inform the next teacher if the pupil is staying in the medical room/san. Form tutors must be informed if a pupil is sent home and a note written on the staff room noticeboard.

In some circumstances (e.g. soiling) it is more sensible to ask matron to come and deal with the pupil in situ than to send them to the Medical room.

Day pupils: Matron will make the decision as to whether day pupils should rest for a while in the San or whether parents should be asked to collect them.

Boarders: Boarders who display symptoms such as nausea, D&V, faintness, high temperature will be put to bed in the San and monitored. Boarders who are feeling under the weather with, for example, cold symptoms or period pains, may be allowed to rest on their own beds but must be regularly checked. Boarders may be sent home if very unwell.

Pupils with vomiting or diarrhoea must be kept isolated, either at home or in the San, for **48 hours** from their last bout of sickness/diarrhoea.

The Orchard Pre-Prep (including EYFS): minor accidents in school are dealt with by a member of teaching staff and if necessary the child is taken to matron.

The incident is recorded in the accident book and is taken out to play and on any trips. This is dated and signed by the member of staff and then shown/explained to parents at pick up time. The parent signs the book to say they have been informed. To this end, each new entry goes on a new page for confidentiality. If a more serious accident occurs every effort is made to contact the parent immediately. Should it be required for a child to go to hospital, he/she will be accompanied by a member of staff unless otherwise directed by the child's parents.

c. Body fluids

Kits for dealing with the spillage of body fluids are in the Medical Room, The Orchard pre-prep and in the Photocopy room (outside the Estates offices). Staff must take care to follow procedure to avoid the spread of infection and in the interest of Health and Safety. During the school day such spillages should be dealt with by the Matron and the Cleaning Supervisor. All such spillages, (vomit, faeces and blood), must be cleaned immediately. Gloves and a disposable apron must be worn when contact with body fluids is likely. Spillages must be placed in a sealed bag and put in the external dustbins for domestic waste disposal.

No person must treat a pupil who is bleeding without protective gloves which are stored in each first aid box and in the medical room.

All medical waste (e.g. swabs) must be placed in the yellow clinical waste bin in the Medical room.

Sharps are disposed of in a dedicated box kept locked in the Medical room. This is taken to The Blandford Practice pharmacy for disposal by matron. In the case of diabetic testing, a sharps box can be kept in an appropriate place for the safe performance of testing and injecting. If testing takes place away from the bins then sharps must be safely taken to the Medical room for disposal.

6. Reporting and Recording

All accidents and near misses must be recorded in the Minor Accident and Incident log held in the Medical Room. Wherever possible, accident reports must be completed by the member of staff in charge of a pupil or the first aider at the incident. If the member of staff is unable to do this, then their name, as first aider 'on site' will be recorded by matron.

Parents are advised of any head injury by email, text or phone.

Accidents which result in a subsequent hospital visit, (i.e. a suspected broken limb), will be investigated by matron. In the case of a broken limb or an accident/incident of a more serious nature or where a member of staff, visitor or non-employee of Knighton House is involved, then copies of the school Accident/Incident report form, must be completed and handed to the Estates office. The Head and SMT must be informed of any accidents/incidents of this nature.

Accidents of a more serious nature or involving a member of staff, visitor or non-employee of Knighton House are entered on the school's Smartlog system.

The School Business Manager, (SBM), is the school's Health and Safety Officer and is responsible for the recording and reporting of incidents in accordance with the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations. The Estates office will liaise with the SBM in this regard (RIDDOR) 2013.

The Head, SMT, SBM and Estates office must be informed. A 'near miss' is an incident in which an injury could have happened but no actual harm occurred. A copy of the near miss form is filed in the red folder in the Staff Room.

The School Kitchen have their own Minor Accident and Incident log which is held adjacent to the first aid box in the kitchen. Accidents of a more serious nature are dealt with as above.

8. Special Medical Care

Children with particular medical conditions, such as diabetes, asthma, epilepsy, will be monitored by the matron staff. Pupils requiring special medical care will be assessed before entry to the school, in discussion with the school doctor and the relevant health care professional, and, where appropriate, an individual health care plan will be written and managed in agreement with parents, child and relevant health professional. The school doctor must be shown all Individual Health Care plans. All staff are made aware of pupils with these conditions via the Allergies/Medical list, (See 3 and 10). Training will be provided on medical conditions as needed.

All pupils with special medical conditions going on school trips must be identified by the trip leader before the trip so that accompanying staff are aware of both the issue and any possible intervention or action that might be required on their part. This must be specifically referred to in the Risk Assessment for the trip.

9. Medication

Please see separate policy Supporting pupils at school with medical conditions and managing medicines.

10. Allergies

The school has a Dietary Requirements and Food Allergies policy which is co-ordinated by the Day Matron who ensures that all staff are made aware of any allergies or intolerances.

Lists of children who suffer with allergies and/or have medical needs are kept in the Staff room and Medical room. A list of children is emailed to all staff when any changes/additions are made.

The kitchen has a list of adults with food allergies/intolerances/special dietary requirements. Staff are responsible for notifying the kitchen of their own requirements.

Photos of children with food allergies/intolerances/special dietary requirements are displayed in the kitchen.

Copies of care plans are kept in the medical room and with the child if appropriate. For children in The Orchard copies are displayed by the member of staff responsible for them. Care plans are reviewed annually from the date of inception or should any alterations be required before that time

11. Contact Information Matrons can be contacted on: Ext - 5303

Mobile phone 07484 521975

External line - 01258 480081

If a First Aider is required and matrons are not contactable, contact the school office on Ext 5301 or refer to the list of first aiders/phone extension numbers which are displayed near all phones.

