



# Ackworth School

## First Aid Policy

### Introduction

1. This document sets out the policy to be followed for First Aid and the provision of medical facilities within Ackworth School including Coram House & Coram Nursery during term time only and Coram House Holiday Club. This policy is applicable to all pupils, including those in the Early Years Foundation Stage (EYFS).

### Aim of First Aid

2. The aim of first aid is to provide care after an accident or injury until professional medical assistance is available.
3. The aim of the First Aider is to:
  - a. Preserve life
  - b. Prevent deterioration
  - c. Promote recovery

To achieve this, sufficient facilities and trained First Aiders should be available:-

- a. To give the appropriate care when injury or illness occurs
- b. To summon medical or other professional help as soon as possible

First Aiders should:

- a. Always remain calm, assess the situation and never endanger yourself or the casualty
- b. Wear gloves whenever possible.

### First Aid Boxes

4. All First Aid boxes are green displaying a white cross and clearly marked FIRST AID. These are located throughout the school. A full list of locations is displayed on the staff notice board in the Staff Common Room or Coram House. It is the responsibility of the School Nurse to check each term that the boxes are fully stocked.
5. First Aid boxes do not contain any medication, but glucose tablets are held in several locations: Health Centre, Swimming Pool, Sports Centre, Gym, Staff Common Room, Reception and Coram House.  
Ice packs are also held: Health Centre, Boys' School House (BSH), Girls' School House (GSH), Swimming Pool, Sports Centre, Gym, Battery, Coram House, Coram House Nursery & Reception.
6. Anyone having used any First Aid items should inform the School Sister as soon as possible for replacements. Due to the nature and frequency of minor bumps and grazes within Coram House and Coram House Nursery, weekly checklists are carried out for the First Aid boxes and First Aid equipment by the staff. The School Nurse is contacted regarding the replenishment of stock as appropriate.

## **Training of First Aiders**

7. Teachers and other staff are encouraged to be First Aid trained and staff working within the Early Years have Paediatric First Aid training, including regular refresher training in the use of epipens. The School provides regular in house courses for members of staff. Most recognised Health & Safety Executive qualifications last for three years at present. The school-based informal training is updated every year. The paediatric first aid training is updated every three years.
8. A list of First Aiders/Life Savers is annually distributed to all staff. The Bursar should be informed of any changes to the list. A list will also be posted on the Staff Notice board in the Tiger Cage and in Coram House.

## **The School Health Centre**

9. The contact telephone numbers for the Health Centre are
  - a. direct telephone number: 01977 610963
  - b. mobile telephone number: 07808 478920
10. The Health Centre is open Monday to Friday 08:00 – 16:00hrs during term time. Pupils and staff may call in without an appointment, although all pupils are encouraged to visit within their own free time. If it is felt necessary for a pupil to leave the classroom, an escort should be sent at the discretion of the teacher. All pupils should report to Reception for purpose of security, who will contact the School Nurse for further instructions. The School Medical Officer holds a surgery on a Tuesday morning, an appointment diary is held at the Health Centre. The school Mental Health & Wellbeing Practitioner attends the Health Centre between 4pm-6pm every Tuesday. This free and confidential service is available to all staff and pupils. The School Nurse carries a mobile phone whilst on duty. The confidentiality and rights of all pupils, including boarders as patients, will be appropriately respected, including the right of a boarder deemed to be Gillick competent to give or withhold consent for his/her own treatment.
11. Coram House pupils requiring medical attention from the School Nurse should report to Coram Reception. A phone call is made or a permission slip to attend the Health Centre is obtained from the member of the Senior Management Team on duty. In the absence of the School Nurse, the situation will be dealt with appropriately by a member of the Senior Management Team. Parents are regularly asked to provide updates on the medical information pertinent to their children. Ofsted will be notified within 14 days of any serious accident, illness or injury to, or death of, any child while in our care, and of the action taken; similarly the local child protection agencies will be notified, and the school will act on any advice from those agencies.

## **Out of Hours Provision**

12. Medical cover is provided for the boarders in the first instance by the house staff on duty, reflecting the wider role of the School “in loco parentis”. Any medical advice or treatment required on evenings or weekends must be dealt with directly by the Medical Officer on call, via Northgate Surgery, telephone number 01977 703635. Boarders have access to dental, optometric and other specialist services as necessary, even if only in an emergency, but are encouraged to make routine appointments during school holidays.

NHS 111: telephone 111, can be contacted for confidential health advice & information, 24 hours a day, 7 days a week, including details of duty pharmacist.

13. For day pupils medical cover, out of hours, is provided in Boys' and Girls' School House. Both Matrons in Boys' & Girls' School House are First Aid trained & can be contacted in the absence of the School Nurse. Treatment and administration of over the counter medication may be given by a member of House staff, if felt appropriate & at the discretion of the individual, in accordance, with the school's policy for "Administration for over the Counter Medication". This is supported by the School Medical Officer.
14. During school holidays there is a qualified member of staff available to give first aid assistance, contactable via Reception. For those departments that operate during the holiday, it is advisable that at least one member of staff is a trained First Aider. In Coram House Holiday Club, medical cover is provided for the children in the first instance by the staff and or Senior Teacher in charge. There is always at least one member of staff who has paediatric first aid training.

### **Prescribed Medicines**

15. Students should not carry and administer their own medication whilst in school. If medication is prescribed then a letter from the parent, giving full details of the medication and dosage, should be taken to the School Nurse before registration. All medication can be stored safely and administered there appropriately. The only exceptions are pupils prescribed inhalers for asthma, epipens for severe allergic reactions and insulin for diabetics. These pupils must take responsibility for carrying their medication at all times and should only be used by the named pupil, to whom it is prescribed.
16. In accordance with the school's policy for "Administration of over the Counter Medication" The School Nurse & House staff may administer these to a pupil at their own discretion.

In Coram House Nursery, a medication permission form must be completed by a member of the Management Team and signed by the parent. When the medication is administered it is signed by the Management Team and witnessed and signed by another member of staff. When the parent collects the child, the form is signed again by the Management Team and the parent.

In Coram House, in the absence of the School Nurse a medication permission form must be completed by a member of the Senior Management Team. When the medication is administered it must be signed by a member of staff and witnessed and signed by another member of staff. When the parent collects the child the form is signed by a member of staff and the parent.

In Coram House Holiday Club, a medication permission form must be completed by the Senior Teacher in Charge and signed by the parent. When medication is administered it is signed by the Senior Teacher in Charge and witnessed by another member of staff. When the parent collects the child, the form is signed again by the Senior Teacher in Charge and the parent.

## Action in the Event of an Accident or Emergency

17. First Aid trained members of staff have valuable skills and they should wherever possible, assess all injuries in situ. However it is acceptable for those with minor injuries may simply report to Reception, who will contact and transfer care to the School Nurse. In the case of a more serious injury, the nurse should be called to the casualty.

### **CASUALTIES WITH SUSPECTED SPINAL INJURIES SHOULD ONLY BE MOVED: IF DIRECTED BY PROFESSIONAL MEDICAL PERSONNEL PRESENT AT THE SCENE OR IF THE SITUATION IS LIFE THREATENING**

## Major Incidents

18. In the event of a major incident involving a number of casualties the following action is to be taken by the person in charge:
  - a. The member of staff at the incidents should call an ambulance and then contact Reception or a Deputy Head with the relevant details. If there is no immediate telephone in the vicinity a runner should be sent to Reception with the relevant details and to summon appropriate support and assistance.
  - b. The runner should wait at the main school car park to give clear directions to the relevant location on campus.
  - c. In Coram House Holiday Club, the Senior Teacher in Charge will call for an ambulance, contact the parents and inform the Head or Deputy Heads as soon as possible.

## Accident Reporting

19. **Pupils**  
For any accident which requires First Aid treatment, a report should be entered on iSAMS using the 'Accident Report' link on the Wizard Bar (under 'Reward & Conduct').

It is important to give full details of the incident (e.g. location, what happened, any treatment, emergency services called).

This will lodge the report under the pupil's record, and send an email to the School Sister. She will make a professional judgement on whether the accident should be discussed by the Health and Safety Committee and whether it is reportable to the Health and Safety Executive, under their published reporting procedures.

All HSE reportable accidents will be discussed at the relevant Sub-Committee of School Committee; other accidents may be referred to them, following discussion at Health and Safety Committee.

### **Staff/Visitors**

For any accident which requires First Aid treatment, an email should be sent to the School Sister, the School Sister (healthcentre@ackworthschool.com), who will complete a paper Accident Report, as necessary, in consultation with the person(s) who dealt with the accident.

For an incident during school holidays, when the School Sister is not normally in attendance, a copy of the email should be sent to the Bursar, for her consideration in the School Sister's absence.

It is important to give full details of the incident (e.g. name of person injured, location, what happened, any treatment, emergency services called; for visitors, their full name AND contact details are needed).

School Sister will make a professional judgement on whether the accident should be discussed by the Health and Safety Committee and whether it is reportable to the Health and Safety Executive, under their published reporting procedures.

All HSE reportable accidents will be discussed at the relevant Sub-Committee of School Committee; other accidents may be referred to them, following discussion at Health and Safety Committee.

### **Dealing with Blood and Other Body Fluids**

20. All staff members must be aware of the dangers and treat all body fluids as potentially infected and whenever possible wear protection when acting as a First Aider. Disposable gloves are provided in all First Aid boxes. Any swabs, dressings or cotton wool used should be put in a sealed plastic bag & brought to the Medical Centre for safe disposal. All spillages of body fluids should be cleared using a special preparation held by the Domestic Staff, Warden on duty, House staff & the Health Centre.
21. The procedure for dealing with wounds is:
  - a. Wherever possible wash hands prior to treating wounds.
  - b. Wherever possible wear disposable gloves when dealing with wounds. After use these gloves should be turned inside out & disposed of in a plastic bag. Hands should be washed again with soap & water.
  - c. Should lips, mouth or eyes be contaminated, wash thoroughly with clean cold water as soon as possible & seek medical attention.
  - d. Any cuts or wounds sustained during treatment should be washed thoroughly with soap & water and medical advice sought.

### **Sports Field**

22. It is the responsibility of any member of staff, both Senior & Junior School, when supervising sporting activities to ensure a First Aid Kit & a mobile phone is taken to the Sports fields (all sites).

A First Aid Kit and mobile phone is taken by the Forest School Teacher for Forest School sessions.

### **Off-Site Visits**

23. A full risk assessment to all involved should be undertaken prior to departure. Arrangements for the trip will reflect this assessment & the need for First Aid cover. A First Aid kit will be taken on each off-site trip. For further detail please see the Off-Site Visits Policy.

### **Dissemination of Information**

24. This policy statement is displayed in the Health Centre and shall form part of the staff handbook and which is issued to all appropriate staff. It is also displayed on the school's website.

## Location of First Aid Boxes

25. First Aid boxes are located in the following areas:

- a. Coram House
- b. Coram Nursery
- c. Coram Year 6 Classroom
- d. Health Centre
- e. Boys School House
- f. Girls School House
- g. Main Reception
- h. Reprographics Room
- i. Staff Common Room
- j. Catering Office
- k. Laundry
- l. Estates
- m. Works Staff Room
- n. Clerk of Works Office
- o. Domestic Administration Office
- p. Design & Technology
- q. Home Economics
- r. Music Centre
- s. Art Department
- t. Science Department
- u. Gymnasium
- v. Sports Hall Office
- w. Swimming Pool
- x. P E Departments
- y. Fitness Room
- z. School Minibus & Gator
- aa. Shed Court

## Appendix 1 – Protocol for Administration of Prescribed Medications

### Storage of Medications

1. All medications are held in a dry and secure unit. This should be accessible to House Staff.

In Coram House Nursery, prescribed medication and calpol provided by the parent only are kept in a dry and secure unit.

In Coram House Holiday Club, prescribed medication and calpol provided by the parent only are kept in a dry and secure unit.

### Instructions for Administration

2. The following protocol should be followed:
  - a. The medicine should only be administered to the named pupil
  - b. An enquiry should be made as to when any medication was last taken
  - c. The labelled directions should be followed and it should be ensured that the correct dosage is given
  - d. A record should be made of the pupils name, the date and the time of medication.

2. All medications must be kept with House Staff with the exception of inhalers and epipens, which should be with the named pupil at all times.

In Coram House Nursery, all medications, inhalers and epipens are kept secure by the Nursery staff.

In Coram House, all medications are kept by the School Sister. Inhalers and Epipens are kept by the staff and taken with the staff when the children are participating in physical activities or Forest School sessions. Year 5 and Year 6 children carry their own inhalers and Epipens.

4. The drug information leaflet enclosed with the medicine should always be read. If any problems are experienced stop administering the medication and take further medical advice.
5. If a pupil is felt to be responsible to self administer then assessment will be made on an individual basis, including a risk analysis.
6. Some antibiotic preparations / ointments may need to be refrigerated. The labelled directions should always be followed.
7. Any unused drugs must be returned to the school surgery for safe disposal.
8. Antibiotic courses must always be completed in full, even if the symptoms settle.
9. For confidential health advice and information NHS 111: telephone 111. This number can be contacted at any time and will give details of the duty pharmacist.
10. Northgate Surgery may be contacted on 01977 703635 between 8.00 and 18.30 weekdays. Outside these hours the telephone number of the Medical Officer on call will be given via a recorded message.

## Appendix 2 – Protocol for Administration of Non-Prescription Medications

### Storage of Medicines

1. The following medicines are held in a dry and secure unit, accessible to the House Staff on duty:
  - Travel sickness tablets
  - Anti-histamine medication/cream
  - Paracetamol tablets/elixir
  - Throat lozenges
  - Eucalyptus inhalation oil
  - Freeze spray/Icepacks
  - Antiseptic cream
  - Simple linctus/cough medicine

### Instructions for Administration

2. The following protocol should be followed
  - a. Enquire when last medication was taken
  - b. Ask if there are any known drug allergies or sensitivities
  - c. Check reference with pupil medical information list
  - d. Ensure correct dosage is given for age of pupil
  - e. Check medicine expiry date
  - f. Record pupil's name, the date, the time and the nature of illness.
3. Paracetamol Dosage:
  - a. 6-12 Years, 250mg-500 mg every 4-6 hours. Maximum of 4 doses in 24 hours.
  - b. 12 Years - Adult, 500mg-1000mg every 4-6 hours. Maximum of 4 doses in 24 hours.

DO NOT EXCEED 4 DOSES WITHIN 24 HOURS.
4. In Coram House Nursery or in Coram House Holiday Club, only calpol will be administered at lunch time to ensure a minimum of 4 hours has passed and only if a Medication Permission Form has been completed and the calpol provided by the parent. The date is checked by Management.

### Appendix 3 – Protocol for House Staff Regarding Ill Boarders

1. If not in attendance at breakfast the pupil's room should be checked. Any pupil who is not well enough to attend school should be left in their bed. The School Sister should be contacted directly at the Health Centre from 08.00 or by leaving a message on the voice mail facility either on the land line or mobile phone. Any message should include information on who is ill, and the location of the room in the Boarding House. The School Sister will then see the pupil and make an assessment, determining whether the pupil needs to be isolated. Should Sister Evans not be available, House Staff, including Matrons, must make their own assessment. Both Houses have accommodation suitable for isolating an ill boarder.
2. Tea and toast should be offered to the pupil mid morning if no breakfast has been taken. Pupils should be checked hourly to determine whether their condition has deteriorated or is showing signs of improvement. The pupil should always have access to unlimited drinking water.
3. At both lunch and tea time, if the pupil is not able to attend meals in the dining room, provision should be made for a meal to be brought to the pupil's room on a tray and then cleared away.
4. Any medication given should be recorded accordingly in the pupil medicine administration book.
5. A verbal summary of care and general condition of the pupil should be given to a member of House Staff commencing duty before another member finishes duty. The diary held within the Staff Flat is sufficient for recording basic communication details only.
6. Any pupil who has not been well enough to attend school is restricted to House once the school day has finished.
7. Before settling for the night each pupil must be reassessed. Any pupil with a high temperature (38 degrees and above) must be checked every two hours throughout the night, if the temperature is not settling. The correct paracetamol dose should be administered every four hours and hourly oral fluids should be encouraged.
8. It is the responsibility of the member of staff on duty to ensure that accurate communication is made with the appropriate staff to ensure that a continuous standard of high care is delivered at all times. If in doubt, and if further medical reassurance or guidance is required, the following telephone numbers are available to call at any time:

Northgate Surgery      01977 703635      08.00-18.30  
Outside these hours the telephone number of the Medical Officer on call will be given via a recorded message.

NHS 111                      111  
Can be contacted at any time for confidential health advice and information, including the details of a duty pharmacist.

#### **Appendix 4 – School Policy for Threatened Epidemic / Pandemic Illnesses**

1. The school doctor will monitor the WHO website weekly. If any illnesses pose a threat to the health of pupils the Head will be informed and given the appropriate details so that she and the rest of the SMT can draw up an appropriate management plan in liaison with the School Medical Team.
2. In Coram House Entrance and Coram House Nursery Entrance there is a poster from the Health Protection Agency which provides parents with all the exclusion procedures for Illness and Communicable Disease.

We actively remind parents of the minimal exclusion period of 48 hours following the last episode of diarrhoea or vomiting.

## **Appendix 5 – Staff with First Aid Training and EYFS First Aid Training**

The names of current First Aiders are displayed in the Staff Common Room and in Coram House.

Appendix 6 – Coram House Medication in School

**CORAM HOUSE  
Medication in School**

If your son/daughter needs to take any medication whilst in school, I should administer this. Any medication should be brought directly to the School Surgery prior to morning registration. Asthma inhalers and Epipens are the only exceptions and should be given to the Form Teacher, except in the case of Year 5 and Year 6 pupils who may take responsibility for these items themselves.

The medication should be in a clearly labelled container, stating the name of the preparation, the dose required and the time(s) of administration.

Please remind your child **NEVER** to take another pupil's tablets or medication if unwell, but to see me in the School Surgery.

If necessary, I will administer any of the preparations listed on the consent form below at my discretion, and only with written consent from the pupil's parent or guardian. I do not promote the indiscriminate use of painkillers, but appreciate that there may be times when these are necessary within school hours.

**Pamela Evans  
School Sister**

.....  
**CONSENT FORM ON BEHALF OF:-**

**Pupil's Name .....** **Form .....**

- Elastoplast fabric and waterproof dressing strips
- Non-adhesive dressing with micropore or mifix tape (to be used if allergic to Elastoplast)
- Travel sickness tablets
- Anti-histamine medication/cream
- Paracetamol tablets/elixir
- Throat lozenges
- Eucalyptus inhalation oil
- Freeze spray/Icepacks
- Deep Heat cream
- Antiseptic cream
- Simple linctus/cough medicine

Please delete any of the items listed above that you do not wish to be administered to your son/daughter.

I give permission for my son/daughter to receive the listed items with the exception of those that I have deleted from the above list.

**Signed:(Parent/guardian) .....** **Date .....**

**NB Consent will be considered valid whilst the pupils is attending school unless otherwise informed.**

Appendix 7:

**Coram House Medication Permission: Nursery**

- Parents/carers discuss the dosage of medicine required, at what time needed and the name of the medication.
- The Management Team then fill in the sections below for the parents/carers to sign, to ensure the information is correct.
- To be completed, dated and signed by the Management Team administrating the medication and counter signed by the Nursery Manager or Deputy Manager.
- Parents to sign and date, to ensure they have collected their child's medication and are aware of the amount given and at what time.

<b>Name of child:</b>	
<b>Medication:</b>	
<b>Date and time required:</b>	<b>Dosage:</b>
<b>Parent/Carer signature:</b>	
<b>Time/Date:</b>	<b>Given by:</b>
<b>Dosage:</b>	<b>Witnessed by:</b>
<b>Signature of Nursery Manager or Deputy Manager:</b>	
<b>Signature of Parent/Carer:</b>	

Appendix 8

Coram House Medication Permission in the absence of the School Nurse

- Parents/carers discuss the dosage of medication required, at what time needed and the name of the medication.
- A member of the Senior Management Team then fills in the sections below for the parents/carers to sign, to ensure the information is correct.
- To be completed, dated and signed by the member of the Senior Management Team administrating the medication and counter signed by the Form Teacher.
- Parents to sign and date, to ensure they have collected their child's medication and are aware of the amount given and at what time.

<b>Name of child:</b>	
<b>Medication:</b>	
<b>Date and time required:</b>	<b>Dosage:</b>
<b>Parent/Carer signature:</b>	
<b>Time/Date:</b>	<b>Given by:</b>
<b>Dosage:</b>	<b>Witnessed by:</b>
<b>Signature of Senior Management Team member:</b>	
<b>Signature of Parent/Carer:</b>	

Appendix 9

**Coram House Medication Permission: Holiday Club**

- Parents/carers discuss the dosage of medicine required, at what time needed and the name of the medication.
- The Senior Teacher then fills in the sections below for the parents/carers to sign, to ensure the information is correct.
- To be completed, dated and signed by the Senior Teacher administering the medication and counter signed by another member of staff.
- Parents to sign and date, to ensure they have collected their child's medication and are aware of the amount given and at what time.

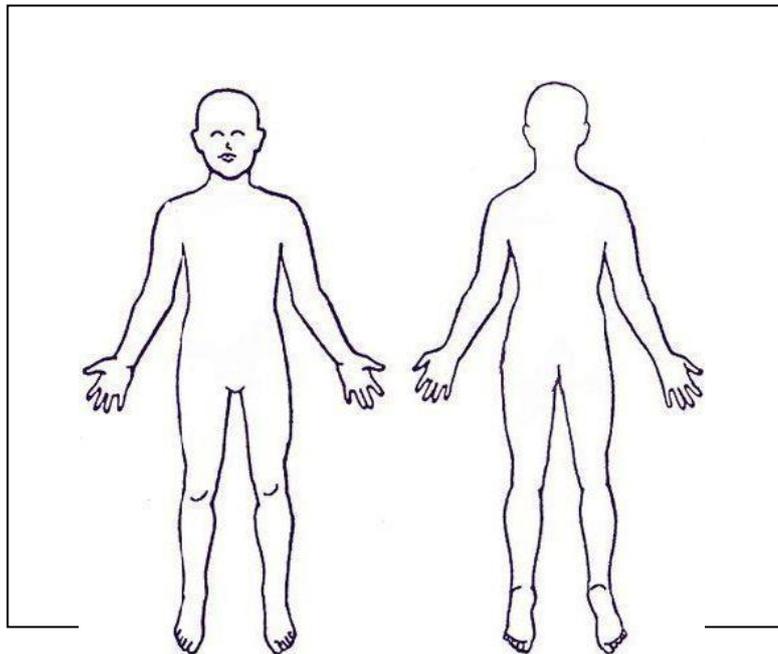
<b>Name of child:</b>	
<b>Medication:</b>	
<b>Date and time required:</b>	<b>Dosage:</b>
<b>Parent/Carer signature:</b>	
<b>Time/Date:</b>	<b>Given by:</b>
<b>Dosage:</b>	<b>Witnessed by:</b>
<b>Signature of Senior Teacher on duty:</b>	
<b>Signature of Parent/Carer:</b>	

## YOUR CHILD HAD AN INJURY TODAY

The picture below shows the location of the injury

Name: \_\_\_\_\_

Date: \_\_\_\_\_ Time: \_\_\_\_\_



Further Details:

Staff Signature: \_\_\_\_\_

## HEAD INJURY ADVICE

**Parent of:** \_\_\_\_\_

**Date/Time:** \_\_\_\_\_

Your child has sustained a minor injury to their head today at school, with no loss of consciousness.

If any of the following listed symptoms arise, please seek medical advice:

1. Vomiting/nausea
2. Increasing headache
3. Visual disturbance
4. Excessive drowsiness
5. Seizures

**Further Details:**

**Signature:** \_\_\_\_\_