

FIRST AID AND MEDICAL POLICY

This policy applies when a pupil is in or at the School, on educational visits or at off-site events.

Authority

This policy has been prepared in accordance with DfE Guidance on First Aid in Schools. Its status is advisory only. It is available to parents, prospective parents and pupils via the website and, in addition, to all members of School staff via the shared drive.

This policy is designed to comply with the common law and the Health and Safety at Work etc Act 1974 and subsequent regulations, and guidance to include the Health and Safety (First Aid) Regulations 1981 in respect of an employer's duty to provide adequate and appropriate equipment, facilities and personnel to enable First Aid to be given to employees in the event of illness or accident. This policy is also designed to comply with the School's duties to pupils and visitors and Paragraph 13 of The Education (Independent School Standards) Regulations 2014.

Nothing in this policy affects the ability of any person to contact the emergency services in the event of a medical emergency. For the avoidance of doubt, staff should dial 999 for the emergency services in the event of a medical emergency before implementing the terms of this policy and make clear arrangements for liaison with ambulance services at the site of the incident.

Definitions

'First aid' is the initial assistance or treatment given to a person who is injured or taken ill. The person who provides this help is a first aider. This includes treatment of minor injuries not requiring further attention as well as treatment of more serious injuries prior to assistance from the Welfare Officer or a medical practitioner for the purpose of preserving life and/or minimising the consequences of injury or illness. First Aid does not generally include giving tablets or medicines to treat illness.

'Staff' includes employees, governors, volunteers and external club providers.

Responsibilities

The School, both as an employer and in providing appropriate care for pupils and visitors, through its Governors, has overall responsibility for ensuring that there is adequate and appropriate first aid equipment, facilities and qualified first aid personnel, and for ensuring that appropriate first aid procedures are followed. Anyone on School premises should take reasonable care for their own and others' safety and to seek First Aid treatment if necessary remembering to report all accidents promptly.

The Headmaster is responsible for ensuring the School has adequate First Aid equipment and facilities and that an adequate number of qualified First Aid personnel are on site at all times.

The Headmaster is responsible for ensuring that staff have the appropriate and necessary First Aid qualifications, as required and that they have sufficient understanding, confidence and expertise in relation to First Aid.

The Headmaster delegates the day-to-day responsibility for ensuring stocks of First Aid consumables are checked and maintained to the Welfare Officer.

The Welfare Officer staffs the Medical room during the School day, Monday to Friday, during term time. In the absence of the Welfare Officer during these hours, pupils will be sign-posted to Reception. A qualified First Aider staffs events taking place out of school hours or sports fixtures, including breakfast club, late class and extra-curricular clubs.

The Welfare Officer will maintain a list of qualified First Aiders and recommend to the Headmaster the need for training as and when it becomes appropriate. This includes EYFS statutory first aid requirements. The Welfare Officer produces first aid notices and strategically displays them around the School. First aid notices clearly indicate the nearest location of a first aid kit, names of nearby first aiders and the telephone extension numbers of first aiders.

The Headmaster delegates to the Welfare Officer the responsibility for collating medical consent forms and important medical information for each pupil and ensuring the forms and information are accessible by staff as required.

Note: All staff who have attended First Aid at Work courses, Emergency First Aid courses or Paediatric First Aid courses are trained to use the defibrillators, but training is not necessary, as anyone can use it by following the verbal commands given by the automatic external defibrillator (AED).

The majority of staff at Quanton Hall School have a first aid qualification. For educational visits and off-site events the requirement for, and number of First Aiders, will be decided on a risk assessment basis by the visit leader in consultation with the Educational Visit Coordinator. The risk assessment will take into account specific pupil medical requirements and specify the level of First Aid qualification required including any bespoke specialist training to meet medical needs.

The Welfare Officer informs staff about pupils at risk of anaphylaxis and any other significant medical concerns at the start of every academic year and Adrenaline Auto-injector training (e.g. EpiPen) and other relevant training is provided.

The main duties of First Aiders are to give immediate First Aid to pupils, staff or visitors when needed and to ensure that an ambulance or other professional medical help is called when necessary.

The Welfare Officer arranges staff first aid training as and when appropriate and re-qualification upon the expiry of first aid certificates.

All staff are to be aware of the First Aid procedures and know who to contact in the event of any illness, accident or injury. All staff should ensure that this policy is followed in relation to the

administration of First Aid and will use their best endeavours, at all times, to secure the health, safety and welfare of pupils.

School First Aid Provision

The School site has been thoroughly risk assessed, and the need for First Aid has been covered in those risk assessments, taking into account in particular:

- The layout of the School site
- The nature of activities taking place on site
- The likely response time of emergency services
- Previous accident records
- Off-site activities

The Headmaster will ensure that risk assessments are regularly carried out in accordance with the School's Risk Assessment Policy and review the School's First Aid needs to ensure that the School's provision is adequate. The completion of this risk assessment review is monitored via the School's Health and Safety Committee and any significant amendments would be reported to the Governors.

First Aid kits are available for use in the Main Building (main reception, kitchen, medical room, Susan Milner Hall – sports cupboard and room 4), Pre prep Building (Pre-prep entrance, Pre-prep kitchen, Eyden room, Art & Technology room, Swimming pool), Middle School Building (Science laboratory, Caretaker's workshop, Room 14 and Room 15), EYFS (Nursery and Reception kitchen) and School minibuses.

First Aid boxes are kept stocked with the contents described in Appendix I – Contents of School First Aid Kits in accordance with the suggested guidelines in the Health and Safety (First Aid) Regulations 1981 - Code of Practice and Guidance 1997 and BS 8599

The contents of the First Aid cabinets/kits are to be regularly checked and maintained by the Welfare Officer. Eye wash facilities are positioned in locations where there may be an increased risk of injury to the eye, as recommended by CLEAPSS and therefore located in the science laboratory and site staff workshop.

The School also has two automatic external defibrillators (AEDs) located outside the medical room and inside the swimming pool lobby. The AED's are registered with the London Ambulance Service Defibrillator Accreditation Scheme and the Welfare Officer is responsible for maintaining them and uploading their weekly checks to the London Ambulance Service.

Out of School Activities

Sporting injuries

If a pupil is injured while playing sport, the teacher in charge will assess the injury and provide First Aid. The teacher will then contact the Welfare Officer for further advice and if necessary, make arrangements to bring the pupil back to the Medical Room. If the injury is severe, the teacher will take the appropriate action until further medical help arrives. In the event that an ambulance is called, the Welfare Officer will contact the parent to attend the location and escort their child to hospital in the ambulance. If the parent is unable to attend, then arrangements will be made for a

member of staff to escort the pupil in the ambulance and stay with the pupil until his or her parents arrive.

Once the incident has been dealt with, the teacher will email details of the accident to the Welfare Officer. The Welfare Officer will then record the details both in the medical daily log book and electronically on Evolve and, if necessary report to RIDDOR.

Sports Fixtures First Aid and Medication Provision

At the start of each academic year, the Welfare Officer renews a list of medical conditions for all pupils including prescribed medication, food allergies and if an individual health care plan (IHP) exists. The list displays the relevant pupil photograph and clearly states which pupils should be carrying medication, such as inhalers or AAI's e.g. EpiPens. This list is displayed on the medical notice board in the staff room and an electronic copy is kept on the shared drive for all staff to access. The nominated PE teacher should collect any prescribed emergency medication, such as an EpiPen, from the Welfare Officer, before leaving for the fixture. The same PE teacher will also check that pupils who need their own emergency medication are carrying it. The PE teacher will carry a small First Aid kit to the fixture, together with the sports emergency asthma kit and return it to the Sports cupboard upon their return. Any emergency medication will be returned to the Welfare Officer.

Injuries that occur off site

Any pupil injured whilst taking part in an activity e.g. school trip, the trip leader will assess the injury and provide First Aid. The trip leader will then contact the Welfare Officer for advice and if necessary, arrange to bring the pupil back to the Medical room or take other appropriate action e.g. parents collect their child for further medical assessment or attend the site to accompany their child to hospital in an ambulance. Should parents not be able to get to attend, then arrangements will be made for a member of staff to escort the pupil in the ambulance and stay with the pupil until his or her parents arrive. Once the incident has been dealt with the teacher will email the details of the accident to the Welfare Officer. The Welfare Officer will then record the details both in the medical daily logbook and electronically on Evolve and, if necessary report to RIDDOR.

Off-site Activity First Aid Provision

The Welfare Officer will be alerted to all off-site activities via the trip leader. Once alerted, she will create a list of medical information for all pupils due to attend the trip. The Welfare Officer will prepare a First Aid kit and any necessary emergency medication which can be collected either the day before the visit goes out or on the morning of the trip.

Head injuries

The Welfare Officer should assess any head injury, especially if it has any of the following features:

- a high impact
- visible bump
- any concerns

Information on Pupils

The Welfare Officer will ensure storage of any important pupil medical information complies with GDPR guidelines. This includes all individual health care plans, allergies, recent accidents or illnesses, or other medical conditions. This information may be disclosed to the relevant professionals if it is required to safeguard or promote the welfare of a pupil or other members of the School community. This information is available from the Welfare Officer and is shared within the medical folder on the shared drive.

Each member of teaching staff should read the medical folder content on the shared drive at least annually. The Welfare Officer is responsible for keeping medical information up to date and for updating staff as necessary e.g. where a pupil develops a severe allergy.

All pupils with known medical conditions (such as asthma, epilepsy or diabetes) have individual health care plans (IHPs).

Chronic Medical Conditions

When the School is notified that a student has a chronic medical condition, the Welfare Officer will discuss the details with the child's parents. She will record the condition on iSams and also within the medical folder on the shared drive.

Any medication that the pupil needs to take during the school day will be held in the Medical room and the Welfare Officer will arrange for the pupil to come to the Medical room at the appropriate time each day. The Welfare Officer will also ask parents to complete a medicine consent form to authorise the administration of medication (appendix 1). If medication is for emergency only, it will be held in the Medical room until it is needed.

Pupils from year 3 upwards with conditions such as asthma, epilepsy and diabetes should carry their medication with them at all times and a spare set of medication will be held in the Medical room. The class teacher carries the medication for EYFS and Year 1 and Year 2 children in accordance with their individual health care plan (IHP). Spare medication for the younger children is also kept in the medical room.

The Welfare Officer will ensure that any regular or emergency medication is included in First Aid kits for trips and will explain to the trip leader when and how it should be administered.

The Welfare Officer will brief all staff about pupils with chronic medical conditions at the start of every academic year and remind staff where the information can be located on the shared drive.

The Welfare Officer will create an Individual Healthcare Plan (IHP) for any pupil with a chronic condition. IHPs are kept by the Welfare Officer in the Medical room and are electronically stored within the medical folder on the shared drive.

Pupils with Allergies

When the School is notified that a pupil has an allergy, the Welfare Officer will contact the pupil's parents and discuss the details of the allergy. Allergy triggers and medication required will be recorded on iSams and on the shared drive. The Welfare Officer will inform the Catering department of pupils with allergies, and where appropriate, introduce the pupil to the chef. Where

appropriate the Catering team will prepare pre-plated meals for pupils with allergies, for further pupil safety. EYFS – Year 2 pupils have a lunch card detailing their dietary requirements and these are presented to the catering team when the children enter the dining hall. Pupils from Year 3 choose from the servery and all foods are clearly labelled for identifying meat, vegetarian, vegan etc. All dishes served are nut free and any other allergens are clearly labelled in the servery.

A photographic list is provided by the Welfare Officer to the catering team and for display on the staff medical notice board. Any pupil who is at risk of anaphylaxis should carry their prescribed adrenaline auto-injector (AAI) with them at all times inside the red allergy medication bag (provided by the Welfare Officer). The red allergy bag normally consists of two AAI's and a spare AAI is kept in the medical room. The Welfare Officer will also maintain a stock of Jext AAI's for pupils who are not able to provide their own spare AAI or where their own supply is unavailable or unusable. The emergency AAI kit is kept in the Medical room.

Staff are informed, by the Welfare Officer, about pupils at risk of anaphylaxis at the start of every academic year and AAI training is provided.

Pupil's own emergency medication is included in First Aid kits for educational visits involving pupils at risk of anaphylaxis. The school's emergency AAI kit does not accompany trips.

Procedure in the event of illness

If a pupil becomes unwell in school he or she should attend the Medical room where the Welfare Officer will assess him or her and where applicable, administer the pupil's own medication. If the pupil is not well enough to return to lessons, the Welfare Officer will contact their parents and arrange for him or her to be collected. The pupil will remain in the Medical room until he or she is collected from School. Should a pupil need to be hospitalised, due to a serious health concern, the Welfare Officer will contact parents to attend school and travel in the ambulance to the hospital or arrange for a member of staff to travel with the pupil and stay with the pupil until their parents arrive. All visits to the Medical room are recorded, by the Welfare Officer, in the daily Medical log book. In the EYFS setting, the Head of EYFS may send home a child who is unwell and update the Welfare Officer as soon as practicable. EYFS children are generally collected directly from the EYFS building on Radnor Road. Any child suspected of having any infectious illness e.g. fever, diarrhoea and/or vomiting must be kept isolated (where possible) until collected by the parent /guardian and must not travel home on school transport.

Procedure in the event of an accident or injury

In the event of an accident or injury, then the member of staff in charge of the class/area/activity should be consulted who will assess the situation and decide on the next course of action as follows:

For minor injuries –

- EYFS – Year 2 staff complete their own accident record in their duplicate accident/incident report book, handing the top copy to the parent /carer at the end of the school day and submitting the second copy to the Welfare Officer for electronic input.

- Year 3 upwards, send the pupil to the medical room accompanied by staff or a suitable pupil.

For more serious injuries – when the casualty should not be moved – call immediately for the Welfare Officer reporting the nature of the emergency, name of child and location so that appropriate equipment and medication can be brought to the scene. In the Welfare Officer's absence, a First Aider should be called to attend the scene. An ambulance should be called immediately if felt appropriate (see below).

On assessing the injury or condition the Welfare Officer or First Aider will decide if the casualty needs to attend the Accident and Emergency department and will organise for an ambulance to be called if required.

Spillage of Body Fluids

However minor the injury, if a spillage of blood or other bodily fluids occurs, the Welfare Officer must be informed as soon as possible and the member of staff dealing with the incident should contact the Estates Team, who have a body fluid kit to ensure hygienic disposal of the spillage. Body spill kits are strategically placed around the school in the following locations: EYFS, Year 2 cupboard, Art and Technology, Swimming Pool, Science laboratory, room 15, Medical room, main reception, old vestry and minibuses.

Ambulances

An ambulance will always be called where there is a medical emergency and / or serious injury, for example where there is:

- a significant head injury
- seizure that has never happened before or lasts 5 minutes or more
- difficulty in breathing and / or chest pain • signs of an asthma attack
- a severe allergic reaction
- severe loss of blood
- severe burns or scalds
- the possibility of a serious fracture, or
- if the Welfare Officer or First Aider deems it necessary.

If an ambulance is called, Reception must be informed immediately. The Welfare Officer then contacts the Headmaster, by email to alert him.

The ambulance crew should be escorted to the correct location by Reception staff or other appointed staff.

If an ambulance is called when away from the School, a senior member of staff must be contacted as soon as possible as outlined in the Educational Visits and off-site events protocols.

Should the pupil need to go to hospital via ambulance, the Welfare Officer or other appointed staff member, should travel with him or her, unless the pupil's parents arrive at school in time. The Welfare Officer or other staff member will then stay at the hospital with the pupil until his

parents arrive. The Welfare Officer should take the parental contact details in order to regularly communicate updates.

Medical Risk Assessment for Educational Visits

Once an educational visit is approved, any pupil medical information will be discussed between the trip leader, Welfare Officer and Headmaster.

Where possible all pupils should be allowed to attend all visits, however, with visits that are far from help, certain pupils could be at a greater risk. The final decision of whether trips should still go or ahead or not is made by the Headmaster.

Where appropriate, a separate risk assessment should be created for any pupil with specific medical needs and this may be incorporated into the IHP.

Reporting and Recording of Medical Accidents or Incidents

All injuries to pupils, staff, parents or visitors no matter how small will be reported to the Welfare Officer as soon as possible after the accident has taken place.

The First Aider present will deal with the accident and treat any injuries as required.

Once the individuals have been treated, all details regarding the accident will be reported to the Welfare Officer who will then inform the Headmaster of any health and safety concerns.

The accident reports are kept in the Medical room. The First Aider should email all details of the incident to the Welfare Officer, who will complete an accident form which is signed by the injured party (if an adult). Records are stored in accordance with HSE requirements and the School's data retention procedures.

Communication

Serious accidents, injuries or illness off-site must be reported to the School as soon as practicable.

The School will inform the parents of any accident, injury, First Aid treatment or medication administered to pupils on the same day or as soon thereafter as is reasonably practicable.

Onward reporting

The School has a duty to report incidents that involve:

- Health and Safety at Work Act 1974
- Social Security (claims and payments) Regulations 1979
- Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR)

Breach of the statutory requirement to report specific incidents to the Health & Safety Executive (HSE) may lead to prosecution. The Headmaster delegates responsibility to the Welfare Officer,

who ensures that accident forms and books are filled in correctly and that the incident is reported to the HSE under RIDDOR 2013 and the HSE are kept informed as necessary.

In accordance with [How to report a serious incident in your charity](#) (Charity Commission, October 2018), the School has a responsibility to report serious incidents to the Charity Commission.

Further information on reporting requirements can be obtained from the school's DPO.

Record Keeping

The School will keep a record of all First Aid administered under this policy, which is held by the Welfare Officer. The School also keeps a written Accident Log and are electronically recorded onto Evolve.

All records created under this policy are managed in accordance with the School's Data Asset Register and may contain personal data. Details of how the School obtains and uses this information is set out in the School's Privacy Notice and the School's Data Protection Policy.

Monitoring

The Welfare Officer produces termly accident summaries and submits them to the Headmaster for review by the School's Health and Safety Committee to consider any patterns of recurring accidents that may be present (e.g. in terms of the nature of accidents or specific locations or activities), which might require further investigation. The minutes of these meetings are shared with Governors for review.

More informally, the Headmaster, as Health and Safety manager, reviews each incident as it occurs and discusses with relevant senior staff when immediate action is required.

Reviews of accidents help to identify training or other needs and can be useful for investigative or insurance purposes.

Risk Assessment

The format of risk assessment may vary and may be included as part of the School's overall response to a welfare issue, including the use of individual pupil welfare plans (such as Individual Healthcare Plans, as appropriate). Regardless of the form used, the School's approach to promoting pupil welfare will be systematic and pupil focused.

The Headmaster has overall responsibility for ensuring that matters which affect pupil welfare are adequately risk assessed and for ensuring that the relevant findings are implemented, monitored and evaluated.

Day to day responsibility to carry out risk assessments under this policy lies with the Headmaster.

Angela Shaw January 2022

Appendix I – Contents of School First Aid Kits

- a leaflet with general guidance on first aid
- individually wrapped sterile plasters of assorted sizes
- sterile eye pads
- individually wrapped triangular bandages
- safety pins
- large and medium-sized sterile, individually wrapped, unmedicated wound dressings
- disposable gloves
- moist wipes
- eye wash vials
- Resusi shield (not currently used due to Coronavirus)
- Type IIR surgical masks

Additional items for Travel / PE First Aid kits

- Ice packs
- Foil blanket
- Tuff kut scissors
- Disinfectant wipes
- Biohazard disposal kit
- Sterile swabs
- Disposable tweezers

Appendix 2 - Coronavirus

If the Welfare Officer suspects a pupil as being symptomatic of Coronavirus, she will isolate them in the medical room until they are able to be collected. Whilst providing treatment to anyone suspected of having Coronavirus, the Welfare Officer will wear appropriate PPE – Apron, Gloves, Mask and Face Visor. The Welfare Officer will ensure that all PPE is worn immediately the risk is apparent. Hand Hygiene protocols will be adhered to meticulously. Temperatures will be taken using an infrared forehead thermometer, to reduce the risk of cross-infection.

If Staff have symptoms of Coronavirus, they will be asked to leave school immediately and self-isolate.

Anyone with symptoms of Coronavirus will be asked to remain self-isolated until the result of a PCR test is received. The PCR test should be taken within the first eight days of having symptoms.

It is imperative that current government guidelines are followed.

Coronavirus symptoms include:

- a high temperature, generally 37.8°C or above
- a new, continuous cough
- loss of smell or taste or it's changed

The Welfare Officer is responsible for ensuring adequate supplies of PPE are available.