



# **St Hilary's School**

## **Medical and First Aid Policy**

### **Including EYFS**

#### **INTRODUCTION**

St Hilary's actively promotes democracy, the rule of the law, individual liberty and respect those with different faiths and beliefs. These are fundamental British Values which underpin all that we offer, as does our School Motto 'Not for oneself but for all.'

St Hilary's School recognises the responsibility to provide safe and effective first aid to pupils, staff and visitors in a timely and competent manner through effective implementation of this policy. This policy gives an overview of how first aid will be provisioned. Additionally, parents are reminded to keep children at home if they are ill or infectious, and to phone the School Office on the first day, and every subsequent day, that s/he is ill. An ill child will not be happy in school and may infect others. The school will, therefore, telephone parents and ask them to collect their child if s/he becomes unwell during the day.

The School ensures compliance with the relevant legislation with regard to provision of first aid to all employees, pupils and visitors who may also be affected by the School's activities or injured on the School premises. This policy is written as an extension of the School's Policy for Health and Safety which is endorsed by St Hilary's Governors. This policy should be read in conjunction to the 'Infection Control Policy.'

#### **AIMS**

This policy will be achieved by ensuring that:

- there are a sufficient number of trained First Aiders on duty and available for the numbers and risks on the premises.
- there are suitable and sufficient facilities and equipment available to administer first aid and access to first aid kits.
- the above provisions are transparent and clear to all who may require them.
- first aid provision is available at all times, while people (pupils and adults) are on school premises, and also off the premises whilst on school visits and residential trips. This excludes lettings which fall outside of school operating hours.

#### **OBJECTIVES**

At St Hilary's School, all staff will provide reassurance to a child suffering from a minor accident and when necessary administer first aid treatment. There are a number of trained First Aiders at Work and appointed people who have specific roles. Many of our staff have completed either basic first aid training or the 12-hour paediatric first aid training to cover the needs of our EYFS children. Training in either basic first aid or 12-hour paediatric first aid is provided on a

rolling programme and all qualified staff are re-qualified every 3 years. Furthermore, St Hilary's will:

- ensure that there is adequate provision of appropriate first aid at all times.
- provide sufficient and appropriate first aid resources and facilities.
- keep accident records and report to the Health and Safety Executive (HSE) as required under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013.

## **ROLES & RESPONSIBILITIES**

The Governors are ultimately responsible for the health and safety of the employees and anyone else on the premises under the Health and Safety at Work etc. 1974 (HSWA) legislation. The Business Manager will ensure that insurance arrangements provide full cover for claims arising from actions of staff acting within the scope of their employment. The Headteacher and Senior Leadership Team (SLT) will ensure that risk assessments of the school are undertaken and that the appointments, training and resources for first aid arrangements are appropriate. The Headteacher is responsible for ensuring that this policy is put into practice and reviewed annually by the Deputy Head.

All Staff (teaching and non-teaching) are expected to do all they can to secure the welfare of the pupils.

The Lead First Aider: The Deputy Head will ensure that the Lead First Aider remains fully trained in the provision of first aid. When on duty, the Lead First Aider (or other paediatric first aid trained member of staff) should be the first point of contact for the provision of all first aid assessment and treatment. In the case of a child needing further medical assistance or treatment, the child's parents will be contacted, and in the case of a medical emergency, an ambulance will be called.

In addition, they will:

- maintain and register the first aid equipment (the contents of the first aid boxes are in accordance with the guidance given in the HSE document, 'Basic Advice on first aid at work (INDG 347)').
- restock the permanent first aid boxes and ensure that all First Aid kits prepared for trips are suitable and sufficient for the number of participants.
- check all first aid kits every half term.
- ensure that all serious first aid treatments are recorded.
- ensure that the policy is followed and first aid arrangements are catered for on educational visits.
- inform the Head of CPD and the Business Manager of all requirements for First Aid Qualification and refresher training needed for staff.
- take charge when someone becomes ill or is injured.
- ensure that an ambulance or other professional medical help is called when appropriate.

- display a list of Paediatric first aiders in school.

First Aiders at Work (please see Appendix 1): will support the staff member dealing with any first aid situation by:

- giving immediate help to casualties with common injuries or illnesses and escort those individuals with a more serious injury or illness to the Lead First Aider in the Medical Room.
- responding immediately to an emergency when needed.
- assisting with any subsequent risk assessments when requested.
- when necessary, ensuring that an ambulance or other professional medical help is called.

First Aiders will also:

- accompany pupils on visits out of school and to matches/fixtures.

All Staff: are trained to summon medical help in an emergency and when organising a school trip will:

- check the contents of first aid kits prior to departing the school grounds.

The Deputy Head: will ensure that there is an on-going cycle of training to meet the requirements of:

- Early Years –Paediatric First Aid
- First Aid at Work

And will arrange and record all first aid training.

The Deputy Head will maintain a list of all qualified First Aiders and Paediatric First Aiders' in school (A list of all First Aiders and their qualifications are contained in Appendix 1). The school recognises that first aid training must be updated every three years.

Furthermore, the Deputy Head will ensure that:

- the Medical and First Aid Policy and procedures are reviewed annually.
- at least the minimum number of First Aiders required will be provided.
- First-Aiders are offered training to a competent standard, which includes refresher training.
- when inducting new staff, medical information is provided on the location of first aid equipment, facilities and first-aid personnel.

The Business Manager will ensure that:

- arrangements are in place for a suitable budget for training and re-training of First Aiders.
- the school has adequate insurance cover for claims that may arise from actions of staff acting within the scope of their employment.

The Business Manager will also:

- chair the Health and Safety Committee.
- assist with risk assessments that are to be reviewed.
- take consideration of the following in order to assess first aid needs:
  - size of the school
  - location
  - specific hazards and risks on site
  - staff or pupils with special health needs or disabilities
  - previous record of accidents/incidents in school
  - provision for lunchtimes and breaks
  - provision for leave / absence of First Aiders
  - off site activities, including trips
  - practical departments such as Science, Art and PE
  - out of hours activities
  - contractors on site and agreed arrangements.

The Governing Body and/or Headteacher will:

- regularly review the school's first aid needs, particularly after any changes, to ensure the provision is adequate.

## **PROVISION**

There are 265 pupils based at the school, with 66 of these based in the Nursery/Kindergarten, and 77 members of staff (including kitchen staff but excluding peripatetic staff and cleaning staff). There are often visitors in school, generally in small numbers, but on occasions this will increase during school functions such as school plays and FOSH events.

The School is a low risk environment, but the Lead First Aider, Site Manager and Heads of Department will consider the needs of specific activities, places and times when deciding on their provision.

In particular, they will consider:

- school play times, the playground and school grounds.
- off-site PE.
- school trips (see Appendix 2 for the residential trips health consent form).
- the science laboratory.
- the Art Room.
- the Lego Innovation Studio.
- the kitchen (staffed by contractors).
- the Hiorns Centre.
- adequate provision in case of absence, including trips.
- out-of-hours provision e.g. clubs, before and after-school care.
- arrangements to ensure that there is an adequate level of First Aiders.

## **PROCEDURES**

### *Minor accidents*

The staff member will initially assess whether the injured child requires first aid treatment. If treatment is deemed necessary, s/he should be treated by a first aid trained member of staff using the medical packs distributed around school. If the injury is deemed more serious, or where a second opinion is required, the pupil will be escorted/sent to the Lead First Aider who will escort them to the Medical Room. In the absence of the Lead First Aider, they should be sent to the School Office.

In instances where an additional medical opinion is required, 111 (the NHS non-emergency number) can be dialled. This number will allow the staff member to speak to a highly trained adviser who is supported by healthcare professionals.

### *Serious accidents*

The Lead First Aider or a qualified First Aider must be called immediately and the child should not be left unattended at any time. The Lead First Aider or First Aider must assess the extent of the child's injury to the best of his/her ability and act accordingly. If the Lead First Aider or First Aider deems an ambulance is necessary, this should be called without hesitation. The Lead First Aider or member of staff will always stay with a child in the ambulance or in hospital and their parents/carer will be contacted. If an ambulance is not deemed necessary, but the Lead First Aider or First Aider feels that the child should be checked over at hospital or be sent home from school for the rest of the day, the child's parents or carer should be contacted and asked to come and collect the child and take them home or to hospital. A minimum of two emergency contacts must be given to the school.

### **Emergency Procedure for Major Incidents**

In the event of an emergency, or if an 'at risk' pupil falls ill then the member of staff at the incident must:

1. Call 999.
2. Summon the Lead First Aider and get the relevant medication.
3. Deliver emergency treatment.

If phoning 999, the following information must be given. Staff should try and speak clearly and slowly:

- School Telephone Number: 01483 416 551.
- School Address: St Hilary's School, Holloway Hill, Godalming, Surrey, GU7 1RZ.
- Your name.
- Name of casualty and symptoms/any known medical condition.
- Where possible, the casualty's date of birth and GP surgery details should also be made available.

If an ambulance is called, the Office staff, Senior Leadership Team (SLT) and Site Manager should be informed. The Site Manager/a member of Office staff will go to the entrance to give directions to the ambulance crew and ensure access is clear.

The Lead First Aider or a member of SLT must accompany the casualty to hospital.

If the emergency services are called, the parent of the casualty will be telephoned by a member of SLT as soon as is practicable.

### *Silent Alarm*

Each room in the school, used by the children, has an emergency bat (table tennis bat) situated by the door labelled with its location. In an emergency, where a member of staff needs immediate assistance and is conscious in this location but cannot leave, for any reason, they must send a child to the Office with this bat. This bat will alert the Office that immediate assistance is required and they will ensure that an adult comes to the location immediately to deal with whatever emergency has occurred. Class/Form teachers educate all the children in the importance of this bat. EYFS children will not be sent, but a member of staff will phone or inform the office.

### *Head Injuries*

Where a pupil has received a head injury, they will immediately be taken to a Paediatric First Aider or the Lead First Aider. All pupils who have suffered a head injury wear a sticker which informs all staff. Parents are phoned to notify them of the injury and, if they cannot be contacted, the next emergency contact will be notified.

### *Injury caused by inappropriate behaviour*

If the cause of an injury is the result of inappropriate behaviour (e.g. biting, kicking, pinching) from another pupil, parents of both children will be informed before the end of the school day. The school's behaviour policy/EYFS biting policy will be adhered to in such an instance.

## **FIRST AID MATERIALS and EQUIPMENT**

St Hilary's have arrangements in place for:

- dealing with pupils who have special educational needs or specialist medical needs.
- holding medical records.
- dealing with medicines and treatments brought to school for pupils.

The Lead First Aider will ensure that:

- all first-aid containers are marked with a white cross on a green background.

- the first aid kits around the school (Appendix 3) are stocked accordingly. First aid boxes are accessible at all times.
- all the coaches/mini buses used by the school carry a first-aid container.
- first aid containers accompany PE teachers off-site.
- spare stock is kept in the Medical Room.

## **MEDICINES**

### *Prescribed medicines*

Pupils who require medication generally fall into three categories:

- pupils completing a course of prescribed treatment;
- pupils that have long term medical conditions or
- pupils with conditions that can require swift emergency medication e.g. allergic reactions or asthma attacks.

Prescribed medicines are only issued by nominated members of staff and only when a Parental Agreement for St Hilary's School to Administer Medicine (Appendix 4) has been completed by the parent. Medicines are only accepted if they have been prescribed by a doctor, dentist, nurse prescriber or pharmacist provider. All medicines must be received in their original container as dispensed by the pharmacist and include the prescriber's instructions for administration. Written permission must be obtained from parents for individual medicines to be administered. Where medicine is administered to a child, parents are informed on the same day or as soon as is reasonably practicable.

When appointed, all staff complete a confidential medical form which is then held in their personnel files. Staff are obliged to inform the Business Manager of any changes to their medication. All medication should be stored appropriately and away from pupil access e.g. locked drawer, the medical room. Staff must seek medical advice if they are taking medication which may affect their ability to care for children.

### *Record Keeping*

A Pupil Medication Administration Record (Appendix 5) is completed following administration of medication. This includes the pupil's name, date, signatures, method, dose, medicine, time and staff initial. In accepting a place at St Hilary's, parents are required to give their consent for the Headteacher or other nominated representative to provide, on the advice of qualified medical opinion, emergency medical treatment (including general anaesthetic and surgical procedure under the NHS) if the school is unable to contact the parent.

The following staff are able to administer prescribed medicines:

- Lead First Aider
- Nursery/Kindergarten Leaders & Head of EYFS
- Office First Aiders

- Paediatric trained staff
- First Aid trained personnel on residential trips

### *Non prescribed medicines*

When a pupil registers with the school, parents are requested to complete a detailed Medical Register Form which requires a signed declaration regarding the administration of non-prescriptive medicines such as Paracetamol, antihistamines, Wasp Eze, Ibuprofen etc. (Appendix 6). This information is recorded on the School Management System (3Sys) and all forms are checked for signed authority before this information is entered and any medicines are administered.

**Under no circumstances will Aspirin be administered to ANY child or ibuprofen administered to pupils diagnosed with Asthma.**

### *Storage of medicines*

All medicines are controlled as follows:

- The Lead First Aider ensures the correct storage of medication at the school.
- All drugs are kept in the medicines' fridge or locked in medicine cabinet in the Medical Room. The Medical Room is securely closed by using a hook at the top of the door, allowing access for adults only. Pupils are only permitted access to the Medical Room when ill or injured and must be accompanied by either the Lead First Aider or a member of the Office staff.
- A list of over the counter medicines is kept with indications for use, contraindications, dosages, side-effects and the duration of treatment before nursing or medical advice is sought.
- In the Nursery/Kindergarten, medicines are kept in a locked fridge or in the medicines' cabinet. Medicines for Reception to Year 6, and for staff, are stored in the Medical Room.
- During each term, the Lead First Aider checks the expiry dates for all medication stored at the school.
- All medicines are stored in accordance with the instructions.
- All medicines are stored in their original containers, clearly indicating the child's name, the dosage and the frequency of the dose.
- Some medicines need to be refrigerated and these are stored in the locked medicines' fridge in the Medical Room, which is always supervised via CCTV to the School Office.
- All medicines required for long term medical needs are sent home at the end of the academic year.
- It is the parent's responsibility to ensure that new and in date medication is brought into school at the start of the academic year and subsequently checked each term.
- Parents are responsible for ensuring that date expired medicines are returned to the pharmacy for safe disposal. They will be reminded by the Lead First Aider to collect all medicines. Where a parent fails to collect the medicine, then this will be taken by the Lead First Aider to the pharmacy for safe disposal.



## **LONG TERM MEDICAL NEEDS**

Where a pupil has long term medical needs, the school has individual health care and treatment plans completed by the pupil's parent/guardian. A treatment plan records important details of the pupils' medical needs at the school, their medical triggers and signs and symptoms (Appendix 7).

Pupils with significant medical needs, including those with serious allergies which have a risk of anaphylaxis shock, are recorded on a list and staff must be aware of these pupils. This list is displayed in the staff room and in the Pepper Pot kitchen. All medical needs can also be viewed on the School Management System.

Medical details are provided for all pupils and can be accessed on the School Management System. All staff should be aware of pupils with medical conditions that they teach and must ensure that these details are contained on risk assessments for visits or trips outside of school.

Parents are required to sign an Anaphylactic Parental Letter of Authorisation (Appendix 8). All pupils who are at risk of anaphylaxis have an Anaphylactic Shock Treatment Plan (Appendix 9). In the event of an auto-injector being administered, an Auto-Injector Administration Form will be completed (Appendix 10). St Hilary's staff have received training on administering auto-injectors through their first aid training (Appendix 1) or through internal anaphylaxis training sessions (Appendix 11).

Pupils at risk of anaphylactic shock will have been prescribed two, in date, auto-injectors for school. Auto-injectors for Pre-prep and Prep are stored in the Medical Room. Auto-injectors for Kindergarten, Nursery and Reception are kept in red bags in the lockable Kindergarten office at height. Staff are given training in treatment required for dealing with a case of anaphylaxis shock. Staff are encouraged to see the Lead First Aider if they have any questions or concerns. Each pupil with a serious medical condition has an Individual Care Plan.

The red bags used in EYFS for the auto-injectors and emergency prescribed medications. Each bag has the child's name and photograph and designated staff collect the bags when taking part in activities in other areas of the school.

Parents are required to sign an Asthma Consent Form for those children who have been diagnosed as asthmatic and have an inhaler in School (Appendix 12). A record is kept for when children need to use their inhaler. (Appendix 13).

The School has 2 defibrillators – one is kept in the Medical Room and other is in the Hiorns Centre close to the sports pitches. Key staff have been trained in the use of the defibrillator (Appendix 14), although it should be noted that a lack of training (or recent refresher training) should not be a barrier to someone using one. Clear, spoken instructions and visual illustrations guide users through the process. A locality information sheet is displayed around school.

Each pupil that requires long term medication has an individual pack containing their medication in the original container, clearly labelled with their name, class and photograph. The original

dispensing label must not be altered. This will be stored in the Medical Room or Kindergarten medicine cupboard for those in Kindergarten or Nursery. This medication will only be administered to the pupil for whom it has been prescribed. St Hilary's does not permit self-medication, apart from for pupils who are able to administer their own inhalers.

St Hilary's protocol for the administration of prescribed and non-prescribed medication is as follows:

- Check the identity of the pupil.
- Match the administration sheet to the label on the drug.
- Immediately initial the administration sheet and record the dosage, time, pupil's name and class.
- Record a pupil's refusal to take medication and contact parents immediately.

St. Hilary's is a 'nut free' school. This is communicated to parents as is a list of 50 snacks (Appendix 15). For further information, parents may also use the following website:

<https://www.allergyuk.org/information-and-advice>

## **ACCOMMODATION**

The Medical Room is the main room used for medical treatment and care of children during school hours. It is situated along the rear corridor from the School Office. This is a secure yet accessible location for children who are unwell, and is monitored by a CCTV camera in the Office. The Medical Room provides a space for the medical examination and treatment of pupils, accommodation for the short-term care of sick and injured pupils, washing facilities and is near to a toilet facility. In addition, the School Office is also accessible for emergency first aid if necessary.

The school's defibrillator is also located in the Medical Room.

Children in EYFS who are injured or feel unwell stay either in their classroom or in the Snug area of the Kindergarten and are looked after by a First Aid trained member or staff. In some circumstances, they will be taken to the Medical Room.

## **HYGIENE / INFECTION CONTROL**

Basic hygiene procedures must be followed by staff and they will:

- Wear single-use disposable gloves when the incident involves the discharge of blood or other body fluids. A body fluids spill kit (containing disposable gloves, tissues, vomit bag, hand sanitiser and vomit cleaning agent) is located in the Medical Room.
- Dispose of all contaminated dressings or equipment in the yellow sacks within the Medical Room.
- Arrange for any spills to be contained and cleaned correctly by the Site Manager or a member of his team.
- Good hygiene practices will be encouraged across the schools e.g. washing hands.
- All internal areas of the School will be well ventilated to allow fresh air to be circulated.

- The School will support those members of staff who are eligible to take part in the national vaccination programmes for COVID-19 and flu.

### **ILLNESS AND MEDICAL APPOINTMENTS (PLEASE REFER TO THE ATTENDANCE POLICY)**

- If your child is unwell, please contact (via email or telephone) the School Office before 8.40am on the first day, and every subsequent day, of absence informing the school of the reason for absence. The absence will then be marked in the register. As part of our Safeguarding Procedures, the school office will contact the parent or carer and other emergency contacts if no message has been received regarding the reason for the absence to check on the safety of the child. A minimum of two emergency contacts must be given to the school.
- Every effort should be made to arrange medical appointments outside school hours. If it is necessary for a child to be out of school for this reason, the child should be returned to school directly after the appointment.
- If your child is absent due to vomiting and/or diarrhoea, they should not return to the School until **48 hours** have passed since the last episode of vomiting and/or diarrhoea. This is to reduce the risk of infection to other children and adults at school.
- Medical certificates are required for absence greater than five days.

### **REPORTING ACCIDENTS**

St Hilary's is aware of its duty to inform parents of any accident or emergency sustained by the child on the same day, or as reasonably practicable, and any first aid treatment given.

All accidents in school, whether involving adults or children, must be reported to the Lead First Aider, Site Manager, Headteacher, Deputy Head or Business Manager. The incident will be recorded in the accident log and, if necessary, the Business Manager will, if it is required, according to HSE guidelines, record and report the incident according to; The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR).

The HSE website details notifiable diseases and major injuries which have to be reported. RIDDOR reports must be completed by the Business Manager. The Business Manager is responsible for reporting serious accidents to the company insurers. Accident records are kept at St Hilary's for 7 years.

For EYFS pupils, Ofsted will also be notified of any instance in connection to medicines which leads to such an event. A pupil's GP has the responsibility of reporting notifiable diseases and ensuring that a pupil is safe to return to school and not cause public health problems from infections. However, the school may also seek advice from the Health Protection Agency if a pupil is believed to be suffering from a notifiable disease as identified under the Health Protection (Notification) Regulations 2010. For pupils in our EYFS, notification will be made to Ofsted as soon as is reasonably practicable, but in any event within 14 days of the incident

occurring. If St Hilary's School, without reasonable excuse, fails to comply with this requirement, we commit an offence. Contact details for Ofsted are as follows: [www.ofsted.gov.uk](http://www.ofsted.gov.uk) or by telephone on 0300 123 4666.

## **EMERGENCY REPORTING**

In the event of a serious accident, injury or death of a child, then OFSTED (for EYFS) and the local child protection agencies must be notified as soon as is practically possible, and at least within 14 days.

Procedure for calling an ambulance: see Procedures, Emergency Procedures for Major Incidents, page 5.

## **ACCIDENT RECORD KEEPING**

For accidents and head injuries in EYFS, Pre-Prep and Prep, the Medical Log on the School Management System (WCBS) must be filled in. A paper Accident Record form is completed and sent home with the pupil. The Record form notifies the teacher and the parent as to the nature of the injury and treatment given.

In EYFS, a paper Accident Record Book is completed and staff will give the form directly to the parent, where possible. Nursery and Kindergarten parents are asked to sign our records as evidence that an accident form has been given to them. If the form cannot be hand delivered to the parent, a phone call is made and the form is placed in the child's bag.

In Pre-Prep, the slip is given to the class/form teacher. For Prep children, the slips can be given directly to the child to take back to their teacher/parent.

Where the injury is more serious, the First Aider may feel it appropriate to accompany the child back to the classroom to speak directly with the class/form teacher and/or parent. This should be judged on a case by case basis and if, for any reason, the Medical Room has to be left unattended with a pupil in it, whilst the Lead First Aider speaks to the teacher, then the School Office should be informed and another member of staff should accompany the pupil.

All serious incidents are recorded on WCBS and parents are notified. The appropriate senior member of staff must also be informed of the accident. If a child is going to hospital after an accident at school, a copy of the accident report should be printed and sent with them either in the ambulance or given to the parents/carer for them to take to the hospital.

**All appendices can be located in X:\Medical\Medical Forms\Appendices for the Medical and First Aid Policy**

**Reviewed: October, 2019, July 2020, March 2021, June 2021, September 2021, July 2022, August 2022, September 2022, August 2023**

**Next review date: June 2024**

**Person responsible: Ms Jackie Trew (Office Manager and Lead First Aider), Mrs Hannah Wynn (Business Manager), Mrs Gemma Mitchell (Deputy Headteacher)**