



## First Aid Policy

<b>This policy will be reviewed annually</b>
Policy reviewed: June 2018 by A. Morrison and S. Lisk
Next review: June 2019

### **Introduction**

Wimbledon Common Prep School is committed to dealing efficiently and effectively with illnesses and emergencies that may arise while the boys are in our care. Under duties set out in the Health and Safety (First Aid) regulations 1981, WCPS recognises the responsibility of providing adequate and appropriate equipment, facilities and personnel to enable suitable first aid to be given at WCPS.

This policy is applicable to all pupils, including those in the EYFS.

#### Staff Qualified to Administer First Aid

*The First Aider* must complete a 3 day HSE approved course and hold a valid certificate of competence. This training is updated every 3 years. The First Aider is qualified to give immediate help to casualties with common injuries, illnesses and medical conditions. They, alongside staff with a paediatric first aid qualification are responsible for maintaining the correct contents of all first aid boxes and storing boys' medication – e.g. asthma inhalers.

### **Designated First Aiders with HSE approved certificate**

Sharon Lisk; Andrew Morrison

### **Staff with paediatric first aid training**

Most teaching staff attended in-house 2 day paediatric first aid course April 2017.

The members of staff with *designated First Aiders with the HSE approved certificate* and/or those with *paediatric first aid* will initially deal with any incident. Depending on the severity of the incident, a First Aider with HSE approved certificate will also be called to assist. The school nurse at KCS is also available to attend if required.

From April 2017 most staff attended a paediatric first aid course and epi-pen training with the proviso that this will be run every 3 years. All first aiders and appointed persons are fully indemnified by Kings College School against claims of negligence, provided that they are suitably trained and are acting within the scope of their employment and within the guidelines for the administration of first aid.

At least one person on site and one on outings in EYFS must have a paediatric First Aid Certificate. There is always at least one qualified person on the school site during school hours.

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## **Staff with paediatric first aid training (continued)**

There are the following first aid resources on site:

- Small first aid box in each classroom
- Large first aid box in Elm classroom.
- Large rucksack in Orchard Hall cupboard for use for PE staff
- Each Year group has one first aid pack for outings
- Small first aid box in School Secretary's office
- Stock of first aid equipment in enabled toilet on ground floor
- Portable first aid kits for staff on playground duty
- At least one first aid kit must be taken on all school trips and sports fixtures.

Recommended Contents of First aid Boxes:

Cleansing wipes; plasters of various sizes; gloves; tissues; ice packs are located in the freezer in the staff room and held in a cool box in the playground during break times.

## **In the Event of a Major Accident or Illness**

Parents are required upon joining the school to sign the "I agree to the school acting in loco parentis and to authorise medical treatment in an emergency if I cannot be contacted" statement, included on the registration form. This enables the Head Teacher or any member of staff so empowered, to give permission for medical emergency treatment for their son in the event of a major accident, incident or illness occurring during the school day.

In the event of such an event the following procedures will apply:

The *First Aider with the HSE approved certificate* is notified and will take responsibility for deciding on the appropriate action.

The *First Aider with the HSE approved certificate* and the Head Teacher or member of SMT if Head Teacher is not available will assess the situation and decide whether the boy needs to go straight to hospital or whether they can safely wait for the parent to arrive.

If the boy needs to go to hospital immediately, an ambulance will be called and the parent contacted. A member of staff will accompany the boy to hospital (taking the school mobile phone, the child's registration details and any medical information relating to the boy that the school has access to) with them. The member of staff will consent to medical treatment being given, so long as the "agreement to authorise medical treatment" statement has been signed on the registration form. The parents will be informed as to which hospital the boy will be taken once this has been confirmed by the ambulance crew.

If the child does not need to go to hospital immediately; but their condition means that they should go home, the parent will be contacted by telephone and details of the situation given. The parent will be asked to collect their child and either takes them home or to hospital should they and the First Aider deems this necessary. In the meantime the boy should be made as comfortable as possible and kept under close supervision. If an injury to the neck or spine is suspected, staff must not move the boy. Parents will be made fully aware of the details of the incident and any actions taken by the school.

The Head teacher should consider whether the incident highlights any actual or potential weaknesses in the school's policies and procedures and act accordingly, making adjustments where necessary.

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## **In the Event of a Minor Accident or Illness**

If the incident occurs in the classroom the class teacher will make an initial assessment as to whether advice from the First Aider on duty is required. During break times duty staff should treat minor injuries and illness themselves and refer the situation to the First Aider if necessary. Parents of EYFS will always be informed on the same day or as soon as practically possible of any accident or injury to their child and any First Aid treatment given.

If an injury occurs in a before or after school club involving a Year 1 or 2 child, the person who deals with the injury will complete the accident report slip and either pass onto the class teacher (early morning club) or pass into the parent or guardians hand (after school club) on the same day as the accident or injury.

All head injuries must be seen by a First Aider or member of staff with a minimum of a paediatric first aid qualification. Duty staffs carry a first aid kit during break times and ice packs are available in a cool bag. Should the boy be feeling unwell and their class teacher should deem it necessary that they should go home; the parent will be contacted and asked to collect their son. During this time the boy should remain with a member of staff in the first aid room. If the boy has suffered a stomach upset they should not return to school for at least 48 hours after the last vomiting or diarrhoea attack. Should the boy exhibit symptoms of an infectious condition the school will take steps to contain the infection.

## **Nose Bleeds**

When dealing with a nose bleed the duration of the nose bleed should be recorded on the accident report slip. If the nose bleed continues for 10 minutes or more a First Aider with HSE approved certificate should be contacted immediately. If the bleeding continues for 20 minutes or more an ambulance should be called.

## **First Aid and Accident Reporting**

All incidents occurring during the school day are logged in the Accident Book which is kept in the Staff Room apart from during wet playtimes when it is kept in the ground floor enabled toilet. The Health and Safety officer – Jo Salibi should be informed if the incident occurs as a result of faulty or unsafe equipment.

A carbon copy of the accident report form is kept in the accident book, for minor injuries the original form is passed onto the class teacher who then puts the slip in book bags for parents. In EYFS, the original copy is photocopied and the parent will sign to say that they have acknowledged the accident. In the event of more serious injuries the parent is contacted as soon as practically possible.

If an injury occurs in an after school activity involving EYFS children a photocopy of the accident slip should be put in a pigeon hole of the respective classes teaching assistant who will obtain a signature the following day to say that they have received the accident slip.

If an injury occurs in a before or after school club involving a Year 1 or 2 child, the person who deals with the injury will complete the accident report slip and either pass onto the class teacher (early morning club) or pass into the parent or guardians hand (after school club) on the same day as the accident or injury.

If you administer first aid to a child on the playground, please inform the class teacher/T.A when they collect their class and the responsibility then lies with the teacher/T.A to inform the school office. If the

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child is going from playground to Music, French or PE then it would be up to the first aider to inform Jane, Marie or Andrew and find the class teacher/T.A. to physically pass on the slip.

Serious injuries must be reported according to the RIDDOR (Reporting of Injuries, Diseases, and Dangerous Occurrences Regulations 2013). See [www.riddor.gov.uk](http://www.riddor.gov.uk). [The headteacher is informed and subsequently Support Services at Kings College School.](#)

In the case of a head injury the boy should always be seen by a First Aider or member of staff with a paediatric first aid qualification. They will treat, record the incident and inform the school office who will send an email to the parents to inform them directly. If deemed appropriate, the boy will return to class taking with him a form informing the parents of the head injury and the symptoms concussion to watch out for.

Parents should be advised to seek further medical advice for any burns to a child and if the parent decides to take the child to hospital they should advise the class teacher. The headteacher will be informed as well as RIDDOR and Support Services at Kings College School if appropriate.

In the case of off-site activities, reference should be made to PE and Games Risk Assessments and /or Educational Visits Policy. Hard copies are held with the head teacher.

### **Supporting pupils at school with medical conditions**

WCPS recognises that pupils at school with medical conditions should be properly supported so that they have full access to education, including school trips and physical education. Some children with medical conditions may have a disability, and where this is the case the school will comply with its duties under the Equality Act 2010.

Some may also have special educational needs (SEN) and may have an Education, Health and Care (EHC) plan which brings together health and social care needs, as well as their special educational provision. The needs of the child are shared with all staff inc. playground supervisors.

### **Administering Medicine at School**

Staff administer, record all doses of medication given and a copy is sent home. Parents of boys in EYFS are informed by the class teacher of any medication administered during the school day and the time it was given. All medication or medical equipment must be clearly labelled with the child's name and full instructions for administering. All medication except Epi pens are stored in a locked non portable cabinet on the wall outside Oak's classroom. There is a list of all medications and a signing in and out sheet for staff to complete when medications are taken by staff on trips and sports fixtures. Epi pens for individual boys are kept in the teaching space where they spend the majority of the school day. They are stored in a drawer of the teacher's desk which is clearly labelled. Those with special conditions such as asthma, diabetes, epilepsy, allergies requiring epipens etc are required to have medication in school which is administered by the First Aider as stated below\*. An additional action plan form for boys with asthma must be signed by their GP. All possible precautions are taken to ensure that boys with allergies are not exposed to risk. It is not possible to provide an environment that is totally free of all allergens or even free of peanuts/nuts. However the school aims to manage the risk of allergens by:

- Limiting the possibility of peanuts/nuts on the school sites.
- Providing ingredients for food cooked by the children at school

Class teachers, playground supervisors and all first aiders are fully briefed by parents of their son's condition.

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\*A member of staff will administer medication if it is prescribed by a GP and the parent completes the medication request form. Class teachers are responsible for administering painkiller and antibiotics in school. All medication needs to go to Sharon Lisk (ELM class) when it first comes into school to log and check details.

Once checked it will be handed over to the teacher with all relevant instructions and the form that has to be filled in twice (one for the parents and one back to Sharon Lisk to file). Note, EYFS need to photocopy it and get the parent to sign it at the end of the day and file it in the folder in the storage cupboard next to the office. No medication can be administered without proper authorisation.

There is **emergency** paracetamol, ibuprofen and Ventolin that can be administered if authorisation is given by the parent. Emergency medication should be taken on all trips and sports fixtures; but only used once the school has contacted the parent or written permission has been given.

Inhalers will be administered by Sharon and Andrew at school. In the event that both members of staff are absent, a first aider with Paediatric training will be used. All children that can use their inhaler independently have a red spot on the inhaler otherwise they will need support from a first aider. On school trips, children with medication or allergies must be with a member of staff who are supervising them.

Prescribed medicines will only be administered with a printed label clearly stating the child's name and dose. The prescription for the child must be written by a GP who is not a family member. WCPS do not accept private prescriptions.

### **Clinical Waste and Infection Control**

Clinical waste is disposed of in a yellow bin in the first aid room. A substance is available for absorbing vomit or blood and there is specific hoover for its removal. Should one of the boys appear to have symptoms that may prove infectious, we isolate them from their peers until they are collected by a parent. If a parent informs us that their son is not able to attend school due to an infectious condition such as chickenpox, we would endeavour to inform other parents of this. Basic hygiene procedures are followed by staff when attending injuries e.g. hand washing/use of antibacterial gel before treating any individual, use of disposable gloves.

In the event of any food poisoning affecting two or more boys, The headteacher will be informed who will take appropriate action which may include contacting environmental health.

### **Forms**

The following forms are to be used in accordance with the First Aid Policy:

Record of head injury and symptoms of concussion

Body map and head map

Request to administer medication

Parental Consent Form – emergency inhaler

Asthma Card

Educational Health Care Plan

### **Appendix 1: Confidential Health Questionnaire**

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## Appendix I Confidential Health Questionnaire

Pupil surname:

Pupil forename:

Date of birth:

Full address:

Name and address of family doctor:

Tel no. of family doctor:

### Has your son been immunised against the following?

<i>(please tick)</i>		<i>(please tick)</i>	
Diphtheria	<input type="checkbox"/> YES <input type="checkbox"/> NO	Chicken pox	<input type="checkbox"/> YES <input type="checkbox"/> NO
Haemophilus influenzae type b (Hib)	<input type="checkbox"/> YES <input type="checkbox"/> NO	Poliomyelitis	<input type="checkbox"/> YES <input type="checkbox"/> NO
Meningitis C	<input type="checkbox"/> YES <input type="checkbox"/> NO	PCV pneumococcal disease	<input type="checkbox"/> YES <input type="checkbox"/> NO
Meningococcal ACWY	<input type="checkbox"/> YES <input type="checkbox"/> NO	Pertussis (whooping cough)	<input type="checkbox"/> YES <input type="checkbox"/> NO
Tetanus	<input type="checkbox"/> YES <input type="checkbox"/> NO	BCG	<input type="checkbox"/> YES <input type="checkbox"/> NO
HPV protect against human papillomavirus	<input type="checkbox"/> YES <input type="checkbox"/> NO	Typhoid	<input type="checkbox"/> YES <input type="checkbox"/> NO
Measles, mumps & rubella (MMR 1st dose)	<input type="checkbox"/> YES <input type="checkbox"/> NO	Hepatitis A	<input type="checkbox"/> YES <input type="checkbox"/> NO
Measles, mumps & rubella (MMR 2nd dose)	<input type="checkbox"/> YES <input type="checkbox"/> NO	Hepatitis B	<input type="checkbox"/> YES <input type="checkbox"/> NO

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## MEDICAL HISTORY

If 'YES' please give details, including information about treatments and any drugs or medicines taken regularly or for emergency use. *(Continue on a separate sheet if necessary).*

Illness/Medical conditions

*(please tick)*

History of serious illness, operation or injury (including head injury) requiring admission to hospital	<input type="checkbox"/> YES <input type="checkbox"/> NO	
Conditions e.g. heart problems or joint/muscular problems which may affect sport	<input type="checkbox"/> YES <input type="checkbox"/> NO	
Any chronic or recurring medical condition, for example: Asthma, diabetes, epilepsy, hay fever etc.?	<input type="checkbox"/> YES <input type="checkbox"/> NO	
Are there any psychological factors of which we should be aware, for example, eating disorders, depression?	<input type="checkbox"/> YES <input type="checkbox"/> NO	
Any allergy to insect bites, food, drugs, Elastoplast or other allergies?	<input type="checkbox"/> YES <input type="checkbox"/> NO	
Hearing problems?	<input type="checkbox"/> YES <input type="checkbox"/> NO	
Visual problems/colour blindness. Are glasses/contact lenses worn? Date of last eye test?	<input type="checkbox"/> YES <input type="checkbox"/> NO	
Has your son had any exposure to active pulmonary tuberculosis?	<input type="checkbox"/> YES <input type="checkbox"/> NO	
Are there any conditions or long term disabilities which may affect your son's health that you feel it would be helpful for us to know?	<input type="checkbox"/> YES <input type="checkbox"/> NO	
Does your son have any weight/growth problem?	<input type="checkbox"/> YES <input type="checkbox"/> NO	

### Has your son been treated for the following conditions?

*(please tick)*

*(please tick)*

ASTHMA	<input type="checkbox"/> YES <input type="checkbox"/> NO	Convulsions	<input type="checkbox"/> YES <input type="checkbox"/> NO
Consent to use of emergency salbutamol inhaler for asthma?	<input type="checkbox"/> YES <input type="checkbox"/> NO	Migraine	<input type="checkbox"/> YES <input type="checkbox"/> NO
When was condition last assessed by asthma nurse or GP? .....		Any cardiac related condition	<input type="checkbox"/> YES <input type="checkbox"/> NO
Any skin condition including eczema	<input type="checkbox"/> YES <input type="checkbox"/> NO	Gastro-intestinal conditions	<input type="checkbox"/> YES <input type="checkbox"/> NO
Any type of blood disorder	<input type="checkbox"/> YES <input type="checkbox"/> NO	Diabetes or low blood sugar	<input type="checkbox"/> YES <input type="checkbox"/> NO
Chronic bone or joint problems	<input type="checkbox"/> YES <input type="checkbox"/> NO		

### Has your son had any of the following?

*(please tick)*

*(please tick)*

Pertussis (whooping cough)	<input type="checkbox"/> YES <input type="checkbox"/> NO	Convulsions	<input type="checkbox"/> YES <input type="checkbox"/> NO
Measles	<input type="checkbox"/> YES <input type="checkbox"/> NO	Scarlet fever	<input type="checkbox"/> YES <input type="checkbox"/> NO
Mumps	<input type="checkbox"/> YES <input type="checkbox"/> NO	Slapped cheek (fifth disease or erythema infectiosum)	<input type="checkbox"/> YES <input type="checkbox"/> NO
German measles (rubella)	<input type="checkbox"/> YES <input type="checkbox"/> NO		

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## DIETARY REQUIREMENTS

Name:

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Does your son have any special dietary needs?

(please tick)  YES  NO

If "YES", please give details:

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Affix  
Photo

### Does your son have an allergy to any of the following foods?

	(please tick)		(please tick)
Cereals	<input type="checkbox"/> YES <input type="checkbox"/> NO	Celery and celeriac	<input type="checkbox"/> YES <input type="checkbox"/> NO
Crustaceans (for example; prawns, crabs, lobsters and crayfish)	<input type="checkbox"/> YES <input type="checkbox"/> NO	Mustard	<input type="checkbox"/> YES <input type="checkbox"/> NO
Eggs	<input type="checkbox"/> YES <input type="checkbox"/> NO	Sesame	<input type="checkbox"/> YES <input type="checkbox"/> NO
Milk	<input type="checkbox"/> YES <input type="checkbox"/> NO	Sulphite (sulphur dioxide) which is a preservative found in some dried fruit	<input type="checkbox"/> YES <input type="checkbox"/> NO
Fish	<input type="checkbox"/> YES <input type="checkbox"/> NO	Lupin (can be found in flour)	<input type="checkbox"/> YES <input type="checkbox"/> NO
Peanuts	<input type="checkbox"/> YES <input type="checkbox"/> NO	Molluscs (for example; clams, mussels, whelks, oysters, snails and squid)	<input type="checkbox"/> YES <input type="checkbox"/> NO
Nuts (such as almonds, hazelnuts, walnuts, pecan nuts, brazil nuts, pistachio, cashew and macadamia nuts)	<input type="checkbox"/> YES <input type="checkbox"/> NO	Or any other foods? (If 'YES' please specify)	<input type="checkbox"/> YES <input type="checkbox"/> NO
Soybeans	<input type="checkbox"/> YES <input type="checkbox"/> NO		

When was your son last allergy tested?

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Has this food allergy been medically diagnosed?

(please tick)  YES  NO

Has your son ever had an anaphylactic reaction?

(please tick)  YES  NO

Has your son been prescribed emergency medication adrenaline auto-injector (Emerade, Epipen or Jext) or other?

(please tick)  YES  NO

If 'YES' please provide Mrs Lisk, the school's First Aid Officer, with a treatment plan, photo and emergency medication.

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## CONSENT

As part of the school allergen policy, there is a requirement that permission must be granted for your son to be permitted to consume food and drink that you have not provided. Examples would include match teas provided after sports fixtures, lunch provided at outdoor and adventurous trip, etc. If you do not give permission, you may provide your own snack and/or drink otherwise your son will not be allowed to consume anything other than water.

To minimise risk, boys are not allowed to bring in food to share as part of a celebration, e.g. birthday cakes, sweets, etc. However, if parents wish they may donate a book to the class which will be read and then donated to the library.

- I consent to my son consuming food and drink that I have not provided during school trips, sports fixtures or at any other time deemed appropriate by a member of staff from Wimbledon Common Preparatory School.

(Please tick)  YES  NO

- I consent to the administration of prescription and non-prescription medicines (including those listed below) to my son by a designated qualified member of staff in accordance with the terms of the school's policy on the Administering Medicine at School.

(Please tick)  YES  NO

	<i>(please tick)</i>			<i>(please tick)</i>	
Antihistamine tablets or syrup - Piriton, Clarityn, Zirtek	<input type="checkbox"/> YES	<input type="checkbox"/> NO	Paracetamol/Calpol ( <i>Children under the age of 16 may only take medication containing aspirin if prescribed by a doctor</i> )	<input type="checkbox"/> YES	<input type="checkbox"/> NO
Application of plasters	<input type="checkbox"/> YES	<input type="checkbox"/> NO	Has your son ever taken Nurofen / Ibuprofen before?	<input type="checkbox"/> YES	<input type="checkbox"/> NO
Nurofen/Ibuprofen (not administered to pupils with asthma)	<input type="checkbox"/> YES	<input type="checkbox"/> NO	Has your son ever taken antihistamines before?	<input type="checkbox"/> YES	<input type="checkbox"/> NO

If your son has been prescribed an adrenaline auto-injector or inhaler, please ensure that it is delivered to Mrs Lisk in its original container as dispensed by the pharmacy and labelled with the pupils' name.

- I give consent for my son to receive any necessary first aid treatment provided by a designated member of staff.
- I acknowledge that any prescription or non-prescription medicines taken during the school day will only be administered by a designated staff member once the Request to Administer Medication form is filled in.
- Emergency medical treatment:** I authorise the Headteacher to consent on my behalf to my son receiving emergency medical treatment including blood transfusions within the United Kingdom, general anaesthetic and operations under the National Health Service or at a private hospital where certified by an appropriately qualified person necessary for the pupil's welfare and where the school cannot contact me in time.
- I understand that essential medical information will be shared with members of the school staff and other medical professionals to ensure the safety of my son. Please see the school's privacy notices, which are available on the school's website, for further information about how we may use yours and your son's personal data.
- I understand that it is my responsibility to inform the school in writing of any new medical conditions/health needs. Unless such notification is received, the school will rely upon the information contained in this medical questionnaire.

**Name of Parent / Guardian:**

*(please print clearly)*

**Signed:**

**Date:**

**The School has a policy on Administering Medicine at School, which is available on request from the office and on the website.**

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