

## 13a Truro Prep School First Aid Policy

*A copy of this policy is published in the following areas:*

*The staff handbook*

*The staff area of the network staff/read/policies*

*On the website*

Created by: Prep School Nurse

Reviewed and Updated: September 2017

Next review: September 2018

### **A. Introduction**

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The school accepts the responsibility to ensure adequate provision of first aid to both employees and pupils alike. It also recognises that beyond the immediate response to injury or illness, there is an important pastoral element to the provision of first aid, to both pupils and staff, and that high quality provision forms an integral part of making this a happy school. First aid is therefore undertaken in recognition of the need for privacy and by a well-qualified professional.

### **B. Who is First Aid qualified?**

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- **The First Aid and Resources Assistant is Mrs Tall**, who is a qualified nurse (see Appendix 1 for job description). She reports to the Head and the Pastoral Care Coordinator. **All teaching staff and teaching assistants** are given regular first aid training. There are qualified paediatric first aiders within the Pre-Prep and Prep School. It is the schools' policy that there should always be at least one qualified first aider on each school site (*See Appendix 2 for a full list of those trained*). **The caretakers** are trained to the 3-day standard, to ensure coverage for support staff out of normal school hours

### **C. First Aid procedure for pupils during normal school hours**

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The First Aid and Resources room is located on the first floor of Treliske House, where the First Aid and Resources Assistant will normally be based. In the Pre-Prep it is based in the staff room.

### **D. Injuries**

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- **Illness or Minor Injury:** pupils/staff should be sent to the first aid room at the discretion of staff. In the case of a Pre-Prep pupil, they will be taken by an adult, bearing in mind the precautionary principle of better safe than sorry.
- **Pre-Prep** pupils/staff will be looked after by the duty first aider during break times and class teacher or class assistant during lesson times.
- **Any form of injury to the face and head:** staff must send pupils to the first aid room for the attention of the first aider. In the case of Pre-Prep pupils, they will be taken by an adult. The duty first aider in the Pre-Prep who is concerned about an injury will contact the first aider based in Treliske House who will then assess the injury. Any head or face injury will be reported to parents by phone informing them of the injury and any treatment so far.
- **More serious injury, particularly to the neck, back, head or leg:** the pupil/staff must not be moved and should be made as comfortable as possible. The first aid assistant must be

summoned to assess the situation. The decision to summon an ambulance will be made by the first aider and the Head (if the Head is absent, the Deputy Head will be called). This call will be made from the Reception Office, unless the severity of the injuries is such that any delay could be life threatening, and the parents/relative of the injured pupil/staff informed.

- An ambulance should be called for any injury or illness which lies beyond the scope of the first aider present; if in doubt staff should err on the side of caution and call an ambulance.
- **Hygiene / Infection Control:** where there is a spillage of bodily fluids, (e.g. blood, vomit, urine or stools) staff should in the first instance keep pupils well away. Cleaning staff with appropriate protective clothing, should then be summoned to clear up and, only if the cause is not known, the first aider and the Head informed. It is the school's policy where diarrhoea and vomiting have occurred that all pupils are sent home as soon as possible. Children and staff must not return to school until 48 hours after the last bout of diarrhoea or vomiting. Should a child or member of staff return before the 48-hour period, they will be asked to return home. According to NHS guidelines, any member of staff or pupil should not swim for two weeks after the last bout of diarrhoea or vomiting.

## **E. Provision of Intimate Care**

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Intimate care includes any procedure which involves the examination, washing, touching or treatment of any area of a pupil's body that would normally remain covered and private.

Pupils in the Prep and Pre-prep are encouraged to develop a high level of self-care and independence. Staff will encourage pupils to attend to their own personal needs wherever this is possible and safe to do so, by providing guidance.

- In the event that intimate care is required, privacy for the pupil will be provided, usually in the first aid room, both by the use of screens and the closing of the door, or (for Pre-Prep pupils and EYFS) in the changing facilities of the Nursery, where other pupils have been removed.
- Where regular assistance with intimate care is required (e.g. for the application of creams), this will only be undertaken on the instruction of parents and in line with their instructions, and will only be undertaken by those appropriately qualified on the school staff and with due regard to the pupil's privacy and dignity.
- In the event of a toileting accident, a pupil will be given support that recognises their need for privacy and dignity. If needed, support will be given by no more than one member of staff (*usually for the younger pupils in the EYFS*), but where possible pupils will be encouraged and supported to change themselves.
- Intimate care will most normally be provided by the first aider or a member of the Pre-Prep team and usually, to maintain privacy, on a one-to-one basis. The member of staff will ensure that a second member of staff is aware of where they are and what they are doing, but will not normally ask that member of staff to attend, in order to maintain the pupil's privacy and dignity.

Where there is a need for an older pupil (Year 3 and above) to be examined by the first aider following an accident, a second member of staff of the appropriate gender may be asked to attend, but only with the permission of the pupil and if at all possible, the pupil's parents. If in any doubt, any such examination will be left to the parents or the emergency services unless the urgency to provide first aid overrides all other considerations.

- In the event of intimate care being given, parents will be informed.
- These procedures also apply to all wrap-round care provided by the school such as Breakfast Club and Tea Club.

## **F. Medicines**

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- There are occasions when pupils may need to bring medication into school when recovering from an illness. Therefore, all parents are asked to complete a form containing their child/children's medical details. These details will be obtained before the pupil joins/returns to the school. The only medication that should be brought into school is those prescribed by a doctor or on written advice of the pupils' parents. Any medication must be handed into class teachers within the Pre-Prep and the first aider in the Prep School with the parent consent form/letter outlining the nature of the illness and the time of the dosage plus any relevant information. We cannot accept responsibility for any medication unless the form is fully completed including both the date and duration. This information is then recorded on the whiteboard in the Pre-Prep staff room and in the first aid room in Trelliske House.
- Parents whose children need inhalers need to fill out parents' consent form/letter informing staff of dosage and timing. The inhalers must have the pupil's name and class; they also must be kept in the original box.
- All medicines are locked away. Inhalers within the Pre-Prep will be in a locked cupboard, which is in the staff room and in the nursery area. These will be stored in zip wallets with the child's details and medical plan completed by parents. Within the Prep School, the pupil/staff member carry their own inhaler but the first aider has the spare ones in a locked cupboard, within the first aid room.
- All medicines are stored in accordance with product instructions and in the original container in which they were dispensed and parents' advice i.e. medical plan should be stored with it.
- Mrs Tall has completed a Drugs Course (NCFE Level 2 Certificate in Safe Handling of Medicines, 23/10/2008).
- Staff on medication are responsible for their own medication, but those that require refrigeration may be kept in the locked fridge which is located in the first aid room.

## **G. Use of Auto-injectors (e.g. Epi-pens)**

An auto-injector (Epi-pen) is used to give an emergency dose of **adrenalin** in the event of an anaphylactic shock.

This is a severe allergic reaction to a stimulus (e.g. foods, insect stings and synthetic materials etc) and may be characterised by sudden swelling, difficulties breathing, rash, disorientation, panic or even loss of consciousness.

The school has taken the following steps to ensure that those who have been prescribed auto-injector pens (e.g. Epi-pens) can be given quick and prompt treatment in the event of an **anaphylactic shock** in school or on school trips:

- All auto-injectors (**Epi-pens**) for pupils **are kept in the Reception Office** in named boxes and are visible on entry to the office.  
**On trips**, the trip leader will carry the pupil's auto-injector in a named yellow pouch.
- An auto-injector will only be used on a pupil/member of staff whose name appears on the box, ***unless otherwise advised by the emergency services.***
- **8 staff** (see *appendix 4*) have been trained to use auto-injectors and if available should be asked to carry out the administration – *time is of the essence, and if no trained member of staff is available immediately, the school authorises any member staff to use the auto-injector, following the instructions given with the auto-injector and under the supervision of the emergency services.*
- The emergency services must be informed and preferably prior to administration; in all cases of use, the recipient will be admitted to hospital by ambulance.
- All packaging must be retained and the auto-injector made safe, to be sent with the paramedics on admission to hospital.
- Parents must be informed at the earliest opportunity.

- In the event of a member of staff or **a pupil who has not got an auto-injector going into an anaphylactic shock**, the member of staff attending should, on contacting the emergency services, inform them that the school has auto-injectors, and ask whether one of these should be administered. Staff must be prepared to inform the operator of the dosage on the packaging and the expiry date and must only administer under the supervision of the operator.

## **H. Normal routines**

- Pupils with allergies are identified in the school's medical records. It is the parents' responsibility to inform the school if their child has been prescribed with an auto-injector and to supply preferably two auto-injectors to be kept at school at all times.
- All auto-injectors are checked regularly by the first aider to ensure they are in-date and undamaged.
- Staff who have auto-injectors should inform the school first aider that this is the case, and ideally at the same time, give a clear direction on where this is kept e.g. handbag, trouser pocket.

## **I. The First Aider's responsibilities (or in her absence, whoever attends)**

- Give First Aid as required.
- Pre-Prep first aider on duty staff will fill out the accident/injury form (as this is not the first aider's responsibility), which is kept in the Pre-Prep staff room for any incident they deal with. Any treatment requires accident report to be written and given to the Head. They also need to write a note informing parents of any injury and need to record this on the accident sheet.
- Within the Prep School, the first aider or member of staff or adult witnessing the incident will write an accident report for submission to the Head. The Pre-Prep parents are informed of any First Aid treatment: head and face injuries by phone and head bump by letter. All other injuries are reported at the end of the day, verbally and by note.
- Accidents and incidents are recorded on an accident form which is given to the Head and kept on file.
- Parents or next of kin are contacted if the injury needs further monitoring or treatment.
- A **Head Injury Letter** is sent to parents for **any form of injury to the face, neck or head**.
- Where hospitalisation is required, the first aider and one other member of staff will accompany the pupil or member of staff to the hospital. Reception will liaise with the parents/next of kin and the first aider will wait for the parents or next of kin's arrival before returning to school.

## **J. The Head's responsibilities**

- Maintain the Accident Record File and monitor all accident reports;
- Initiate investigation where the cause of injury is as a consequence of inappropriate behaviour;
- Undertake risk assessments where the cause of injury has health and safety implications;
- Liaise with the Health and Safety Officer in relation to any serious injuries to both pupils and staff and report such under RIDDOR where necessary;
- Based on the information on the accident report, a decision is made as to whether the incident should be reported under RIDDOR. Any RIDDOR reportable incidents also form part of the agenda for the termly Health and Safety meeting;
- Recognise patterns in incidents and initiate appropriate action to minimise the risks;
- Ensure that first aid procedures are understood and adhered to by all staff and that appropriate training is provided as required.

## **K. First Aid coverage for sports at school**

- The red first aid kit that is kept in the equipment store cupboard in the Sports Hall should be taken out to the field for any games or sports for use in the event of an injury. First Aid should be carried out until the first aider arrives. (See appendix 3A contents of sports bag)
- An accident form must be filled in if the first aider is not present at the time of accident/ injury.
- **More serious injury, particularly to the neck, back, head or leg:** the pupil/staff must not be moved and should be made as comfortable as possible and if available covered with a blanket. The first aider must be summoned to assess the situation. The decision to summon an ambulance will be made by the first aider and the Head (if the Head is absent the Deputy Head or the EYFS or KS1 Coordinator will be called). This call will be made from the Reception Office, unless the severity of the injuries is such that any delay could be life threatening, and the parents/next of kin of the injured pupil/staff informed.
- Where hospitalisation is required, the first aider or member of staff taking the lesson and one other member of staff will accompany the pupil/staff to the hospital. Reception will liaise with the parents/next of kin and the first aider will wait for the parents or next of kin's arrival before returning to school

## **L. First Aid covers for School Trips (not for Sports Fixtures)**

- All school trips must take a first aid kit which can be obtained from the first aid room. This kit is kept on top of the cupboard.
- On school trips staff must ensure that a bucket (this is in the first aid room), which contains blue roll, gloves; yellow bags (for used gloves and used blue roll) must also be taken in case any pupil is travel sick.
- Any child that requires travel sickness pills must bring them to the first aider. These must be clearly labelled and in the original box with their name, class, what dosage and what time to be given. A consent form and a letter from parents must be filled in and given to the First Aider.
- All early years' school trips will have a qualified paediatric first aider.

## **M. First Aid Coverage during Out-of-School Hours**

- From 7.45am to 8.15am and 5.15pm to 5.45pm staff will be responsible for any first aid required by pupils (normally the club taker). The Head, Deputy Head, EYFS or KS1 Coordinator (or Caretaker by default, if no one else is available) should be informed of the incident.
- In the Pre-Prep the after school care club will have a qualified paediatric first aider.
- When there are after-school or Saturday rugby fixtures, the first aider will attend (unless otherwise engaged, in which case a qualified replacement will be found) and be based in her normal room.
- If first aid is required after school, the first aid room is open, the Accident Book (which should be filled in when any first aid is carried out) is kept behind the desk by the photocopier in the first aid room. There are also head injury letters with the accident form, which must be filled in for any head injury. This form is then given to Head. A message will be left for the first aider so the incident can be followed up the next morning. Parents will be contacted the next day if not at school, normally by telephone, to ascertain the welfare of the injured pupil.

## **N. Epilepsy**

When a child with epilepsy is due to start school, a meeting will be arranged for the family with the Head and/or Deputy Head and school nurse to establish how the epilepsy may affect their school life and activities. They will also discuss the course of action if emergency treatment or

medication is required. Following the meeting an individual care plan (ICP) will be drawn up identifying first aid measures or medications of which staff need to be aware.

In any emergency situation another pupil should be sent to fetch the school nurse, or if in doubt call 999.

All staff involved with the pupil will be made aware of the ICP and should be sufficiently aware of the following procedure of first aid:

- Stay calm;
- If the child is convulsing lie them down on the floor or if they are on the floor put something soft under their head;
- Protect the child from injury e.g. clear the area around them;
- Never try to put anything in their mouth or between their teeth;
- Try and time how long the seizure lasts;
- If it lasts longer than usual for that pupil or continues for more than five minutes, then call 999 and give rescue medication. Which is situated in the first aid room on the top floor of Treliske House;
- When the child finishes their seizure, stay with them and reassure them. If they are unconscious place in the recovery position;
- Do not give food or drink until they have fully recovered from the seizure;
- Maintain the dignity and privacy of the child as possible.

If other pupils are around, endeavour to remove them from the situation but be prepared to discuss it with them after the event in such a way that promotes a positive and understanding attitude

The school nurse/staff member involved will liaise with the family to explain the event and endeavour to work with the family for the best outcome.

Parents would be expected to supply any information about medication changes, treatment or support required.

## **O. Protocol for the use of Emergency Inhalers**

The school holds three asthma inhalers (blue – salbutamol) to be used only in emergency situations and where a child does not have access to their own inhaler. These school inhalers are kept in the first aid room in the locked medicine cabinet.

The school inhalers may only be used according to the following protocols:

1. Only children who have been prescribed an inhaler and who would normally have their own inhaler with them may make use of the school inhaler.
2. A school inhaler should only be used by a pupil when they do not have ready access to their own.
3. Use of the school inhaler should be supervised by a member of staff and once used should be returned to the staff member for safe-keeping.
4. The staff member should then inform Mrs Tall (School First Aider) at the earliest opportunity that the inhaler has been used.  
Mrs Tall can then check that the pupil is responding appropriately and also ensure that the inhaler has not been exhausted.
5. Mrs Tall will keep a written record of when and who has used the school inhaler so that we can monitor their use.
6. All school staff will be briefed about these protocols at least annually.

## **USE OF SCHOOL INHALERS ON TRIPS**

7. First Aid Bags prepared for all school trips will be equipped with a school inhaler.
8. The pupils on a trip who normally have an inhaler of their own (as according to the medical information given to the school by parents) will be listed on the Trip Risk Assessment. In all circumstances pupils should be encouraged to take and use their own inhaler.
9. If in any doubt that use of the school inhaler is appropriate the member of staff should contact the parents, whose contact numbers can be found on the consent forms that accompany the trip.
10. If a child does not respond / improve after 10 puffs, medical assistance should be sought and parents contacted.
11. Following use the mouth-piece of the *school inhaler* should be cleaned with a dry-wipe and then returned to the first aid bag for safe-keeping.
12. As per 4, the staff member responsible for returning the first aid bag should inform Mrs Tall that the school inhaler has been used.

## **P. Diabetes**

- Pupils diagnosed with diabetes are supported by the first aider who assists with the supervision of blood test and management of the condition based upon advice and information provided by the parents and medical professionals.
- Any medication required by the pupil is kept in a locked medicine cabinet which is in the first aid room.



## **JOB DESCRIPTION**

### **First Aid and Resources Assistant**

**GRADE:** AS08 (Support Staff Salary Scale)

**REPORTING TO:** Pastoral Care Co-ordinator

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### **ROLE OVERVIEW**

- To look after the First Aid needs of the pupils in the School
- To manage the production of and storage of reprographic resources and stationery for the teaching staff
- To take responsibility for and manage the school lost property
- To teach First Aid as part of the school's Diploma programme
- To supervise pupils at lunchtime and at the Homework Club (as and when required)
- To assist with ensuring bus pupils are ready to leave when the bus arrives at the end of the school day

### **KEY FUNCTIONS**

#### **First Aid**

- To adhere to the school's Health and First aid policy and assist in the revision of this policy at the appropriate time,
- to manage the first aid needs of Prep School pupils (age 7 to 11) and to assist with more serious incidents in the Pre-Prep (3 to 7),
- to undertake regular audits of the first aid resources around the school and to take responsibility for ordering new resources as and when required,
- to resource first aid kits for sports matches and school trips,
- to administer and store pupil's medication as and when required, and according to parent's written instruction,
- to accompany pupils to hospital when necessary and to liaise with parents appropriately, and
- to maintain and update pupil medical records and to disseminate appropriate information to the staff when necessary
- to undertake, organise and deliver relevant medical training and disseminate information as is necessary.

#### **Reprographics and resources**

- to undertake a range of tasks for the teaching staff and the administration team, such as photocopying (and managing the photocopier; ordering paper and maintenance as and when necessary), laminating, producing handbooks, maintaining resource catalogues (keeping these up to date, clearing out out-of-date catalogues).

- to monitor levels of stock and teaching stationery and to order stock as and when necessary,
- to maintain the Staff Common Room notice boards and in general ensure the Staff Common Room and Upper Landing of the Main Building is kept tidy and well-organised.

### **Lost Property**

- To manage the return of named lost property to the appropriate individuals and the collation of unnamed property for pupils to look at and claim.

### **Teaching First Aid**

- To prepare the scheme of work for First Aid in line with the expectations of the Year 6 Diploma course.
- To teach Year 6 pupils including as much practical experience as possible.
- To assess the pupils for their diploma.

### **Supervision**

- To supervise the pupils in the playground from 1.30pm to 2pm, and administering First Aid if necessary for playground injuries.
- To assist with the supervision of homework club between 4.00pm and 5.15pm if required.
- To help ensure the bus pupils are ready to board the afternoon bus at 4.50pm.

## **PERSON SPECIFICATION**

### *Essential Criteria*

- Hold a relevant First Aid at Work qualification.
- Ability to use a computer for word-processing and email.
- Previous experience of supervising pupils in an educational environment.

### *Desirable Criteria*

- A nursing qualification.
- Paediatric First Aid qualification.
- Interest and enthusiasm for creating good school resources.
- An eye for detail.

## **ADDITIONAL**

- Truro School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment and behave accordingly. This role will involve daily contact with pupils.
- This Job Description sets out current duties of the post that may vary from time to time without changing the general character of the post or the level of responsibility entailed.

**Date reviewed:** February 2016  
**Reviewed by:** Head (Prep School)

Appendix 2

**First Aid in the work place delivered by Mountain Medicine 06/01/16 valid 3 years.**

**Pre-Prep and Prep**

Jane Ashdown	Sue McIntosh
Judith Wane	Vanessa McGhin
Colin Dower	David Neale
Charlotte Ellis	Kerstin Palmer
Jane Ellis	Pauline Pearn
Annabel Gregory	Rob Piper
Maggie Issaka	Tracey Walker
Carolyn Wambeek	Angela Renshaw
Josh Lord	Steve Speer
Laura Lovett	
Andy MacQuarrie	
Sarah Mahon	

First Aid at work, Health and Safety course  
Valid 3 Years.

Mark Goddard	July 2016
Sally Luxton	March 2016
Peter Sharp	August 2014
Robin Simmons	July 2016

**First Aid in the Outdoors Valid for 3 Years**

Natasha Jones	2014
Katy Millne	2014
Sally Luxton	2014
Andy MacQuarrie	24 <sup>th</sup> and 25 <sup>th</sup> January 2017
Sue MacQuarrie	24 <sup>th</sup> and 25 <sup>th</sup> January 2017

**EPI-PEN TRAINING by Glenys Tall**  
**28/01/16**

Jackie Caklais	Kate Williams
Annabel Gregory	Judith Wane
Sally- Ann Homer	
Maggie Issaka	
Natasha Mikail-Jones	
Vanessa McGhin	

**Staff who have attended the Paediatric First Aid Course**  
**(Needs updating every 3 years)**

Katy Millne	03/02/15
Glenys Tall	05/02/15
Simone Weston	29/03/16
Vanessa McGhin	June 2017
Jackie Caklais	June 2017
Michelle Hornegger	June 2017
Tasha Mikail-Jones	Outdoor first aid 2015

**Staff who have attended First Aid at work Health and Safety 4 Day Course**

**(Needs to be updated every 3 years & will only need to attend 2 days training)**

Mark Goddard	25/10/2010
Sally Luxton	22/03/2016
Sue McIntosh	08/07/2010
Jo Rowell	08/07/2010
Alison Russell	12/02/10