



HOLMWOOD HOUSE

FIRST AID & MEDICAL POLICY
for the whole school including EYFS (Reception)

The Surgery

We have a well equipped surgery at Holmwood House School led by a Registered Pediatric School Nurse and other qualified First Aiders during the day and the Housemistress during boarding hours.

If Your Child Becomes Ill

Please keep your child at home if he or she is ill or infectious and phone us on the first day that s/he is ill. Please refer to the Health Protection Agency (HPA) and Public Health England (PHE) Guidelines which we use to support our policy (available on the website). An ill child will not be happy in school and will only infect others. We will therefore telephone you and ask you to collect your child if he or she becomes ill during the day.

PROVISION – Practical arrangements at point of need

Emergency Medical Treatment

We will *always* contact you at once if your child suffers anything more than a minor injury or if he or she becomes unwell during the school day, or if we have any worries or concerns about his or her health. We will ask you to collect your child if he or she becomes ill during the school day. We also have a number of members of staff who are trained and qualified as First Aiders, who are capable of giving first aid if, for example, your child is injured during sport.

We have assessed that, taking account of the permanent staff, visiting music teachers, sports coaches and pupils the school population is around 450. In line with the Health & Safety (First Aid) Regulations 1981 we must have at least nine fully qualified First Aiders on the premises during normal hours in term time. We currently have fully qualified First Aiders well in excess of this number which allows for sickness, absences, etc. There will always be at least one qualified first aider on site when children are present. First Aiders are required to update their training every three years.

We also have a number of members of staff who have undertaken a Paediatric First Aid qualification which allows them to treat minor cuts and grazes occurring during playtime and on educational trips. In all cases, the appropriate accident form will be completed. Any injury other than minor cuts and grazes must be referred to the school nurse.

First Aid kits are placed in all the areas of the school where an accident is considered possible or likely: Kitchen, Reception (Early Years), Pre-Prep, PE Office, Swimming Pool, Sports Hall, Art Room, Design & Technology, Maintenance Shed, the Jubilee Hall and the pavilions (Barbour's Piece, Colts and Main Field). We always take First Aid kits with us when groups of pupils go out of school on organised trips or to participate in sporting events, supplemented with individual pupils' medication as necessary (e.g. inhalers, etc)

First Aid boxes contain:

Accident Report Form-Pupil

Resuscitation Face Shield

Foil blankets x 2

Wound wipes

Plasters - assorted

Eye wash pods

Ice packs x 3

Safety pins

Eye pad

Waste Disposable Bin Liners

Pocket of Tissues

Wipes

Plastic Vomit Bowl

Triangular bandage x 2

Micropore tape

Gauze swabs

Scissors

Disposable gloves x 3 pairs

Pressure dressings: 3 medium, 3 large, 3 extra large

The School Nurse is responsible for the first aid equipment and the replenishment of first aid kits in school.

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. There are first aid notices around the school, identifying the qualified First Aiders and the location of the surgery.

We keep records of all accidents and injuries, and have a procedure in place for ensuring that they are reviewed regularly in order, where possible, to minimise the likelihood of recurrence.

Accidents to pupils are recorded in the Accident File in the surgery. All the details are entered onto the individual pupil medical records. Accidents to Persons at Work and Visitors are also recorded and these records are stored by the School Business Manager.

If a child receives a bump to the head which doesn't require hospital treatment, they will be sent home with a completed Head Injury Information Sheet, detailing advice for parents on the normal and abnormal symptoms of a head injury and when to seek medical assistance. The school nurse will contact the parents should a pupil require collection following an accident. For some head injuries, parents will be contacted by telephone, however for the few parents who do not respond to the call, an email will be sent with the necessary information on head injuries attached.

We will always contact you if your child suffers anything more than a minor injury, or if he or she becomes unwell, or if we have any worries or concerns about his or her health. Please do not hesitate to contact school nurse in the surgery at any time if you wish to advise her of any

concern that you may have relating to your child's health.

Dealing with an Incident

In the event of an incident requiring first aid, the nearest First Aider should initiate a response, which may include treatment. The school nurse must always be summoned and upon arrival at the scene should assess the situation and, under most circumstances, should relieve the First Aider and assume control.

Dealing with Spillage of Bodily Fluids

Gloves are worn by the school nurses when dealing with bodily fluids. If a pupil is feeling sick or has a nosebleed, they are given a plastic bowl which is lined with a plastic bag containing absorbent towel. This can be easily tied up and disposed of in the waste bin located in the surgery. In the event of someone being sick on the floor or other surface, the area is cordoned off and the caretaker is called to clear the area using appropriate tools and materials.

Calling an Ambulance

Should a pupil, member of staff or visitor require an ambulance, anyone may make the call, which should be done as soon as possible and the school nurse should be summoned immediately to administer to the patient until the ambulance arrives. The Headmaster and/or Deputy Head should be informed of this at the time, should this be possible. If not, they should be informed as soon as possible afterwards. Parents will also be notified and informed of the name of the destination hospital for them to meet there. A member of staff will always stay with a child in hospital until their parents arrive.

Notification

If a pupil or member of staff has an accident at work, this must be reported to the school nurse and an accident form must be completed. The Headmaster and School Business Manager will be informed as necessary as will the Health and Safety Executive if the incident is considered to be reportable under RIDDOR (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations, 1995) under which schools are required to report to the Health & Safety Executive (Tel 0845 300 9923).

Emergency Medical Treatment

In accepting a place at the school, we require parents to authorise the Headmaster or an authorised deputy acting on his behalf, to consent on the advice of an appropriately qualified medical specialist, to your child receiving emergency medical treatment, including general anaesthetic and surgical procedure under the NHS, **if we are unable to contact you in time.**

Medical Care

Although your son/daughter will normally receive medical care from your family GP practice, we hold medical information on all our pupils in order to ensure that we can provide appropriately for their needs, or look after them if they are injured or have an accident. Parents are requested to provide relevant medical information before any child joins the school (on the appropriate forms).

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anaesthetic and surgical procedure under the NHS, if we are unable to contact you in time.

Immunisations

Local NHS Services work in partnership with the school and implement the routine UK immunisation schedule. Your consent will be sought from any pupil regarding

Medical Records

We keep records of all treatment that your child receives during his or her time at the school. We record all accidents and injuries to your child and all medicines that are given to him or her. If relevant, we will always make contact if your child has received any medicines (e.g. pain relief, anti-inflammatory, antihistamine medication).

Please inform the school nurse at the start of term if your child receives any significant medical treatment, hospital appointments, admissions or immunisations during the holidays.

All medical records will be stored in the surgery and securely on the school's information management system until your son/daughter's 25th birthday, when they will be securely destroyed. Access to these records is restricted to the senior and medical staff.

Pupils with Particular Medical Conditions

Parents are required to inform the school of any medical conditions or food allergies affecting their child. This information is included on an Alert List which is displayed in the surgery and the staff rooms.

This list can also be found in the offices or areas of the following: Surgery, Deputy Head, Director of Studies, School Business Manager, Headmaster's Personal Assistant, front office, Head of Pre-Prep, Reception, Director of Sport and Catering Manager.

This list is constantly updated.

Epipens/Jext Pre-filled Adrenaline Pens

The photographs and details of any pupil with severe allergies that require treatment with an Epipen/Jext are displayed in the surgery, Prep staff rooms, Pre-Prep staff room, dining room (information obscured), Deputy Head, Director of Studies, School Business Manager, Headmaster's Personal Assistant, Director of Sport, Catering Manager, Front office, and Reception

The photographs and details of pupils with mild allergies requiring treatment such as antihistamines are also displayed in these areas.

The details of any pupil requiring an Epipen/Jext, or with a mild nut allergy, are highlighted on their individual medical records. Should one of these pupils leave the school premises on an away match or school trip, their medication, including a photographic identity card, will be sent with the first aid kit.

Epipens/Jext are stored in a cupboard in the surgery which is locked when unattended. Their expiry dates are recorded and parents are sent a reminder when a replacement is required. Out of date pens are returned to the parents for disposal.

From 1st October 2017, schools have been given new legislation to stock an Emergency Adrenaline Auto-injector (AAI) Device. For emergency use only. The AAI(s) can be used for any pupil who has given permission for school nurse, or any other suitably qualified member of Holmwood House School staff (on Medical Consent Form).

Emergency Adrenaline Auto-injector (AAI) Devices are stored in a cupboard in the surgery which is locked when unattended. Signs are placed around the school grounds to inform staff where Emergency Adrenaline Auto-injector (AAI) Devices are stored. Once Emergency Adrenaline Auto-injector (AAI) Devices are added the school nurse would monitor and document record of (AAI). It is the responsibility of the school nurse to replace and dispose out of date Emergency Adrenaline Auto-injector (AAI) Devices.

All staff are appropriately supported and trained on delivering the Emergency Adrenaline Auto-injector (AAI) Device.

Asthma

Every pupil suffering from asthma has an inhaler, kept in a cupboard in the surgery which is locked when unattended. Expiry dates are recorded and parents are sent a reminder when a replacement is required. Out of date inhalers are taken returned to the parents for disposal.

Exercise induced asthmatics take medication before any exercise session as required. The inhalers are kept locked in the PE office. This condition is highlighted on individual pupil medical records.

All relevant staff are made aware of any pupil with a specific medical need if necessary. Additional staff are made available for supervision of pupils with, for example, epilepsy, during swimming.

Other Medical Conditions

The parents of any pupil with a specific medical condition are invited to discuss and keep in close contact with the school nurse. This will ensure that the child is confident that he/she can come to the surgery at any time. Important details are highlighted in their medical records.

Medicines and Treatments Brought to School for Pupils

Please advise the school nurse of any medication that your child will/may need whilst in school. **All medicines must be deposited with the school nurse. No pupil may carry their own medication, however minor.** If your son/daughter has a medical condition which necessitates regular access to medication, please inform the school nurse, so that an appropriate regime can be devised. The relevant staff will be informed, in confidence, of any condition that is likely to affect him/her in any area of school life. We will work with you in making arrangements that work best for him/her.

Educational school trips

There will always be an appropriately qualified First Aider on all school trips. Where the trip is residential written permission will be sought from the parents regarding the administering of 'over the counter' drugs such as paracetamol. Any medications for individual pupils should be handed to the trip's First Aider who will administer them accordingly throughout the trip.

Boarding

The Housemistress is a qualified first aider. During the daytime the School Nurse is responsible for the first aid equipment, undertakes the checking and replenishment of the first aid kits in the school. However during boarding hours the responsibility for first aid and the equipment used passes to the Housemistress. During boarding all injuries should be referred to her and only she or a FAW-qualified member of boarding staff may administer treatment to pupils. In the event of more serious conditions, requiring the assistance of more staff or the need for an ambulance a member of the boarding staff will administer to the patient until it arrives. The Headmaster/Headmaster's wife (who live on-site) can be contacted and the parent will be notified by the appropriate person if appropriate. In the Headmaster's absence the following hierarchy of contacts should be followed until a response is received to ensure the staffing in the boarding house is sufficiently covered: the Headmaster's wife; Deputy Head; Site Manager [at Holm Lodge]; boarding staff not on duty. Pupils who become ill in the night can be moved to one of the sick bays.

Other Policies

Reference may also be made to the following school policies available on the website under the Parents tab:

- Alcohol & Tobacco Policy
- PSHCE Scheme of Work
- Sex & Relationships (SRE) Policy
- Drugs & Drug Testing Policy
- Information for Parents of EYFS Children

The Board of Directors understand it is their responsibility to oversee, monitor and review this policy and to ensure its implementation.

Reviewed by: _____ **AJM/Nurse/FCB** _____ **Date:** February 2018