

FIRST AID AND MEDICAL CARE POLICY

INTRODUCTION

The management and administration of first aid is a primary concern of the College and this policy provides details as to its provision related to College activities and general medical care. This policy should be read in conjunction with the following policies:

- Child Protection and Safeguarding Policy, Section 9.1
- Educational Visits Policy, Section 6.1
- Mental Health and Well-Being Policy, Section 9.5
- Storage of Medicines and Medical Records, Section 7.5

All new pupils and staff are given information on where to go for help in the event of an accident or the need for first aid treatment as part of their induction into the school.

FIRST AID ROOM

There is a purpose built first aid room next to Reception in the Delmer Building staffed by members of the Reception staff who are qualified in first aid to deal with accidents or emergencies. Reception is staffed in term-time from 8.00 am to 5.00 pm and therefore First Aid cover is provided throughout the school day. Reception staff administer first aid and deal with accidents, emergencies or when someone is taken ill. Out of term-time First Aid cover is also provided by the receptionist on duty.

FIRST AIDERS

In addition to the Reception staff, there are a sufficient number of trained first aiders providing routine College cover and to activities where required. When deemed applicable, a first aider will accompany pupils on visits out of College. First aiders will give immediate help to those with common injuries or illnesses and those arising from specific hazards, and where necessary ensure that an ambulance or other professional medical help is summoned.

A list of staff members qualified as first aiders is displayed on the Staff Room noticeboard.

First aiders undergo refresher training every 3 years.

FIRST AID BOXES & DEFIBRILLATORS

First aid boxes are placed in areas of the College where an accident is considered possible or likely (such as the Sports Pavilion, eye washes in the laboratories, etc). The contents of a first aid box will be in accordance with the HSE guidance and are replenished as necessary by the member of staff responsible.

First aid boxes are always taken when groups of pupils go out of school on organised residential trips or to participate in sporting events.

Three defibrillators are installed within the College grounds, one in the First Aid Room, the Hall and at the sports field on Park Road, and guidance provided by the Department for Education document "Automated external defibrillators (AEDs), A guide for schools" is followed.

PUPIL ILLNESS AND INJURY

Parents are contacted if a pupil suffers anything more than a minor injury, if a pupil becomes unwell, or if there are any worries or concerns about the pupil. Where a pupil sustains a suspected head injury the parents must always be contacted and will be asked to monitor their child for a period of 24 hours. Parents are asked to contact staff in Reception at any time if they wish to discuss any concern relating to a pupil's health. The Reception staff will normally be responsible for summoning an ambulance and for escorting the pupil to hospital. If parents are unavailable, a member of staff will always stay with a pupil in hospital until their parent(s) arrive.

GUIDANCE FOR PEOPLE WITH SYMPTOMS OF A RESPIRATORY INFECTION INCLUDING COVID-19, OR A POSITIVE TEST RESULT FOR COVID-19.

Symptoms of respiratory infections, including COVID-19

Symptoms of COVID-19, flu and common respiratory infections include:

- continuous cough
- high temperature, fever or chills
- loss of, or change in, your normal sense of taste or smell
- shortness of breath
- unexplained tiredness, lack of energy
- muscle aches or pains that are not due to exercise
- not wanting to eat or not feeling hungry
- headache that is unusual or longer lasting than usual
- sore throat, stuffy or runny nose
- diarrhoea, feeling sick or being sick

Pupils who have symptoms of a respiratory infection, including COVID-19

Pupils with mild symptoms such as a runny nose, sore throat, or slight cough, who are otherwise well, can continue to attend the College. Pupils who are unwell and have a high temperature should stay at home and avoid contact with other people, where they can. Pupils can return to the College and resume normal activities when they no longer have a high temperature and they are well enough to attend.

Staff who have symptoms of a respiratory infection, including COVID-19

Staff with symptoms of a respiratory infection, such as COVID-19, and with a high temperature or who do not feel well enough to go to work or carry out normal activities, should stay at home and avoid contact with other people, until they no longer have a high temperature (if applicable) or no longer feel unwell.

It is particularly important to avoid close contact with anyone who is known to be at higher risk of becoming seriously unwell if they are infected with COVID-19 and other respiratory infections. If possible staff should try to work from home.

Pupils who have a positive test result

It is not recommended that children and young people aged 18 years and under are tested for COVID-19 unless directed to by a health professional.

If a pupil has a positive COVID-19 test result they should stay at home and avoid contact with other people for 3 days after the day they took the test. After 3 days, if they feel well and do not have a high temperature, the risk of passing the infection on to others is much lower and therefore they may return to the College. This is because children and young people tend to be infectious to other people for less time than adults. Pupils who live with someone who has a positive COVID-19 test result should continue to attend the College as normal.

Staff who have a positive test result

Staff who have a positive COVID-19 test result are very likely to have COVID-19, even without having any symptoms.

Many people with COVID-19 will no longer be infectious to others after 5 days. Staff with a positive COVID-19 test result should stay at home and avoid contact with other people for 5 days after the day of taking the test.

DIARRHOEA AND VOMITING

To prevent the spread of infection in school settings, any affected member of staff or pupil should not attend the College for a period of 48 hours from the last episode of diarrhoea and vomiting. This follows the recommendation of the Health Protection Agency.

ANAPHYLAXIS

Anaphylaxis is a severe allergic response by the body to medication, bee/wasp stings or foods (for example, nuts, eggs, cow's milk, shellfish). This reaction develops after only a few seconds and is a medical emergency. In its most severe form it is life threatening. The reaction of the body to the allergen causes substances to be released into the blood that dilate blood vessels and constrict air passages. Blood pressure falls dramatically and breathing becomes difficult. Swelling of the tongue, face and neck increases the risk of suffocation. The amount of oxygen reaching the vital organs is severely reduced. Symptoms usually occur within seconds or minutes of exposure to the allergen, and not all the symptoms (listed below) need be present at the same time:

- itching or a strange metallic taste in the mouth
- swelling of the throat and tongue
- difficulty in swallowing
- hives (lumps) anywhere on the body
- generalised flushing of the skin
- abdominal cramps and nausea
- increased heart rate
- sudden feeling of weakness or floppiness

- difficulty in breathing due to severe asthma or throat swelling, and
- collapse and unconsciousness.

When a child is known to be at risk of anaphylaxis the treating doctor will prescribe medication for use in case of an allergic reaction. This may include adrenaline injections. Those most commonly in use are the EpiPen and the Anapen. These devices are preloaded, contain clear and concise instructions, and the medications are simple to administer. A list of pupils who are at risk of an anaphylactic reaction is posted on the Medical Notes maintained in the staffroom. Kitchen staff retain a list of pupils with food allergies. Pupils at risk should carry an EpiPen at all times and parents are requested to provide a spare to be kept in reception. Staff are given EpiPen training as part of their three yearly first aid refresher training.

MEDICAL CARE & QUESTIONNAIRES

On the registration of a child for entry to the College, prospective parents are requested to record on the registration form any health issues, allergies or learning difficulties of which the College should be aware. When an offer is made, the parents are again requested via the Confidential School Record form to provide details of their child's family doctor and further details of any medical conditions from which their child might suffer.

Parents are requested to annually complete a confidential medical questionnaire. Ahead of field or other residential trips, parents are asked to update the College on any medical conditions when signing the permission slip distributed with details of the trip's events. In this way, the College aims to maintain the appropriate records that will assist College staff in responding to any medical problem the child might have. It also provides for parental authorisation regarding the administration of medicines where necessary.

EMERGENCY MEDICAL TREATMENT

In accepting a place at the College, parents are required to give their consent for the Head, or other nominated representative, to provide on the advice of qualified medical opinion, emergency medical treatment, including NHS general anaesthetic and surgical procedures if the College is unable to contact a parent.

MEDICINES AND TREATMENTS BROUGHT TO THE COLLEGE BY PUPILS

Parents are asked to inform staff in Reception, and complete a confidential medical consent form, about any medication that a pupil brings into the College. If a pupil has a medical condition which necessitates regular access to medication, parents are asked to inform the staff in Reception, so that an appropriate regime can be put in place. The medicines are labelled and placed in individual plastic containers with the pupil's name and photograph on the top side of the box. The list of pupils with medications administered during the school term are listed on the storage cupboard. Those medications requiring refrigeration such as insulin are stored in the fridge in the First Aid Room.

ACCIDENTS AND INCIDENTS

Details of any incident requiring treatment will be recorded in the College accident book, kept in Reception. The PE Department additionally maintains an accident book at the sports field on Park Road and a Trips accident book accompanies any residential trips. Reportable accidents, injuries or dangerous occurrences are notified to the appropriate authorities according to the relevant regulations, for example RIDDOR. All notifiable accidents and near misses are reviewed by the College's Health and Safety Committee and reported to the Governors, with a view to assessing whether any measures need to be taken to prevent recurrence. The Bursar maintains the year-on-year statistics in order to monitor overall accident levels as to their nature, location and any visible trends.

POLICY CONTROL	
Review Date:	September 2022
Review By:	Bursar
Governor Approval:	12 October 2022
Review Frequency:	Triennial
Next Review Due:	September 2025