



Croydon High School GDST Whole School First Aid Policy

Responsibility for review: School Nurse
Last Review: January 2022
Next review: April 2022

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 minimise 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) Cases where a person will need help from a medical practitioner or nurse, treatment for the purpose of preserving life and minimising the consequences of injury and illness until such help is obtained.
 - c) A first aider holds a current certificate to certify that they have completed a recognised 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 their certificate.

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 their 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 child has been taken. Any pupil requiring an ambulance will be accompanied by a member of staff, who will stay with them 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 they become ill at school and need 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 minimise the possibility of cross-infection. These include the use of gloves, regular handwashing, 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:

- 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
- All officially designated first aiders are recommended to have immunisation against Hepatitis B

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 e.g. 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 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, PE 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 pupils, 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 always contact emergency services. 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 pupils.

5.3.2 Keep the School Nurse informed of current medical conditions and appropriate history of pupils.

5.3.3 Inform the School Nurse in writing of any prescribed medication that pupils need to take during school hours. Where medication is required in spontaneous situations, detailed administration instructions should be provided, e.g., 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 recognised 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 pupil on the same day and any first aid treatment given in the Senior School (this may be delegated in the Junior School/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 because 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> via RIVO.
- 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 (2021 / 2022)

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

Biology Prep room	Art room
DT suite	Chemistry prep room
Physics Prep room	Main kitchen Upper and Lower Dining Hall.
Ivy club	
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	

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 in the Senior School, in the Junior School Nurse Station and at the Sports' Centre Reception.

Names of fully qualified first aiders

Three-day course completed

Name	Location	Number	Qualification expires
Jane Bloxsome	Medical room	20516	Dec 2022
Ceri Grimwood	Sports Centre	20534	Dec 2024
Sophie Bradshaw	Sixth Form	20541	Dec 2022
Sarah Raja	Junior School	20546	Dec 2022
Lisa Miller	Sports teacher		Dec 2022
Melissa Bellarby	Sports Centre	20534	Sep 2023
Alison Botham	PE		Dec 2022

Qualified Early Years First Aiders (Paediatric) TWO DAYS.

Name	Location	Number	Qualification expires
Sarah Grinham (ne Brock)	Nursery	20508	Apr 2022
Karen Redmond	Junior School	20561	Apr 2022
Anita Reeve	Junior School	Ivy Club	Apr 2022
Julie Bullock	Junior School		Apr 2022
Samantha Garrett	Junior School	20508	Apr 2022
Carly Moon	Junior School	20508	Apr 2024
Clare Pickett	Junior School	20508	Apr 2024

Qualified Early Years First Aiders (Paediatric) ONE DAY

Name	Location	Number	Qualification expires
Laura Threadgold	Junior School	20508	Apr 2024
Jane Monaghan	Junior School	20508	Apr 2024
Alex Wilks	Junior School	20508	Apr 2024
Jo Harrison	Junior School	20508	Apr 2024
Mohima McKillop	Junior School	20508	Apr 2024
Emily Wragg	Junior School	20508	Apr 2024
Nicola Crossfield	Junior School	20508	Apr 2024
Ros Broyd	Junior School	20508	Apr 2024
Clare Male	Junior School	20508	Apr 2024
Karen Bower	Junior School	20508	Apr 2024
Linda Khan	Junior School	20508	Apr 2024
Amanda- Jane D'Aranjo	Junior School	20508	Apr 2024
Sarah Delany	Junior School	20508	Apr 2024
Susan Vaughan	Junior School	20508	Apr 2024
Effie Nathaniel	Junior School	20508	Apr 2024

Anna Johnson	Junior School	20508	Apr 2024
Rosemary Abrahams	Junior School	20508	Apr 2024
Anita Reeves	Junior School	20508	Apr 2022
Maya Krishnamurthy	Junior School	20508	Apr 2022

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

Rachel Conrad	Biology	Jul 2022
Maria Murray	History	Jul 2022
Katy Fenwick	History	Jul 2022
Elizabeth Smith	Art	Jul 2022
Sabine Leitner	German	Jul 2022
Laura Palmer (McDonald)	Art	Jul 2022
Nicola Baptist	Biology	Jul 2022
Maria Maquieira	Spanish	Jul 2022
Libby Head	PE	Jul 2022
Lisa Hart	Catering	Jul 2022
Ben Rew	Maths	Jul 2022
Emma Webb	Drama	Jul 2022
Alison Cotton	English	Jul 2022
Chris Calderwood	Business Studies	Jul 2022

Emergency one day first aid at work		
Lee Butler	Caretaker	Apr 2024
Laurence Mercer	Caretaker	Apr 2024
Philip Gridley	Bus Driver	Apr 2024
Andrzej Lubinski	Caretaker	Apr 2024
Amanda Barnet	Art Tech	Apr 2024
Marta Diez	Spanish	Apr 2024
Helen Corner	Geography	Apr 2024
Sam Vaughan	Senior Reception	Jan 2025
Hope Ekins	Senior Reception	Jan 2025
Emma Decambre	Senior Reception	Jan 2025
Emma Cahill	Gap Student	Jan 2025

Elizabeth Mulholland	Catering Manager	Dec 2022
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Sports First Aid		
Elliot Baker	September 2024	
Anna Whittingslow	September 2024	
Sue Beck	September 2024	

6.6 First Aid Boxes

Located:

- Medical Room
- Art Room
- Upper and Lower Dining Rooms

- 3D Art & Design
 - Senior School Office
 - Main Kitchen – Cook’s Office
 - Ivy Club
 - Laboratories:
- Biology Prep Room near Room 33
 - Chemistry Prep Room near Room 40
 - Physics Prep Room near Room 38
 - PE Department:
 - Gym Hall Staff Room
 - Sports Hall/Swimming Pool
 - First Aid kit in Travel Bag held in Staff Room by Head of PE
- Junior School Medical Room (additionally small kits of plasters, ice packs, etc available in Nursery and Reception classes)

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 Jane Bloxsome Medical Room Telephone 20516

Mr David King Deputy Head (Pastoral) Telephone 20506

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

Mrs J Bloxsome

The HSE reporting details are provided in section 6.2 of the accident reporting guidance on oracle at the following URL:

<https://oracle.gdst.net/healthandsafety/SitePages/AccidentReporting.aspx>

It no longer makes reference to posting the RIDDOR forms or submitting them by email as the HSE online system should be used.

There is a fatal incident contact number

- 0345 300 99 23

It is the **School Nurse's** responsibility (or her deputy in cases of absence) (Office Manager at Trust Office) to report all notifiable **accidents** to the HSE. They must be reported **as quickly as possible**, and in any event **within 10 days of the incident (15 days of the incident if it is an over 7-day incident)** either:

- Online: www.hse.gov.uk/riddor/report.htm

- By telephone (fatal and specified injuries only) - 0345 300 99 23 (Monday to Friday 8.30 am to 5 pm)

You may also find the following link of use.

<https://oracle.gdst.net/healthandsafety/SitePages/FirstAid.aspx>

7. Tablets and Medical 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 pupils at the school 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 pupil is sent with the trip leader of any excursion involving the particular pupil.

7.2 Prescribed medication

7.2.1 No medication should be administered to a pupil 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:

- pupil'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/pupil 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 pupil'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 Adrenaline 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 their 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 authorisation from the GP 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 and ibuprofen only** should be administered.

8. Arrangements for Pupils with Particular Medical Conditions **An action plan will be written for any pupil with special medical needs**

8.1 Asthma

8.12. All staff should be made aware of pupils who have asthma.

8.13 Pupils 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 pupils 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 pupils with diabetes and receive instruction to recognise if the pupil's behaviour is unusual.

8.22 An action plan for pupils 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 pupils with epilepsy and receive instruction to recognise if the pupil's behaviour is unusual.

8.32 An action plan for pupils 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:

- **pupils 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 pupils who might suffer anaphylactic shock. Names and photos are available in the staff room and kitchens.

8.42 Pupils 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 Croydon High, 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.**