

13a Truro School Prep First Aid Policy

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

Link in staff handbook

Staff shared area

On the website

Created by: Prep School First Aider

Reviewed and Updated by First Aid & Resources Assistant: September 2021

Next review: September 2022

A. Introduction

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?

- **The First Aid & Resources Assistant is Mrs Cameron-Luzmoor**, who is a qualified first aider. She reports to the Head and the Assistant Head (Pastoral).
- **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 school's policy that there should always be at least one qualified first aider on each school site.
- **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

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

D. Injuries

- **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 teaching 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 Aid & Resources Assistant. 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 Aid & Resources Assistant based in Treliske House, who will then assess the injury. Any head or face injury will be reported to parents by phone or email, informing them of the injury and any treatment so far. A head injury form will be sent home with the child, outlining symptoms to look out for.

- **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 & Resources Assistant must be called to assess the situation. The decision to summon an ambulance will be made by the First Aid & Resources Assistant 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 called to clear up and, only if the cause is not known, the First Aid & Resources Assistant 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

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 Aid & Resources Assistant 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 Aid & Resources Assistant 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

- 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 'Parental Consent for Administration of Medication' 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 that prescribed by a doctor or on written advice of the pupil's parents. Any medication must be handed into class teachers within the Pre-Prep and the First Aid & Resources Assistant 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 written permission is given, with full details 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 are prescribed inhalers are required to fill out a 'Parental Consent for Administration of Medication' form, informing staff of dosage and timing. They are also required to complete a 'Consent for Administration of School's Emergency Inhaler' form. In addition to the inhaler the child keeps in their school bag, parents must also provide the school with a second inhaler which will be kept, in Pre-Prep, in the Nursery washroom area and, in Prep, in the inhaler cabinet in the first aid room. These spare inhalers will be stored in zip wallets with the child's details and copies of appropriate consent forms. The inhalers must state the pupil's name and class; they also must be kept in the original box.
- 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.
- 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 Adrenaline Auto-Injectors (e.g. EpiPen/Jext)

An auto-injector 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 adrenaline auto-injector pens (AAIs) can be given quick and prompt treatment in the event of an **anaphylactic shock** in school or on school trips:

- All AAIs for pupils **are kept at the back of the Reception Office** in named boxes and are visible on entry to the office.
On trips, the trip leader will carry the pupil's AAI in a named travel pouch. A trip checklist prompts the trip leader to do this.
- An AAI will only be used on a pupil/member of staff whose name appears on the box, **unless otherwise advised by the emergency services.**
- Several members of staff (*see appendix 1*) have been trained to use AAIs 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 of staff to use the adrenaline auto-injector, following the instructions given with the adrenaline auto-injector and under the instruction 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 AAI 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 adrenaline auto-injector going into an anaphylactic shock**, the member of staff attending should, on contacting the emergency services, inform them that the school has spare AAls, 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 instruction of the emergency services' 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 adrenaline auto-injector and to supply the correct number of AAls to be kept at school at all times: Nursery & Pre-Prep: 4 required (2 in Willday House and 2 in Treliske House); Prep: 2 required (Treliske House).
- All AAls are checked regularly by the First Aid & Resources Assistant to ensure they are in-date and undamaged.
- Staff who have AAls should inform the First Aid & Resources Assistant 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 Aid & Resources Assistant's responsibilities (or in her absence, whoever attends)

- Give first aid as required.
- Pre-Prep first aider on duty will fill out the accident/injury form (as this is not the First Aid & Resources Assistant responsibility), which is kept in the Pre-Prep staff room for any incident they deal with. Any treatment of note requires an accident report to be written and given to the Head. They also need to write a note informing parents of an injury and need to record this on the accident sheet.
- Within the Prep School, the First Aid & Resources Assistant 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 email/letter. All other injuries are reported at the end of the day, verbally and by note.
- Accidents and incidents of note 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 Aid & Resources Assistant and one other member of staff will accompany the pupil or member of staff to the hospital. Reception Office 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.
- 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 Aid & Resources Assistant must be summoned to assess the situation. The decision to summon an ambulance will be made by the First Aid & Resources Assistant 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 Office will liaise with the parents/next of kin and the First Aid & Resources Assistant 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)

- First Aid & Resources Assistant to write and keep up-to-date a Traffic Light Form covering each year group, noting any medical/dietary needs. The trip leader is responsible for checking the information in the Traffic Light Form and preparing for the trip accordingly.
- All school trips must take a first aid kit which can be obtained from the first aid room.
- On school trips, the lead member of staff must complete a 'School Trip Check List' and then hand this into the Reception Office before departure. This is to ensure that all necessary medication and other required items are taken on the trip.
- Any child that requires travel sickness pills must bring them to the First Aid & Resources Assistant (Prep) or Trip Leader (Pre-Prep). These must be clearly labelled and in the original box with their name, class, what dosage and what time to be given. A 'Parental Consent for Administration of Medication' form must be filled in by parents 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 9.00am and 4.30pm 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, a qualified first aider will be in attendance.
- If first aid is required after school, the first aid room is open, the Medical Incident Record must be completed and, if necessary, also the Accident Book (these are kept beside the desk on the wall 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 the 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 First Aid & Resources Assistant 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 First Aid & Resources Assistant, 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;
- Time how long the seizure lasts if possible;
- 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;
- Note any possible triggers, if applicable.

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 First Aid & Resources Assistant or other 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 spare 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 located: first aid room in the inhaler cabinet; Nursery first aid cabinet; Pre-Prep staff room first aid cabinet; swimming pool first aid drawer; PE department.

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. Parent/Guardian must have completed a 'Parental Consent for Administration of Medication' form.
3. A school inhaler should only be used by a pupil when they do not have ready access to their own.
4. 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.

5. The staff member should then inform the first aider of the timings/dosage given at the earliest opportunity that the inhaler has been used.
The first aider can then check that the pupil is responding appropriately and also ensure that the inhaler has not been exhausted.
6. The first aider will keep a written record of when and who has used the school inhaler so that we can monitor their use.
7. Following use of the mouth-piece, the *school inhaler* should be cleaned with a dry-wipe and then returned to the first aid bag for safe-keeping.
8. All school staff will be briefed about these protocols by the first aider annually.

USE OF SCHOOL INHALERS ON TRIPS:

9. Pupils on a trip who are prescribed an inhaler (as according to the medical information given to the school by parents) will be listed on the Trip Risk Assessment. The trip leader will ensure the pupil's spare inhaler from the cabinet in the first aid room is taken on the trip. In all circumstances, pupils should be encouraged to take and use their own inhaler.
10. If in any doubt that use of the 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.
11. If a child does not respond / improve after ten puffs, medical assistance should be sought and parents contacted.

P. Diabetes

- Pupils diagnosed with diabetes are supported by the First Aid & Resources Assistant who will assist with the supervision of blood tests and management of their condition based upon advice and information provided by the parents and medical professionals. In the absence of the first aider, the child's Form Teacher will be the next responsible adult.
- An ICP will be written by the First Aid & Resources Assistant, following consultation with parents and the child's nurse, and will be approved by them before distribution.
- First Aid & Resources Assistant has undertaken Type 1 Diabetes basic online training (training programme as recommended by the pupil's nurse).
- Depending on the age of the pupil, parents will decide with the Head if the pupil can carry their medication in their school bag throughout the school day. Should this not be deemed appropriate, then the medication will be kept in the locked medicine cabinet in the first aid room.
- Attention not to be drawn to the pupil's condition. Pupil to be provided with a discreet location to take readings/administer medication (usually the first aid room).

Q. Other serious illnesses

- Pupils diagnosed with a serious illness are supported by the First Aid & Resources Assistant who will assist with supervising the administration of any medication and will support the management of their condition, based upon advice and information provided by the parents and medical professionals. In the absence of the first aider, the child's Form Teacher will be the next responsible adult.
- An ICP will be written by the First Aid & Resources Assistant, following consultation with parents and the child's nurse, and will be approved by them before distribution.
- First Aid & Resources Assistant and the pupil's Form Teacher to have regular discussion with the child's nurse.
- Attention not to be drawn to the pupil's condition. Pupil to be provided with a discreet location to take readings/administer medication (usually the first aid room).
School to support the child with learning should they be absent for school due to their illness, if deemed appropriate.

R. Health-related dietary requirements

- If a parent has informed the school via the Medical Information Form or in writing that their child has a dietary issue that will affect their health or well-being, then the First Aid & Resources Assistant will inform the Catering Department via the Facilities Manager.
- The child's name will be added to the school's 'Purple Club' which alerts staff members that the pupil has a specific dietary need that must be monitored. Parent/pupil will be given the option of wearing a Purple Club badge (voluntary) but the pupil must always be served by the Catering Department with purple trays and equipment.

Appendix 1 Emergency First Aid at Work and Paediatric CPR and AED (valid 3 years)

| Name | Date of training | Name | Date of training |
|-------------------|-------------------------|--------------------|-------------------------|
| Colin Dower | Jan 2019 | Sarah Patterson | Jan 2019 |
| Lucie Egford | Jan 2019 | Pauline Pearn | Jan 2019 |
| Charlotte Ellis | Jan 2019 | Rob Piper | Jan 2019 |
| Joe Ellison | Jan 2019 | Julia Raines | Jan 2019 |
| Jane Ellis-Walker | Jan 2019 | Jenny Reek | Jan 2019 |
| Annabel Gregory | Jan 2019 | Peter Sharp | Jan 2019 |
| Tanya Harvey | Jan 2019 | Tracey Walker | Jan 2019 |
| Maggie Issaka | Jan 2019 | Carolyn Wambeek | Jan 2019 |
| Laura Lovett | Jan 2019 | Judith Wane | Jan 2019 |
| Stuart MacQuarrie | Jan 2019 | Claire Watts-Jones | Jan 2019 |
| Sarah Mahon | Jan 2019 | Simone Weston | Jan 2019 |
| Neil McIntosh | Jan 2019 | Sue McIntosh | Jan 2019 |

First Aid at Work (valid for 3 years)

| Name | Date of training |
|-------------------------|---------------------------------------|
| Josh Lord | August 2021 |
| Katrina Cameron-Luzmoor | March 2019 (Refresher: March 2021) |
| James Frewer | August 2021 |
| Sally Luxton | September 2020 |

Emergency First Aid at Work (valid for 3 years)

| Name | Date of training |
|---------------|-------------------------|
| Sally Luxton | September 2020 |
| Mark Goddard | August 2019 |
| Robin Simmons | August 2019 |

First Aid in the Outdoors Valid for 3 Years

| Name | Date of training |
|----------------------|-------------------------|
| Natasha Mikail-Jones | November 2018 |
| Katy Millne | November 2018 |

Paediatric First Aid (valid for 3 years)

| Name | Date of training |
|-------------------------|-------------------------|
| Charlotte Banks | March 2018 |
| Chantalle Beveridge | February 2019 |
| Katrina Cameron-Luzmoor | October 2019 |
| Louise Daffern | February 2019 |
| Lianne Searle | February 2019 |
| Kate Williams | October 2020 |

AAI Training (in-house with Mrs Cameron-Luzmoor): 2020-2021

| | |
|----------------|------------------|
| Jane Ashdown | Martin Tiddy |
| Linda Norfolk | Patricia Hemming |
| Joe Ellison | Sinead Harvey |
| Mary Sparkes | Neil McIntosh |
| Lianne Searle | Alison Bellamy |
| Julia Raines | Josh Lord |
| Mark Goddard | Sarah Mahon |
| Jennifer Reek | Sally Luxton |
| Robin Simmons | Jenny Jones |
| Jo Rowell | Danny Goddard |
| Sue McIntosh | Maggie Issaka |
| Pauline Pearne | Sian Cadwallader |

Online Deapp training in Type 1 Diabetes

| | |
|-------------------------|-------------|
| Katrina Cameron-Luzmoor | August 2021 |
|-------------------------|-------------|