



**ST NEOT'S**  
PREPARATORY SCHOOL

<b>Policy Name:</b>	<b>First Aid Policy</b>
<b>Policy Number:</b>	<b>H6</b>

<b>Staff member responsible</b>	<b>Revision Date</b>	<b>Approved By</b>	<b>Approval Date</b>	<b>Reason</b>
Claire Reed (School Nurse)	September 2023	Jonathan Slot	September 2023	Annual update

*This policy is applicable to the whole school including Early Years*

At St Neot's education is full of fun and good humour. We want every child to enjoy their time at school, to feel part of a community that holds family values at the core. We are determined that our children not only learn outdoors but learn about the outdoors. We want to create well-rounded, independent thinkers that are not only confident in their academic ability but hold the soft skills necessary for Senior School and the world ahead.

The St Neot's Way is:

- Where we promote a true sense of community, family values, a love of the outdoors and a commitment to having fun.
- Where every child comes into school feeling safe, valued and with a broad smile on their face; and who returns home with uplifting stories to tell.
- Where a first class, personalised, rigorous academic journey is matched by an enriching, broad and challenging co-curricular programme.
- Where the children's character, contribution and service is as valued as their academic success.
- Where the children's physical wellbeing is surpassed by their mental wellbeing.
- Where highly skilled, passionate and dedicated teachers, working in first class facilities, are full of ambition for themselves and the children in their care.

**The safety and well being of all children is of paramount importance. Staff will, at all times, do everything they can to ensure the safety of the children and prevent accidents. However there may be times when a child suffers an accident, injury or becomes unwell in school.**

**Table of Contents**

	Page
Introduction	3
1. Staff Training	3
2. First Aid Kits	4
3. School Procedures	5
4. Head Injuries	6
5. Pupils with Known Medical Conditions	6
6. Treatment of Staff and Visitors	6
7. Administration of Medication	7
8. Safe Handling and Disposal of Bodily Wastes and Fluids	7
9. Review of Incidents	8
10. Off Games/Sports/Outdoor Activities	8
Appendix 1 - List of First Aiders	9

### **Introduction**

St Neot's employs a qualified Nurse to run the Health Hub and is available during term time throughout the school day. A team of Paediatric First Aiders ensures that care is available for Early Years children in the holidays as well as the wider pupil body in the event that the Nurse is unavailable. They provide care to children who are injured or unwell. In addition should other members of the school community (including staff, visitors or parents) become unwell or injured during their visit, the School Nurse can offer care and support in the Health Hub. In all cases, if deemed necessary, further medical advice may be sought. This may be in the form of a referral to their GP, to A&E or in the case of emergency calling 999.

The Lead Nurse can be contacted 0800-1730 term time only via the designated mobile: **07540 701156** or via Email: [healthhub@stneotsprep.co.uk](mailto:healthhub@stneotsprep.co.uk)

### **1. Staff Training**

The current School Nurse is a trained and NMC registered Adult Nurse with a background of working in both Adult and Paediatric A&E, as a Primary Care Nurse and as a School Nurse at an International School. She undertakes relevant training to ensure she complies with NMC regulations and stays up to date and current with practice. In addition there is a team of Paediatric and School First Aiders who work in the School providing care to the School community. If the School Nurse is unavailable they will act as the designated First Aider. A full list of staff who have completed First Aid Training and their qualification is contained in Appendix 1 (*School Use only*). Please note that this list is correct at the time of reviewing this policy. The most up to date list is available from the School Nurse or found displayed at Main Reception.

All staff are encouraged to undertake First Aid training. This will cover basic first aid skills and includes how to use an inhaler/volumatic spacer and EpiPen etc. All Staff are also encouraged to undertake an Administration of Medicines course, to enable them to give prescribed and over the counter medication with parental consent.

In the absence of the School Nurse, at least one suitably trained first aider will be available on the school site when pupils are present. Although the Health Hub will not be manned during this time, other staff are available throughout the day to administer routine medication and carry out first aid when needed. First Aiders carry their own first aid kits, and there are several emergency first aid kits conveniently located around the school grounds, as well as emergency inhalers. These are checked twice termly. All staff whether First Aid Trained or not, have a duty of care to provide basic care and compassion when needed and act as a responsible adult and seek appropriate medical care when necessary. All staff receive some informal basic first aid training during Inset.

During Inset days the School Nurse will also inform all staff of any children with new medical conditions or changes to their care plans. This includes outlining any specific treatment or care needed, and

additional training provided if necessary. Staff are updated throughout the term via regular staff meetings should any medical/dietary information change.

When children go off site on school trips or attend matches they follow our (A27) Educational Visits Policy. The Group Leader receives a full handover and First Aid kit from the School Nurse. If a pupil has a minor accident or becomes unwell, the Group Leader/designated First Aider will administer First-Aid or use the First-Aiders on site. If necessary a member of staff will take the pupil to the local hospital or GP clinic. This will be documented on an accident form, uploaded onto the school reporting system ISAMs, and parents will be informed via appropriate means.

## **2. First Aid Kits**

There are numerous First Aid Kits distributed around the school site. These include relevant first aid equipment such as plasters, wipes, gloves etc as well as a First Aid Advice Booklet. Locations of First Aid Kits include:

- Tiny Tuskers and Tuskers Classrooms
- All Pre-Prep Classrooms
- Pre-Prep pavillion
- Main Reception
- Sports Hall / Swimming Pool
- Simmons Hall
- Landing by ICT 1 / Maths Rooms
- Dining Room
- Middle School Corridor
- Kitchen
- Health Hub (multiple)
- Arts Centre (DT Room)
- Grounds and maintenance staff carry their own kits
- Mini Buses

In addition, the sports departments take kits out to games/sports sessions and to away matches. Staff also take a medical bag on any day / residential trip which includes a first aid kit and a medical information folder.

The Health Hub also holds a number of stock Salbutamol Inhaler and Spacer devices. These are available to all known asthmatic children or to those who have suffered with a wheeze in the past. Parents whose children are asthmatic or suffer with a wheeze, sign a consent form for their use when they join the school. Staff are to take a stock inhaler kit and first aid kit to the playground during break times, on all school trips, matches and games sessions.

First Aid Kits and Inhaler Kits are checked each half term and restocked more frequently if required.

### **3. School Procedures**

#### **Tiny Tuskers, Tuskers and Pre-Prep**

The children are under close supervision at all times by staff. All staff in Tiny Tuskers and Tuskers and a number of staff in Pre-Prep have received formal training in Paediatric First Aid. As a result, should an injury occur they will assess, treat and reassure the child. If they are concerned in any way or need advice, the School Nurse can be contacted. It may be that the child is taken to the Health Hub for review or the School Nurse can review the child in their classroom, or at the site of an incident. All pre-prep children are escorted to and from the Health Hub and are not permitted to attend on their own.

#### **Main School**

Main School children are able to attend the Health Hub at any time during the day without a teacher, but are encouraged to inform their teacher/duty staff if they are leaving class/playground, so staff can account for the child's absences. If a child spends a long time in the health hub, the Nurse will escort them back to class and inform the class teacher of their attendance in the health hub.

If a child has an accident or feels unwell they should inform a member of staff. The staff will assess whether the child needs to go to the Health Hub for review. If there are any concerns or difficulties in moving the child, then the School Nurse will be contacted and will assess the child in situ, staff will observe and reassure the child until the School Nurse arrives.

#### **Assessment**

The School Nurse will assess any children that present to the Health Hub or on scene and give any appropriate nursing care or medication if necessary and where there is prior parental consent. Once the School Nurse is satisfied that the child is able to return to class then they will do so. If a period of observation is required they can stay in the Health Hub under the care of the Nurse. Equally, if it is felt the child needs to go home, the child can stay in the Health Hub until their parent/carer arrives. If further treatment or review is required by a GP or the child needs to attend A&E then their parents/carers will be contacted and advised. In the case of an emergency, 999 may be called and an ambulance requested, if there is going to be a delay in parents/carers arriving at School then it may be necessary for a member of staff to accompany the child to A&E and remain there until the parent arrives.

All incidents are documented in the child's record on iSAMS. If the parent/carer has not already been contacted by phone or email about the incident, an accident form will be completed and a copy sent home with the child.

#### **4. Head Injuries**

In the case of a head bump where a child has **not** fallen from a height or been underneath anything that has fallen from a height (e.g two children bump into each other or a slip, trip or fall at ground level) the children will be initially assessed by a staff member with Paediatric First Aid training. If further treatment or assessment is required a staff member will take the child to the Health Hub for the School nurse to review. All facial injuries and falls from a height (tree, climbing equipment etc) need to be assessed and seen by the School Nurse. In the case of a serious Head injury that has resulted in a concussion the school follows guidance from RFU see the Head Injury Advice Policy for more information.

#### **5. Pupils with known Medical Conditions**

All parents are asked to complete a series of medical forms on the parent portal on admission. This details any pre-existing conditions including any that require regular or emergency medication. The parents are then asked to review and update this form regularly.

The Health Hub ensures that all relevant medical and dietary information is entered onto the school's computer system iSAMS. In addition, the School Nurse compiles a summary table of all children in the school outlining their medical and dietary needs. This enables staff to assess their form or group quickly and identify any needs they might have.

For pupils with serious conditions, the School Nurse will meet with the parents and draw up a care plan that deals with the day to day care of the child and any actions that should be taken in an emergency; accompanied by a risk assessment if appropriate. These care plans will be reviewed and revised as necessary. Pupils' care plans are available to all staff.

Pupils with food allergies or other dietary requirements are similarly identified and their details displayed in the kitchen and staff room and are available for all catering staff to access.

Please see our ***Managing Children with Medical Conditions in School Policy (H28)*** for more detail.

#### **6. Treatment of Staff and Visitors**

If a member of staff or a visitor is unwell or injured then they will where possible attend the Health Hub for review. If, for any reason, they are unable to get there, the School Nurse can be contacted and will go to the scene of the incident. If following assessment they are fine to return to work, or leave for the day to recover, they will do so. In some cases further medical review may be advised such as review by the GP or A&E. In emergency cases 999 will be contacted. The School Nurse will stay with the individual until further help arrives.

All incidents will be documented. In the case of staff these will be stored confidentially in the Health Hub. In the case of visitors, these notes will be stored in the Health Hub and the Bursar will be informed.

At the time of appointment, staff complete a medical self-declaration form and are asked to declare medical information such as any regular medication that they are taking. Staff are reminded it is their duty to inform the school should their health or medical needs change. Failure to do so could result in disciplinary action as this could put children at risk. Staff taking medications must always ensure that this is kept locked away and out of reach of pupils. All medical information is treated confidentially.

### **7. Administration of Medication.**

The Health Hub stocks a small amount of stock medications including Paracetamol, Ibuprofen and Antihistamines (brands vary). These can be administered to a child who is complaining of feeling unwell or is injured (where prior parental consent has been obtained).

Children who are prescribed an Asthma inhaler and/or Epi-pen by their GP will be administered as required, parents are asked to complete a separate consent form for this. Should other prescribed medication be required during the school day, the parent/guardian must sign a Medicine Consent Form, these can be found on the school website, or collected via reception or pre prep classrooms. This gives the Health Hub/designated First Aiders permission to administer the medication and stating the reason & times.

For further information on the administering of medication in school, please see the school's **Administration of Medication Policy (H17)** for more details.

### **8. Safe Handling and Disposal of Bodily Wastes and Fluids**

For the purpose of this policy "Bodily fluids" are defined as liquids that are present inside human bodies. Body fluids can include a person's blood, vomit, gastric juice, urine, faeces, saliva and mucus (including *nasal drainage* and *phlegm*).

Whenever possible, direct contact with body wastes and fluids should be avoided. All spillages should be cleaned up promptly to minimise the risk of transmission of viruses and other pathogens. The wearing of protective equipment (gloves and apron) is required whenever direct hand contact with body wastes and fluids is anticipated, such as in treating a bloody nose, handling clothing soiled by incontinence and cleaning small spills by hand. Protective equipment, spill kits and cleaning materials such as disposable cloths, mops (including disposable mop heads), antibacterial wipes, sprays and hand gels are available in the Health Hub. Disposable protective gloves, aprons and spill kits are also available in the Brampton Building (Nursery).

When a spill has been cleaned up all gloves, aprons or cleaning equipment used (such as bodily fluid spill kits) to clean up a spill must be promptly disposed of in the yellow waste bin in the Health Hub. This includes vomit bowls, tissues etc. This bin is emptied regularly by a specialist contractor. Hands



and other skin areas that have come in contact with a person's body wastes/fluids must be thoroughly washed by the use of soap and water. Antibacterial hand gels are also available throughout the school.

If clothing, bedding or towels for example have become soiled then as much waste as possible should be removed and the item placed in a secure waterproof/plastic bag and given to the parents/carers at collection time for washing. If the items belong to the school, then as much waste as possible should be removed and items should be laundered separately in soap and water. In some cases disposal of the item may be necessary and more appropriate.

Hard floors should be cleaned and mopped with disinfectant. In the case of carpets as much of the spill as possible should be removed. It may be necessary to hire a specialist contractor for cleaning. In this case the School Nurse or Teacher should liaise with the Bursar to arrange this.

### **9. Review of Incidents**

Any serious incidents that occur are reported to the Operations Manager and Headmaster and any appropriate actions taken to ensure the safety and well being of pupils, staff and visitors.

Please see the policy H25 Incident Reporting and RIDDOR Reporting for full details.

Each term there is a Governor's Safety and Wellbeing Meeting where all Health and Safety matters are discussed. As part of the meeting the School Nurse produces a report which details any serious injuries/incidents that have occurred along with any incidents that have Health and Safety implications for the school. The report includes any actions taken by the School in response to these incidents. Members of the committee include the Headmaster, Operations Manager, Deputy Head (DSL), School Nurse, and the School Governor responsible for Health and Safety. Following on from this meeting any actions highlighted are actioned.

### **10. Off Games/Sports/Outdoor Activities**

St Neot's is a very active school and the children participate in a variety of sporting and outdoor activities daily. However there may be times when this activity needs to be restricted. This may be due to illness or injury or a parental request.

Parents/carers are asked to inform the Health Hub as early as possible in the school day if they wish for their child to be off games/sports/outdoor activities. This can be done in a number of ways – by speaking directly to the school nurse at reception or by speaking to the reception staff. They can also use the designated email [offgames@stneotsprep.co.uk](mailto:offgames@stneotsprep.co.uk). The message must provide an explanation as to why the child needs to be placed "off games" and duration. The School Nurse may also place children off games and her decision must be followed.

The School Nurse produces a list via iSAMS that identifies the children that are off games for a particular day. Children that are off games must report to the relevant off games staff for supervision.

