



13a First Aid and Administration of Medicines

From the MOSA guidance “First Aid in Schools” for their internal purposes.

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

FIRST AID AT RIPLEY COURT

Ripley Court is responsible for the Health and Safety of all those on the site. The school provides first aid facilities, in the sick room in the main school hall, for those who need it.

The school ensures that the receptionist staff in the front hall, which is occupied from 8.15 to 4.45pm during school days, are all trained in paediatric first aid.

It is not a legal requirement of teachers to be trained in first aid. However, all staff are encouraged to undertake such training at the school’s expense, and in fact the whole teaching staff and most of the support staff actually are trained and are given a refresher course in basic first aid every three years. The Director of Studies maintains lists and organises training.

IN EMERGENCY

In dealing with any emergency or situation where they are unsure, staff are urged to act sensibly. As per guidance in the staff handbook, if in any doubt, the emergency services should be contacted immediately. One can always apologise later if one “over-reacted”, and in fact the emergency services would far prefer it if one called them early, even in error, than late.

ARRANGEMENTS

We have a Sick Room at Ripley Court, led by the receptionist. Dr Sara Coe, our GP governor, is the advisor. Those qualified to administer first aid (virtually the entire staff) is listed in a separate document.

Those with advanced paediatric training are Julie Jordan and Sarah Fulford (receptionist), Liz Cope (Bursary) and all EYFS staff. Certificates are displayed in the entrance to the Sick Room.

Steve Brunning, Mandy Baker, and all Little Court staff have current paediatric first-aid qualification.

Thus there is always a qualified first-aider on site. In addition, there is a qualified first-aider on site on duty in the Sick Room for 8.15am to 4.45pm who is available to administer first aid, to deal with any accidents or emergencies, or to help if someone is taken ill. There must be a qualified first-aider on all school trips.

If a child is feeling unwell, they are taken by a teacher (if serious) or by a friend to the front reception where the matron on duty will attend to them.

All treatment is recorded in the Sick Room register. More serious injuries are recorded in an additional accident report form which is signed by the headmaster, who also decides whether a RIDDOR report is necessary (see criteria in H&S policy 11).

Parents are always informed if a child becomes ill or is badly injured. In particular, parents are informed of head bumps and injuries, regardless of perceived seriousness, in case of complications of concussion. Parents are informed on the same day and as soon as is reasonably practicable.

First aid boxes are placed in all the areas of the school where an accident is considered possible or likely, or in handy and accessible places – namely, the Sports Hall, games department office, and sick room, in Little Court and in the Nursery. We always take first aid boxes with us when groups of pupils go out of school on organised trips or to participate in sporting events.

All new pupils (and staff) are given information on where to go for help in the event of an accident as part of their induction into the school.

Parents are encouraged to contact the receptionist or their child's form teacher at any time if they wish to discuss any concern that you may have relating to your child's health.

We do administer prescription medicine if provided by parents, providing that the child is well enough to come to school (see policy 13a1 on exclusion guidance from school for illness). We also administer anti-histamines if requested. In general, we act in loco parentis and would act as any reasonable or sensible parent would act, including the administration of common analgesics such as calpol. All such medicines must be handed in to the receptionist in the mornings, for safe storage in the Sick Room. In all cases we attempt to contact the parents before we administer medicine; failing this they will be informed on the same day and as soon as is reasonably practicable

Parents are asked to sign a medical questionnaire and consent form for their children annually, and before any residential trip, or any external trip for EYFS children (in Nursery and reception).

ARRANGEMENTS FOR PUPILS WITH PARTICULAR MEDICAL CONDITIONS

Medical conditions are gleaned from the annual medical questionnaire and the following arrangements apply:

- a. For eating issues and food allergies, the kitchen is informed. Photographs of the children are taken and kept in the food dispensary, along with their allergy or condition. A copy is kept in the common room and sick room.
- b. Those in danger of anaphylaxis will have epipens located in the sick room, or on their person, or in the dining room, as needed for their particular case. All staff are trained in the use of epipens.
- c. Asthmatic children must have inhalers supplied to the school – these are kept in the sick room, and by the pupils if mature enough. They are given to the games staff before games.
- d. Other conditions (epilepsy, diabetes) will have individual arrangements made and these will be communicated to all staff.
- e. Serious diseases or injuries will be reported as required by RIDDOR regulations. In particular, serious accidents as pertaining to the Health and Safety act must be reported to the Health and Safety executive, tel 0845 300 99 23, see Health and Safety (policy 11) for criteria.

ADDITIONAL/REQUIRED ARRANGEMENTS FOR EYFS

- a. The EYFS department keeps information of particular illnesses, and advice on keeping children away from school.
- b. All first-aiders trained by the school are trained in child or paediatric first aid, and there is always a paediatric first-aider on site.
- c. Parents are sought permission for every medicine administered to Nursery and Reception children, and notified of any incident and any first aid that is applied or medicine administered.

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HYGIENE PROCEDURES

It is crucial that staff protect themselves if they are asked to clean up any spillage of body fluids, including blood, urine, faeces or vomit. This includes wearing protective gloves (available in the Sick Room) and booties and using the correct receptacles. Any such waste product or used protective gear should be disposed of safely in the medical disposal bin in the Sick Room.

A Legal Requirement & an ISI Reporting Standard, An OFSTED Reporting Standard for Boarding Schools

References:

- A. MOSA Guidance: “First Aid Provision and Training in Schools”, 2011.
- B. “The administration of medicines in schools”, 2014.
- C. DCFS “First Aid in Schools”, 2014
- D. ISI Regulatory Checklist
- E. Reporting of Injuries Diseases and Dangerous Occurrences Regulations 1995
<http://www.hse.gov.uk/riddor/report.htm>