



**CROYDON HIGH SCHOOL**  
**FIRST AID POLICY**

Policy updated : October 2017 DK Deputy Head (W,S&I)

To be reviewed : April 2018

Responsibility for review : DFO

**This policy informs practice in the Senior and Junior Departments of the School including the Early Years Foundation Stage.**

The Croydon High School First Aid policy has been developed to promote the health, safety and welfare of pupils, staff and visitors at the school through the provision of first-aid equipment and trained personnel in accordance with the requirements of the *Health and Safety First Aid Regulations 1981*, and relevant DfE and GDST guidance.

## **1. PRINCIPLES**

- 1.1 Adequate training and resources are to be provided to effectively deliver first aid in the event of sudden illness or injury to students or employees.
- 1.2 Effective first aid should be available to all students or employees who need it.

## **2. PURPOSE**

- 2.1 To ensure the school is supplied with the resources and training necessary to provide effective initial treatment in the event of sudden illness or injury to students or staff.
- 2.2 To encourage preventative measures which include the development of procedures to minimize emergency situations and to promote safety awareness.

## **3. DEFINITIONS**

- 3.1 "First aid" means:

- a) treatment of minor injuries which would otherwise receive no treatment or which do not need treatment by a medical practitioner or nurse.
- b) in cases where a person will need help from a medical practitioner or nurse, treatment for the purpose of preserving life and minimizing the consequences of injury and illness until such help is obtained.
- c) A first aider holds a current certificate to certify that s/he has completed a recognized 3 day first aid course. In the case of EYFS, the first aider must have qualified in paediatric first aid and this must be recorded on her certificate.

*H&S (First Aid) Regulations 1981 (revised 2009)*

#### **4. PROCEDURES IN THE EVENT OF AN EMERGENCY**

**Also see Section 8 of this policy regarding arrangements for pupils with particular medical conditions**

Examples of emergencies which require immediate first-aid assistance include:

- Severe allergic reactions
- Asthma attacks
- Epileptic fits/convulsions
- Difficulty in breathing
- Fainting
- Hypoglycaemia in diabetics
- Bleeding
- Breaks or sprains
- Concussion

In the event of any of the above, or other such emergencies, the Nurse, or in her absence, the Deputy Head in consultation with the attending first aider, will call for an ambulance. Parents will be notified immediately and will be given details of the hospital to which their daughter has been taken. Any girl requiring an ambulance will be accompanied by a member of staff, , who will stay with her until a parent arrives.

All staff must be aware of the procedures to take in the event of a first aid emergency. This will be part of annual INSET and Induction procedures. Guidance will also be issued to staff via the Staff Handbook.

All staff should be aware of the following basic principles:

If you witness an incident and the injured person is able to walk, take them to the medical room. If the school nurse is not there send a message to Reception to ask them to contact the nurse/ first aider. Do not leave the person unattended.

If you witness an incident and the injured person does not seem able to move, do not try to help them move; stay with them and send a message to Reception to ask them to contact the nurse/ first aider.

In the event of a spillage of body fluids, appropriate hygiene procedures must be followed. A member of the caretaking staff should be called; the spillage will be removed according to an agreed protocol.

### **Procedures for Non-Emergency Situations**

Parents and pupils are aware of the procedures to follow if a pupil is not well enough to attend school, or if she becomes ill at school and needs to be taken home. These are outlined in induction information to new pupils and reminders are posted periodically in school circulars. The School Nurse is always available for general consultation as part of the school's pastoral support network.

Cross Infection – routine measures are in place within the medical room to minimize the possibility of cross-infection. These include the use of gloves, regular hand-washing, regular change of bed-linen, and disinfecting of surfaces. Policies and protocols exist to cope with an epidemic of large proportions.

Exclusion – A poster in the Junior and Senior medical rooms, which is issued by the Health Protection Agency, gives comprehensive information on the exclusions which should be made in the event of a member of the school community suffering from an infectious condition, and this is the guidance which is implemented. Advice is also given regarding possible effects on early pregnancy, which is circulated to all staff when necessary.

## **5. RESPONSIBILITY FOR POLICY IMPLEMENTATION**

- 5.1 The Health & Safety Co-ordinator or appropriately delegated person is responsible for ensuring that:
- (i) funding is made available for the training of first aiders according to GDST guidelines and that the appropriate training is updated in accordance with Health & Safety Executive, *First Aid At Work* guidelines.
  - (ii) all officially designated first aiders are recommended to have immunisation against Hepatitis B. This can be obtained at their own G.P surgery and is *usually* free of charge.
- 5.2 The Health & Safety Co-ordinator or delegated person shall ensure that: -
- 5.2.1 There is a minimum of one first aider available on each site when pupils are present. This person shall have an HSE approved "First Aid at Work" qualification (3 days). At other times eg. early mornings, evenings, holidays, when staff are on site, an "Emergency First Aider in the Workplace" (1 day) may be sufficient as deemed by a risk assessment of need.
- For EYFS there is a minimum of one person on the premises and on outings with a current paediatric first aid certificate.

- 5.2.2 A list of qualified First Aiders (*those who have undertaken Health & Safety Statutory First Aid at Work Certificate*) will be kept at appropriate contact points and also found in the CHS Staff Handbook.
- 5.2.3 Appropriate first aid kits, supplies and equipment are provided.  
These are stored in the medical room, all science prep rooms, Junior Department, P.E department and available to be taken on school trips/activities. (See Appendix 1)
- 5.2.4 All staff are aware of the protocols for individual girls, the first aid procedures and the location of medical resources; details of which are included in the Induction process for new staff.
- 5.2.5 Adequate hygiene practices are used: e.g. hand washing, wearing of non-latex gloves and disposal of soiled materials.
- 5.2.6 Means are available to contact emergency services at all times. Copies of these are to be found in the medical room and the school office.

**5.3 Parents and/or guardians are to ensure that they:-**

- 5.3.1 keep the school informed of current medical contact details concerning students.
- 5.3.2 Keep the School Nurse informed of current medical conditions and appropriate history of students.
- 5.3.3 Inform the School Nurse in writing of any prescribed medication that students need to take during school hours. Where medication is required in spontaneous situations, detailed administration instructions should be provided, for example in the case of asthma attacks/anaphylaxis.

**5.4 First Aiders**

- 5.4.1 Notwithstanding the duty of care of first aiders, the treatment of illness and/or injury should be limited to those areas in which the person has received recognized training.
- 5.4.2 **The School Nurse shall be responsible for: -**
- administering the sick bay and its contents.
  - monitoring patients according to their condition.
  - informing parents of any accident or injury sustained by a girl on the same day and any first aid treatment given in the Senior Dept. (this may be delegated in the Junior Dept./EYFS to the Head's PA)
  - organising an injured person's transfer to hospital in the case of an emergency.

- keeping a register of first aiders, their certificates and noting dates for refresher training.
- recording all first aid treatment. A copy of treatment provided shall be forwarded with the patient where further assistance is sought. The first aider should respect the confidential nature of any information given.
- ensuring a written record is kept of all injuries to staff and pupils (Senior, Junior, EYFS) occurring both on and off the school premises as a result of school activities. Records will be kept in accordance with the Trust's policy on the retention of documents and, in any event, for a minimum for 3 years).
- informing the HSE of injuries that are reportable under RIDDOR without delay. HSE reporting must be via the website <http://www.hse.gov.uk/riddor/index.htm>
- reporting all injuries to staff, and all injuries to pupils requiring treatment beyond that provided by the school nurse / First Aider, to the H&S team at Trust Office.
- recording 'Dangerous occurrences' and significant 'near misses'.
- reviewing first-aid and accident reporting arrangements.

## 6. FIRST AID FACILITIES AND FIRST AIDERS (2017/2018)

6.1 In addition to the medical room, first aid kits are located in the following areas:

Biology Prep room

Art room

DT suite

Chemistry prep room

Physics Prep room

Main kitchen

Junior School Medical Room and small kits of plasters and ice packs available in Nursery and Reception

Upper/lower dining rooms

Gym, Sports Hall

Head of PE has first aid kit suitable to take to matches

Senior School Office

### 6.2 Names of fully qualified first aiders (three-day course completed)

Name	Location	Number	Qualification expires
Jane Bloxsome	Medical room	20516	Feb 20
Sophie Kermani	Maths	20520	Jan 18
Alice Richards	Premises	20539	April 18
Ceri Grimwood	Sports centre	20534	Nov 18
Melissa Bellarby	Sports Centre	20534	June 20
Sophie Bradshaw	Junior school	20507	Jan 20
Sarah Raja	Junior School	20508	Jan 20
Lisa Dixon	Sports teachers		Jan20
Jenni Gray	Sports Centre	20534	June 18

**Sports First Aid Lisa Dixon and Sue Beck June 18**

**Qualified Early Years First Aiders (Paediatric) TWO DAYS.**

Sarah Brock ( mat leave)	Nursery	20508	April 19
Karen Redmond	Junior	20561	April 19
Sarah Raja	Junior School	20508	Jan 20
Michele Walker	Senior Admin	20545	April 19
Clare MacMillan	Junior Office	20508	April 18
Alison Hurst	Senior Reception	20500	April 18
Bernadette Rowe	Junior school		December 18
Sharron Whatling	IVY Club		April 18
Seelochnie Singh (Devi)	IVY Club	20508	April 18

**Appointed Person** (one-day completed)

See separate list

**6.3 Emergency Telephone Numbers**

**Poisons Information Service:** 08448920111

**Ambulance:** 999 – Dial from any phone, not necessarily one with outside line

**School nurse:** 20516

AN AUTOMATIC EMERGENCY DEFIBRILLATOR IS SITUATED IN THE MEDICAL ROOM,  
SENIOR SCHOOL, AND ALSO AT SPORT CENTRE RECEPTION

**6.4 'Appointed person' First Aiders, i.e. one day course completed – Senior School**

**Valid until 13/4/18**

**Valid until April 2019**

Abrams, Karen 13/4/18	Library	Conrad Rachel	Biology
Butler, Lee 13/4/18	Premises	Murray, Maria	History
Congram, Barbara 13/4/18	Admin		
Ridgeway Lucy 13/4/18	French	Pickering, Mark	SLT
<b>Valid April 2018</b>		<b>Valid April 2019</b>	
Mercer, Laurence 13/4/18	Premises	Webb, Emma	Drama
	Physics	Dixon Lisa	Sports
Paris, Alissia 13/4/18 mat leave	French	Smith Elizabeth	English
Sharples Helen 13/4/18	SEN	Palmer Sarah (mat leave)	Sports
Louden James 13/4/18	Latin	Elliott Lorraine	Cleaning
		Leitmer Sabine	German

Deblock Emmanuelle	Chemistry Tech 13		
New Driver sept 2017	Mini Bus Driver.	Forshaw Judith	English
		Mc Donald Laura	Art
Austen Lauren 13/4/18	English/Drama	Vickery Jonathan	Politics

**Valid until April 2020**

Gower, Susan	Geography	Wright, Julie	Chemistry
Corner Helen	Geography	Marcus Suranyi	Music
Zielska, Maria	Maths		.
Fletcher, Andrew	Maths	Lubinski, Andrezej	Premises w/end
Diez, Marta	Spanish	Connors, Laurence	Spanish

**Appointed First Aiders Junior School .One day Emergency First Aid at work.**

**V**

<b>Valid until April 2019</b>	
Bradshaw Sophie	Male, Claire
Brown, Emily	Monaghan, Jane
Broyd, Ros	Pickett, Clare
Amanda D'Aranjo	Mya Krishnamurthy
Vaughan, Sue	Anna Johnson
Durling, Coleen	

**6.6 First Aid Boxes** are located at:

Medical Room  
 Art Room  
 Upper and Lower Dining Room  
 3D Art & Design  
 Senior School Office  
 Main Kitchen – Cooks Office  
 Laboratories – Biology Prep Room near Room 33  
                                   Chemistry Prep Room near Room 40  
                                   Physics Prep Room near Room 38

P.E.Department – Gym Hall Staff Room  
                                   Sports Hall/Swimming Pool  
                                   First Aid kits are in Travel Bag held in Staff Room by Head of P.E.

Junior School Medical Room. In addition there are small kits of plasters and ice packs available in nursery and reception

**6.7 Emergency Telephone Numbers**

**Poisons Information Service: 08448920111**

**Ambulance: 999- Dial from any phone, not necessarily one with an outside line**

## School Nurse: 20516

All accidents should be reported immediately to:

Mrs J Bloxsome Medical Room Telephone 20516

6.8 All dangerous occurrences or near misses should be reported to

Mrs J.Bloxsome Medical Room Telephone 20516

Mr David King Deputy Head Telephone 20506

6.9 The following person is responsible for reporting accidents to the Health and Safety

Executive: Mrs J Bloxsome

Accidents must be reported in accordance with Trust procedure (paragraph 4 in the Accidents and Emergencies section of Oracle) to the Health and Safety Executive:

- Online via the HSE website <http://www.hse.gov.uk/riddor/index.htm>, or
- By email after downloading the correct form from <https://www.hse.gov.uk/forms/incident/index.htm> and sending to [riddor@santia.co.uk](mailto:riddor@santia.co.uk)
- By post after downloading the correct form from <https://www.hse.gov.uk/forms/incident/index.htm> and sending to :

Incident Contact Centre

Caerphilly Business Park

Caerphilly

CF83 3GG

## 7. TABLETS AND MEDICATION GUIDANCE

7.1 Health and Safety Executive guidelines state that first aid **does not** include giving tablets or medication to treat illness and as such these items should not be stored in first aid kits. However, all students at CHS have written permission to be administered Paracetamol if necessary, and therefore a small number of tablets are supplied in the first aid kit for most educational visits. Any other emergency medication kept in the medical room for a student is sent with the trip leader of any excursion involving the particular girl.

### 7.2 Prescribed medication

7.2.1 No medication should be administered to a student without written permission of a parent/guardian. This must set out the dosage, time of administration, contact person and name of doctor in case of emergency. These details should be stored in the first aid/medical room in accordance with the **Data Protection Act, 1998**.

**In the case of an EYFS pupil being administered medication supplied in accordance with the above conditions, the parent should be notified of the administration as soon as possible.**

7.2.2 All medication supplied by parent/guardian must be in the original container, clearly marked with the:

- student's name

- name of the drug
- dosage and frequency to be given
- the prescribing doctor's name

- 7.2.3 Appropriate equipment for administration (e.g. medicine spoon) should be supplied by parent/guardian
- 7.2.4 Medicines kept on the school premises must be locked in the first aid cupboard or in the medical room refrigerator.
- 7.2.5 A consent form is to be signed by the parent/guardian for medication which is dispensed on a regular basis, annual consent/student medical form.
- 7.2.6 A record of all medication administered is maintained. Medicines administered are to be recorded in the first aid/ medical room register and parents are informed by the nurse/ class teacher.
- 7.2.7 Staff involved in administering Ritalin or similar drugs need to be informed by the student's doctor (via the parents) of what to do if a dose is missed. Staff will be provided with appropriate training for the administration of medication such as EPI Pens at annual INSET and updated regularly.
- 7.2.8 Staff who do not wish to be involved in the administration of such medication must discuss the matter with the Health & Safety Co-ordinator or her deputy so that alternative arrangements can be made.

*Aspirin or medication containing aspirin may be harmful to the recipient (Reyes Syndrome) and should only be administered with written authorization from the G.P via the parent/guardian, stating that aspirin has been prescribed for a specific condition.*

- 7.2.9 Analgesics are to be administered by a designated person, school nurse (Schedule One of the Medicines Act) / or first aider with appropriate training and their consent.
- 7.2.10 If analgesics are used, paracetamol only should be administered.

## **8. ARRANGEMENTS FOR PUPILS WITH PARTICULAR MEDICAL CONDITIONS**

**An action plan will be written for any girl with special medical needs**

- 8.1 **Asthma**
- 8.12. All staff should be made aware of students who have asthma.
- 8.13 Students with asthma are encouraged to have their medication with them.

- 8.14 A bronchodilator should be carried in the first aid kit in the event of an asthma attack. Spare inhalers are held in the first aid/medical room.
- 8.15 An action plan for students with asthma should be completed by parent/guardian and stored in the first aid/medical room in accordance with the Data Protection Act 1998.

## 8.2 Diabetes

- 8.21 All school staff should be made aware of students with diabetes and receive instruction to recognise if the student's behaviour is unusual.
- 8.22 An action plan for students with diabetes should be completed by parent/guardian and stored in the first aid/medical room.

## 8.3 Epilepsy

- 8.31 All school staff should be made aware of students with epilepsy and receive instruction to recognize if the student's behaviour is unusual.
- 8.32 An action plan for students with epilepsy should be completed by the parent/guardian and stored in the first aid/ medical room.
- 8.33 Very rarely, children may be prone to very frequent fits and may require the administration of rectal sachets of diazepam (Valium) which is a drug used to stop prolonged fits. This is a rare occurrence within mainstream schools and in CHS this will only be undertaken by the School Nurse. An individual health care plan would be needed .

With respect to restrictions, it is important that a balance is achieved between safety and impairment of lifestyle:

- **children with epilepsy are allowed to swim provided they are supervised by a competent adult**
- **they should not cycle in very busy traffic**
- **climbing is probably not advisable**
- **common sense is required with respect to laboratory procedures.**

## 8.4 Anaphylaxis

- 8.41 All staff should be aware of students who might suffer anaphylactic shock. They are named in the CHS Staff Handbook.
- 8.42 Students at risk must carry their Adrenaline -Pen with them at all times. A spare/spares will be retained in the medical room.
- 8.43 This condition is an absolute indication of a health care plan. This should be done in conjunction with the parents and an *Anaphylaxis Protocol* form completed and retained in the Medical Room.

8.44 All staff should receive training for the administration of adrenaline via EPI-pen method . This is considered a "life saving" measure and not first aid. As such there can be no refusal to administer this treatment . All staff will receive appropriate, regularly updated training and instruction (ordinarily carried out at the beginning of each Autumn term at CHS, as a minimum) and as such will be covered by Trust insurances.

**8.45 Any child to whom adrenaline has been administered must be sent to hospital**