



FIRST AID POLICY

This whole school policy also applies to the Early Years Foundation Stage (and includes the provision of paediatric first aid)

Introduction

First aid can save lives and prevent minor injuries from becoming major ones. First aid provision must be available at all times while people are on school premises and also off the premises whilst on school visits.

It is the responsibility of the Governing Body to ensure the correct provision of first aid in the School. The day-to-day responsibility for this is delegated to the Headmistress and the Bursar. The Headmistress is responsible for making sure that parents are aware of the School's Health and Safety policy, including arrangements for first aid. The Bursar is responsible for the provision of an appropriate area for first aid to take place and for the reporting of any serious accidents to the appropriate authorities.

Scope

This policy applies to all members of the Tormead community: everyone who works in the school, whether in a teaching or non-teaching capacity, including volunteers and governors and all pupils. Parents are required to agree to the 'Tormead Terms and Conditions' on entry to the School, paragraphs 31-35 refer to 'Health & Medical Matters' including permission for Emergency Medical Treatment (paragraph 35)

Health Care Lead

The responsibility for first aid on the school premises rests primarily with the School Health Care Lead (HCL):

Mrs Pauline Farrar

The HCL works on Mondays to Fridays between the hours of 10.00am and 3.00pm. Outside these hours, girls should seek medical assistance from the School Office. A sign on the Medical Centre Office will direct the girls to the School Office where a qualified first aider is available.

The key activities of the role include:

- Ensure that the medical centre is correctly equipped and that medicines are kept up to date and safely stored
- Ensure that first aid kits are correctly equipped (in accordance with DfE guidelines) and are available in designated areas of the School
- Provide appropriate first aid kits for School visits.
- Prepare health care plans for all girls with serious or potentially life threatening health needs; keep these filed in the medical centre
- Display medical information and photographs for all girls with serious or potentially life threatening health needs on the staff room notice board in both the Senior School and the Junior School Staff should familiarise themselves with the health care needs of these girls.
- Obtain and keep accurate records of annual parental consent forms for administration of medicines
- Liaise with the School Office and Heads of Year so that medical details about girls recorded on isams are up to date and correct and that all girls with serious health

needs (eg asthma, epilepsy, diabetes) are indicated as such (ie with a red 'flag'). (Only information given in writing by parents may be entered on the system.)

- Keep accurate records of all first aid treatment and other treatment administered. Records should clearly state when parents are contacted.
- Inform the Headmistress, Deputy Head (Pastoral) and Head of Junior School weekly of any issues.
- Keep an accurate record of staff first aid training; remind staff when they need to renew such training and organise renewal training
- Complete accident forms when if appropriate and follow RIDDOR guidelines to report relevant incidents to the Health and Safety executive where necessary. All accident forms should be copied to the Headmistress, the Bursar and the Deputy Head (Pastoral)

The School Health Care Lead is located in the medical centre and is on duty from 10.00am until 3.00pm. Senior School girls may go directly to the medical centre at break times; permission should be sought from the responsible member of staff at all other times. Junior School girls should be taken or sent to the Junior School office, where first aid can be administered, if necessary the Health Care Lead will be contacted and/or the girl taken to the medical centre. In Senior School, if the Health Care Lead is not available, staff and girls should go to the School Office and the staff there will arrange for a First Aider to attend to any problems (see appendix for a list of First Aiders and location of First Aid boxes and for where this information is displayed).

It is the responsibility of the Health Care Lead to arrange for parent(s) or designated carer to be contacted if appropriate (e.g. if a girl is unwell and needs to go home).

In the event of an emergency all teaching rooms have a green cross symbol velcroed to the wall, which should be detached and a girl sent with it to the School Office where they should immediately show it to one of the office staff who will arrange for immediate and appropriate action to be taken.

Provision of First Aid for after hours events and non-school events is covered by the Premises Team.

Infection Control

In the event of a girl needing to be excluded from the classroom due to an infectious illness the girl will be escorted to the Medical Centre and placed in the care of the Health Care Lead.

It is the responsibility of the Health Care Lead to arrange for parents or the designated carer to collect the girl.

If the School has any reason to believe that a girl is suffering from a notifiable disease as published by the Public Health Regulations 1988, the School will inform the enforcing authority through the Health and Safety Executive Incident Contact Centre. In addition the School will act on any advice given by the Health Protection Agency and update Ofsted on actions taken.

Precautions to avoid the spread of infection should be followed at all times

- Hand hygiene

- Hands should be washed frequently with soap and water eg before eating or taking medicine, after using the WC
- Girls and staff should be encouraged to use antiseptic hand gel where provided
- Procedures for dealing with the spillage of body fluids
 - No-one should treat a person who is bleeding without protective non-latex gloves (in medical centre and first aid kits)
 - All body fluid spillages (vomit, blood, diarrhoea) must be cleaned immediately. Gloves must be worn for this purpose. Separate sets of rubber gloves should be kept for this purpose and must be cleaned after each use by the Facilities Team
 - Absorbent granules should be dispersed over the spillage and left to absorb for a few minutes then swept up into paper. A designated dust pan and brush should be kept for this purpose. The paper should be put into a black dustbin bag, which should be sealed and placed in the external dustbins. The dustpan and brush must be washed after use.
 - The area should then be washed with water and detergent by the Premises Team and left to dry.
 - Hands must be washed thoroughly and dried afterwards.
 - Anyone who is accidentally exposed to body fluids should alert the Health Care Lead immediately.
- Disposal of sharps
 - Used sharps must be placed in a special container after use
 - The container(s) is disposed of correctly at regular intervals (container must not be more than two thirds full).

Administration of Medicines

Prescribed Medicine

Parents of Senior School girls should contact the Health Care Lead to request the administration of prescription medicine in school. The medicine should be sent into school in its original packaging and it should be accompanied by clear instructions as to usage and when the last dosage was given. Girls should go to the medical centre to take their medicine under the Health Care Lead's supervision.

For Junior School girls, the medicine should be handed to the girl's class teacher or the Junior School Secretary with written and signed instructions for its administration. A proforma is available from the Junior School Office for parents to complete.

It is the parent's responsibility to ensure that medicine is available for their daughters as needed and that it is within date. Parents are also responsible for the collection of medicines no longer required and for the disposal of date-expired medicines. Girls who need eg adrenaline autoinjectors inhalers and insulin injections are advised to keep a spare in the medical centre, Senior or Junior School Staff Room.

Non-Prescription Medicine

A limited number of non-prescription medicines or remedies (paracetamol, throat lozenges, Anthisan cream, Arnica cream and antihistamine tablets) may be given to girls whose parents have signed the necessary consent form. Any girl requiring these during the School day must be sent to the Medical Centre to see Health Care Lead or if in the Junior School to

their class teacher, Junior School Secretary or the Junior School member of staff on duty, who will consult the girls' records and take appropriate action. In the Junior School their class teacher, the duty teacher or the Junior School Secretary will consult the girl's records and take appropriate action. If a parent requests any non-prescription medication other than these to be administered to their daughter, this must be handed directly to the Health Care Lead to be kept in a locked cupboard in the Medical Centre. In the Junior School, non-prescription medicines should be handed to the Class Teacher or Junior School Secretary. These are then placed in the medicine fridge in the staff room or in the lockable storage also in the staffroom. Any such medicine must be clearly named in an appropriate container and be accompanied by written instructions as to dosage and usage. It is the parents' responsibility to ensure medication does not exceed its expiry date. The School will work in partnership with parents to supervise the administration of medicines.

No medication may be carried by girls during the school day, but must be securely stored in the Medical Centre in a locked cupboard or refrigerator. The only exception to this is such emergency medication as asthma inhalers, adrenaline autoinjectors and insulin injections, which girls must carry in their school bag. A spare asthma inhaler and/or adrenaline autoinjector must be kept in the School Office with a named photo of each girl.

A record must be kept in the Medical Centre log of all medicines administered; prescriptive and non-prescription medicines may be given by a member of staff if appropriate written and signed information is available and logged in the Junior School book.

Non-prescription medicines may not be given to girls in school by anyone other than the Health Care Lead or an authorised person.

Storage of Medicines

- Medicines should only be stored in their original containers and in accordance with product instructions.
- The container should be clearly marked with the name of the girl, the name and dose of medicine and the frequency of administration
- In Senior School medicines are stored in a locked cupboard or locked fridge which is temperature controlled. The fridge temperature is checked daily when in use.
- In the Junior School medicines are stored in the lockable storage or the Staff Room medicine fridge both of which are located in the staffroom.
- Controlled medicines are stored in a locked cabinet inside a locked cupboard fixed to a wall in the medical centre.
- Medicines that girls may need immediate access to are stored in the medical centre and can be accessed via a locked door.

School Visits or Out of School Activities

If a girl is required to take a prescribed medicine, e.g. antibiotics, during an out of school visit or activity, the Party Leader should be informed.

Named non-prescription medication, provided by parents, will be held by a member of staff on out of school activities. Senior School girls may self-administer such medication, e.g. paracetamol, at the discretion of the Party Leader and with parental permission.

A record must be kept on the form provided in the visits pack of all medicines administered on a visit and this form returned to the Health Care Lead.



Girls who need eg asthma inhalers, adrenaline autoinjectors and insulin injections are required to have these available for use on any visits. One asthma inhaler and/or one adrenaline auto injector is required on a day trip and two asthma inhalers and/or two autoinjectors for residential trips. Failure to provide prescribed emergency medication as above will result in the girl staying behind from a trip.

Calling an Ambulance

- During school hours and on school premises the School office or Health Care Lead would normally be responsible for calling an ambulance. Out of school hours, on a visit, or **if the situation is life threatening**, the member of staff in charge should dial 999 without delay and call an ambulance. Please speak clearly and slowly. A senior member of staff should be informed immediately. The following information should be given to the emergency services
 - Your telephone number
 - (01483 575101 Senior School office, 01483 769073 Junior School office)
 - Your location (Tormead School, 27 Cranley Road, Guildford, GU1 2JD)
 - Exact location within the School (*e.g. first floor in the sports hall*)
 - Your name
 - Brief description of girl's symptoms
 - Instructions to come to the main entrance at the front of school
 - Confirm the ambulance crew will be met and taken to the girl
 - Listen carefully to any instructions given
- Call the parents
- Inform the Office
- A member of staff should accompany a girl taken to hospital and stay until the parent arrives
- Staff should not take a girl to hospital in their own car without prior consultation with a senior member of staff.

Girls with Medical Alert

Girls with a chronic condition who may need urgent medication or treatment at certain times are identified by a red flag on the ISAMS system. Many of the girls will have an agreed health care plan (see sample attached), which is agreed by both the girls and their parents.

Confidentiality

On admission, parents are requested to provide full information concerning their daughter's health.

The Headmistress may at any time require a medical opinion or certificate as to a girl's general health where the Headmistress considers that necessary as a matter of professional judgment in the interests of the girl and/or the School. If the girl is of sufficient age and maturity, they are entitled to insist on confidentiality which can nonetheless be overridden in the girl's own interests or where necessary for the protection of other members of the School community.

Throughout the girl's time as a member of the School, the School Health Care Lead has the right to disclose **confidential** information about the girl if considered to be in the girl's own interests or necessary for protection of other members of the School community. Such information will be given and received on a **confidential** "need to know" basis.



The School Health Care Lead provides medical services to girls and staff, brief details of which are recorded in a daily log. Information obtained as part of these services will be given and received on a **confidential** “*need to know*” basis.

The School Health Care Lead will observe the rules on confidentiality set out in the Code of Conduct on professional standards for nurses and midwives issued by the Nursing and Midwifery Council.

The School Health Care Lead is able to advise girls about such matters as contraception and sexual health on a confidential basis, provided that they are satisfied that the girl has sufficient maturity and understanding to make such decisions. She will always encourage girls to confide in their parents. **If there are concerns or disclosures of abuse, the School’s Safeguarding Policy will apply and concerns will be reported to the Designated Safeguarding Lead or the local children’s safeguarding board.**

Review

This policy is reviewed annually by the Senior Management Team (SMT) and the Governing Body.

Date of Last Review: February 2016