



# FIRST AID POLICY

## TWYFORD SCHOOL

### Twyford is a School:

- Where we promote an enduring love of learning.
- Where each child is respected as an individual.
- Where we engender a clear appreciation of the traditional ethical and spiritual precepts of our Christian foundation.
- Where children feel safe and unconditionally valued.
- Where excellence is identified and where each child may extend themselves.
- Where staff are our most cherished resource.
- Where pupils engage with technology as a means of extending systematic enquiry.
- Where there is a partnership between staff, pupils, parents, and governors.

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### Abbreviations, Acronyms and Definitions

Abbreviation / Acronym	Definition
EYFS	Early Years Foundation Setting

This Policy is for the whole School, Early Years Foundation Stage and Boarding House

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## **2. Overview**

First aid can save lives and prevent minor injuries becoming major ones. Under Health and Safety legislation employers must ensure that there is adequate and appropriate equipment and facilities for providing first aid. At least one qualified person is to be on the School site when children are present. At least one person qualified in Paediatric First Aid will be on the School premises at all times when EYFS children are present, and one such person will accompany EYFS children on outings.

The first aid provision in the Matron's Room will be at least that recommended by the Health & Safety Executive.

The School has a sick bay with a nearby washroom called the Beach Hut. This is adjacent to the Matron's Room in Prep, into which a pupil may withdraw and be closely monitored. In Pre-Prep a child may be temporarily supervised in Reception if unwell before being moved to the Matron's Room or collected by a parent.

In the boarding house we have a Boarding matron with two sick bays, Camomile and Lavender next to Matron's flat. Additionally, there are shower and toilet facilities for those who are unwell.

### **a. Staff First Aid Training**

The School will ensure that Matrons are all suitably trained.

The School will run a training course on 'Emergency First Aid in Schools' every three years to ensure a high percentage of teaching and coaching staff have received training. Most recent training was August 2021. Staff can complete an online Educare 'First Aid Essentials' course prior to the next group staff training. Several staff are trained specifically for Early Years Foundation Stage Paediatric First Aid.

Almost every member of the Twyford School staff is trained with up-to-date qualifications in First Aid, with the majority of Pre-Prep staff also qualified as Paediatric First Aiders, and we have one qualified Nurse (RGN). A list of qualified first aiders is updated by Matron when new courses are completed and copies retained by the HR Manager and stored on the Staff Portal.

The School's programme of training includes regular Inset training to update staff on pupil medical conditions in order that all adults feel confident in dealing with emergency situations, including the administration of emergency first aid. In addition, the Staff portal has links to treatment of asthma, use of EpiPens, defibrillators, Epilepsy and seizures.

The School owns three defibrillators. They are located in the Pre-Prep reception, the Sports Centre and in the boarding house Orchard Close. Most teaching staff have been trained in their use through their first aid course and receive regular refresher training as appropriate. The defibrillators are checked weekly. A flashing green light indicates they are fully charged.

### **Head Injuries / Concussion**

Further information on the School's management of these types of injuries can be found in our Head Injuries/ Concussion policy.

All staff are required to complete an EduCare online concussion training module. Just prior to rugby teaching season all sports coaches are asked to complete the online Headcase Concussion Training module at the following link and print out their certificates for reference.

## **b. First Aid Duties**

At School, the main duties of a first aider are to:

- Give immediate help to casualties with common injuries or illness and those arising from specific hazards at school
- Where necessary, ensure that an ambulance or other professional medical help is called.

## **c. Appointed Person**

At Twyford School the appointed person is the School Nurse, who has received the appropriate level of emergency first aid training. The appointed person will take charge when someone is injured or taken ill. Matrons look after the first aid equipment. In the absence of the School Nurse, the Matron on Duty is the Appointed Person. If, for any reason, a matron is not available, the Deputy Head – Pastoral and Operations (Mr Dominic Britt) would fulfil this role.

During School holidays a suitably qualified member of the Support Staff will be identified to take over the role of appointed person. Sam Stockall in IT is the nominated staff member with a FA grab pack in the IT room and will respond to radio messages. He will log all incidences accordingly. In the event Sam Stockall is not on site, basic first aid response will be delivered by other IT personnel who may call 999 or 112 if required.

## **d. First Aid Locations and Equipment**

The main centre of first aid is the Matron's Room and sick bay in Orchard close Boarding house. However, first aid equipment can be found in the following areas:

- Matron's room
- Pre-Prep (EYFS area)
- School minibuses
- Swimming pool, pool pump room and Sports Centre Foyer
- Grounds Department shed
- Maintenance Workshop
- Science School
- Art School
- Chalk Mounds
- Kitchen
- Design Technology workshops
- Sports equipment sheds

The location of first aid kits around the School is stored on the Staff Portal. Sports staff can take a first aid kit from the sports equipment shed to their sports pitches when a school match is taking place.

For off-site visits by Prep pupils, the School Nurse or Matrons will issue a bag containing the appropriate first aid equipment. If the visit is to an establishment where they are leading the activities, we would expect the provider to implement their own first aid provision, with Twyford staff supporting for welfare and pastoral reasons. In Pre-Prep the trip leader takes a first aid kit. The Pre-

Prep Secretary will issue an appropriate kit for Pre-Prep trips. Some Pre-Prep teachers and Classroom Assistants have their own kits provided for these purposes.

#### **e. Medical Conditions**

Parents will be asked to complete a medical record form for each pupil with information on particular medical conditions held in Matron's Room. Relevant information relating to specific children with medical conditions such as asthma, allergies, diabetes, and epilepsy etc. is posted on the Staff Portal and displayed in the Staff Room for the teaching and coaching staff. Teachers on trips with pupils with known conditions are given the appropriate guidance and medicine to cover care of the child whilst out of school.

Inhalers and EpiPens for named children with asthma or allergies are kept in a cupboard in Matron's Room. Matron's Room is locked if the room is unmanned. All staff have access to Matron's Room in an emergency via their identification badges. The inhalers/EpiPens accompany the named children off site. Pupils are encouraged to carry inhalers around the School if needed, and they should be with the child for all sporting activities.

### **3. Casualty Procedure**

If a child or adult falls ill in class or has an accident the Nurse or Matron on duty is to be informed immediately on extension 2219 or via School Walkie-Talkies – Channel 9. Most staff can assist at the point of need. The Nurse or Matron on duty will attend the casualty and decide if the patient can be moved and, if so, by which method. For ambulatory cases the Nurse or Matron on duty should be informed that an injury has occurred, and that the patient has been dispatched to the Matrons' Room. The patient should be accompanied and reassured.

Following initial care, a decision will be made as to whether: -

- the patient should remain in School,
- be transported to hospital by ambulance,
- be transported to hospital by School staff,
- or (if a pupil) be collected by parents.

### **4. Guidance on When to Call an Ambulance**

The following is guidance only and cannot be considered to be comprehensive, however a paramedic should be called particularly:

- if the casualty shows signs of poisoning, drug overdose or evidence of a suicide attempt
- if a casualty is trapped, unconscious, has sudden or severe back pain, chest pain or broken bones
- if there is any sign of a heart attack such as severe chest pain or pain in the patients arm or jaw
- if a casualty has suffered a fall from height
- if the casualty has a serious head injury
- if the casualty has severe bleeding
- if the casualty is having an allergic reaction (anaphylaxis)
- if the individual is having an asthma attack which is continuing despite using an inhaler
- if the patient is having a seizure
- if the casualty is showing signs of a stroke
- if the person has a rash which does not blanch when using the 'tumbler test'

- if the casualty has a suspected neck/back injury immobilise until medical assessment (particularly sustained in a sport such as rugby).

It should be re-emphasised that these examples are only illustrative, if in doubt always get professional help.

## 5. Guidance on How to Call an Ambulance

Follow the steps below:

**From all landlines in the School phone 999. From a mobile phone 112/999.**

- They will ask you what service you require. Say 'ambulance'.
- They will ask where you are located. Be as precise as possible, the School postcode is SO21 1NW.
- They will ask you how many casualties. If one, say one. If a child, state 'a child'
- They will ask what is wrong with casualty. Tell them what you are sure of.
- They will ask if other services required

After you hang up you must wait with the casualty until the ambulance arrives and send someone to direct the ambulance.

If a child is transferred to hospital, ensure appropriate School staff or casualty's parent accompanies the casualty. They should take a copy of pupil's medical records if possible. Parents, duty staff (for registration) and Headmaster should be informed as soon as possible.

The School will keep a record of any first aid treatment given, details of treatment will be passed to parents if a pupil is treated, or to the hospital if the casualty needs to attend the Accident and Emergency Department.

Where medicines are administered, staff will record the details – the name of the pupil, reason for the medication, the nature/name of the medication, the dose, the date and the time. These must be recorded immediately in the relevant written or computer record of the person administering the medication, signing and dating any written record. The administration of any medicines to pupils, including those in the Early Years Foundation Stage, will be reported to parents on the same day, or as soon as is reasonably practicable.

The School will keep a record of accidents and first aid treatment in the relevant written or online computer record of the person on iSams. The School will inform parents, including EYFS parents, on the same day or as soon as possible of any accidents or injuries sustained by the child whilst in the care of the School and of any first aid treatment that has been given.

HSE guidance for employers <http://www.hse.gov.uk/pubns/edis1.pdf> advises when accident reports are to be raised and accidents reported to HSE under RIDDOR. The School will keep a record of any reportable injury, disease or dangerous occurrence and enter the details in the accident book and if appropriate report to the Health and Safety Executive under the RIDDOR scheme, <https://notifications.hse.gov.uk/riddorforms/Injury> The Incident Contact Centre is contactable on 0345 300 9923 for fatal/specified incidents only. Employers must report: deaths; major injuries; over-three-day injuries; accidents causing injury to pupils, members of the public or other people not at work; specified dangerous occurrences, where something happened which did not result in an injury but could have done.

Accident records and incident reports will be kept until the pupil's 25<sup>th</sup> birthday (the statutory minimum).

## **6. Guidance on Pupils With Specific Medical Needs**

The School makes specific arrangements for pupils with particular medical conditions (for example, asthma, epilepsy, diabetes, allergies) and temporary restrictions to movement following a break or sprain or other sensory impairment. Medical history is discussed with parents following receipt of medical records pro forma. Where appropriate, additional meetings are arranged with parents and/or medical specialists to discuss protocols to be in place for the pupil at School. All pupils with particular medical needs are clearly identified to all staff, via photographs and information sheets (e.g., Personal Emergency Evacuation Plan) posted in the staff rooms. At times, the Matron will provide an update or an alteration to the agreed protocol either at a staff meeting, on the School portal or to all staff via email. Staff taking pupils away from school must obtain appropriate medical advice and supplies from the Matron's Room before departure and report any administration of medication on return. Staff who administer first aid must always inform School Nurse or Matron on Duty so that appropriate records are kept, and so that first aid supplies can be re-stocked. Asthmatics are encouraged to have their inhalers at all sporting activities and PE lessons. Training is regularly provided on the administration of EpiPens, inhalers and supporting diabetic pupils. All pupils with a medical condition will have an individual Health Care Plan written.

## **7. Pupil Return After Illness**

Parents are advised that they have an important role in helping to prevent the spread of illness to other children and the local community. If their child has suffered vomiting and/or diarrhoea they should only return 48 hours after their symptoms disappear. Most cases of vomiting or diarrhoea get better without treatment, but if symptoms persist, parents are advised to consult their GP. Parents are advised that if a child has a raised temperature they should remain off school until their temperature has returned to normal for 24 hours and they are feeling fully improved.

After a head injury, e.g. concussion, parents are required to complete a form declaring their child is fit to return to sport after obtaining clearance from a medical practitioner. Any medical correspondence will be stored in their medical notes and the Off Games list is updated on iSams when they are cleared to play sport again. The School will ensure the pupil is rested during morning, lunch and afternoon breaks if staff have any concerns about the child.

We subscribe to a graduated return to play, as per guidelines from England rugby:

<https://www.englandrugby.com/participation/playing/headcase/age-grade/schools-and-colleges>

## **8. Guidance on How to Deal with Blood and Body Fluid Spillage**

Blood and body fluids may contain viruses or bacteria capable of causing disease. In order to minimise the risk of transmission of infection, both staff and pupils should practise good personal hygiene and be aware of the procedure for dealing with body fluid spillages. Spills should be cleaned up immediately using the following precautions:

A trained member of staff should handle body fluids. Matrons should be consulted to assess who will clean the spillage. Anybody handling the casualty should wear protective clothing and move the casualty to Matron's Room if appropriate.

- The immediate area should be cleared of people using hazard signs as necessary. Spillage kits

can be found in Pre-Prep, Matron's Room and on school minibuses

- Appropriate protective garments such as aprons, protective goggles, gloves and overshoes, should be worn. Travel biohazard body spill kits are available for school trips
- Absorbent granules should be spread over spillage to form a gel-like substance. Blood and body fluids should be covered with paper towels to help prevent airborne spread of infection.
- The gel is scooped up and disposed of in yellow biohazard bags using a scoop or allocated body fluid dustpan and brush provided
- The area should be disinfected with disinfectant and hot water, taking account of the surface where the incident happened. Carpets may need steam cleaning. The area should be thoroughly dried before use.
- Advice from Wessex Public Health England relating to gastroenteritis is as follows: 'Both norovirus and *Clostridium difficile* spores are very hardy and disinfectants such as alcohol have little or no effect. The recommended disinfectant is Hypochlorite at 1000 parts per million. This should already be available within the school/nursery, as it is the disinfectant recommended for use after a spillage of blood or body fluid. Hypochlorite is a bleach solution, which must be made up freshly in order to be effective (examples of chlorine releasing tablets are *Haztabs* and *Sanichlor*). Instructions on how to make the solution to the correct strength can be seen on the packet and some manufacturers provide a mixing container to accurately mix the solution in. An alternative to these chlorine releasing tablets is Milton solution. Manufacturers of the disinfectants should supply COSHH (Control of Substances Hazardous to Health) Data Sheets that specify the requirements for safe use. The School cleaning contractor will do a deep clean of the contaminated area with the required disinfectant.

## 9. Disposal of Contaminated Products

All body fluids should be treated as 'clinical waste' and disposed of appropriately in a securely sealed yellow bag to be collected by a nominated waste disposal company for incineration. Non-disposable equipment should be washed thoroughly and disinfected using bleach (kept in locked cleaning cupboard). Staff should wash hands thoroughly. For small spillages, anti-viral/anti-bacterial wipes are available from Matron's Room and Pre-Prep reception. PPE should be worn and waste disposed of in a yellow bag as detailed above.