

## Chafyn Grove School First Aid Policy



### First Aid Policy

#### Rationale

This policy takes into full account the Department for Education (DFE) Guidelines and applies to all pupils in the school including the Early Years Foundation Stage (EYFS). It provides clear guidelines on the school's responsibilities and ensures that First Aid is organised in accordance with the Health and Safety Regulations for the whole school during term time and off-site visits. There will be a qualified First Aider on the school site whenever children are present and a Paediatric First Aider to cover Early Years. A Paediatric First Aider will accompany EYFS when they are off the premises. There is a qualified school nurse and a Medical Matron to cover school hours. Medical Matrons are trained nurses whose registrations are not current. The Medical Team responsibility for the pupil medical records and all issues regarding medication and care of the pupils within the school day. They are also have Paediatric First Aid training.

#### Purpose

To provide the best possible care for pupils, staff and visitors when they are ill or involved in an accident.

#### Protocols

There are protocols that offer guidelines and standards of care expected to be carried out at Chafyn Grove School. The purpose of the protocols is to clarify the responsibilities and procedures and to give guidance on care given. These protocols are reviewed annually by the School Doctor and School Nurse.

#### Staff

To provide First Aid provision to the best of our ability the school provides the following:-

Doctor: Dr Sam Dominey is the named school GP of Three Chequers Medical Practice, 72 Endless Street, Salisbury SP1 3UH. One of the doctors from this practice is available for professional guidance and advice from 0800-18.30 on weekdays.

Medical Matrons: The school has a qualified school nurse and a medical matron who is available to see children during school hours. They oversee the medical care given to the pupils, staff and visitors at the school.

Matrons: The Boarding House Matrons take over the First Aid care of the boarders at the end of the school day, guided by our protocols.

#### Local Medical Facilities:

Walk-in Centre – from 1830 – 2200 Monday – Friday; Saturday & Sunday 0800 – 2000.  
Tel. 01722 331191. Out of hours provision via 111.  
Salisbury District Hospital – Tel. 01722 3336262

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### First Aid Training

First Aid training is organised regularly as part of the INSET programme. All teaching staff members hold a valid First Aid Certificate, receive training every 3 years, in line with the ISI guidelines, to keep them current. They have additionally been instructed in the use of an Epi-pen and asthma management, guided by personalised care plans. Those who act as poolside attendants also update their First Aid qualification biannually. There is a list of staff who are First Aid Trained and Paediatric First Aid Trained held in the school. There is always a member of staff in the Early Years Department who is Paediatric First Aid trained and who will accompany children on school visits.

Immediate provision of First Aid in the school is the responsibility of the member of staff in charge of the child at the time. The Health Team will take over any continuing care required. There is always a qualified member in this department on duty in the building.

First Aid boxes can be found in the following places:

All mini buses	Pavilion x 6
Both Science labs	Astro
Sports Hall	Front Office
Squash Court	Matron's Department
Creative Arts Dept (DT Room)	Swimming Pool
Kitchen	Garden
Pre-Prep Department	
Nursery	

First Aid bags are available from The Health Centre for outings.

There is a list of where First Aid boxes are located in the Staff Room, health Centre and SchoolBase.

### Consents

Prior to entry to Chafyn Grove, a Parent/Guardian must sign the Consent Forms and fill in the Medical Questionnaire as per Admission Protocol. Information necessary for the care and safety of the child is given to all relevant members of staff.

### Known Medical Conditions

There is a list in the Staff Room, Kitchen and on SchoolBase with a photograph of those children who suffer from asthma, diabetes, epilepsy, allergies and any condition that should be known by the staff. An Individual Care Plan for these children can be found on SchoolBase and in the medical records. Protocols are also drawn up to ensure that children receive appropriate care in line with the NICE guidelines.

All pupils with medical conditions leaving on school trips are identified by the trip leader in conjunction with the Medical Team before the trip leaves so that accompanying staff are aware of both the issue and any possible intervention or action that might be required.

**Chafyn Grove School is a nut free School to ensure the safety of those pupils with nut allergies. However our Policy is that we may use ingredients that say 'may contain nuts' on the packaging.**

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Any food containing these ingredients will be clearly labelled. Under no circumstances should any nuts be bought into school. This includes during the school day and social events.

### **Absence from School**

In line with the Health Protection Guidelines, we ask that the child suffering from diarrhoea or vomiting remain away from school for 48 hours following the last episode of diarrhoea or vomiting.

### **Accidents in school**

Accidents/injuries to pupils, staff and visitors are recorded by the Medical Team. The Estates Bursar holds the Accident Book and records all accidents/injuries.

### **Reportable Incidents under RIDDOR**

Health & Safety Policy – method and procedure reporting of accidents and near misses. Incidents that need to be reported to RIDDOR include work related:

Death;

Specified Injuries to workers;

Over 7 day incapacitation of a worker;

Occupational diseases;

Dangerous occurrences (near misses);

Reportable gas incidents;

Non-fatal accidents to the public at the work place resulting in hospital treatment (definition of 'public' includes pupils).

### **What to do in a medical emergency**

In medical emergencies, when there has been an accident First Aid must be given immediately. Staff must use their judgement about the seriousness of the situation. An ambulance should be called as soon as felt necessary. The Medical Team must be contacted immediately and the Front Office should then be notified.

If a child has been involved in a minor accident which needs medical attention they should be sent to the Health Centre.

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### **Care of Boarders**

The provision of medical care for the Boarders is the same as that for day pupils during the school day. The boarding team take responsibility outside these hours.

### **Informing parents**

In the case of an emergency, once an assessment has been made, parents are informed of any injury or illness and the treatment that has been given. The Health Team does this either by telephone or via email containing the School Base medical record. A read receipt is requested.

If the Medical Team is busy with the casualty, the Front Office will inform parents. If the child needs to go to hospital, a Matron or one of the Medical Team will accompany the child until the parents take over responsibility.

### **Hygienic Procedure for the disposal of bodily fluids**

Staff must ensure that if they have cuts or abrasions that they are covered with waterproof or other suitable dressings before administering First Aid. Staff should wear disposable gloves and aprons when dealing with bodily fluids, these are provided in all First Aid boxes. All spillages must be cleared up as soon as possible. Bodily Fluid Clean-Up Kits are available in the Health Centre and disposed of as contaminated waste in the specific bin in the Health Centre.

Contaminated bedding and clothing is to be placed in a red alginate bag and sent to the Laundry. The Domestic Bursar is to be informed of any spillages of bodily fluids and the area closed off until cleaning has taken place.

### **Administering medicine**

Medicines are administered as set out in the Medical Management Policy and a list of those who are trained and authorised to administer medicines is available in the Health Centre..

### **Sun Protection**

It is the responsibility of parents to provide sun protection and it is the responsibility of all staff to ensure that the pupils in their care use adequate sun protection. This is especially important when taking groups out for the day on trips or to sporting events.

### **Water Bottles**

Children are encouraged to bring in named water bottles into school.

### **Staff Medication**

All school staff must not be under the influence of alcohol or any substance which may affect their ability to care for children, or carry out their role within the school. Staff are requested to seek medical advice from their own GP/Consultant. Staff medication on the school premises must be out of reach of children at all times and should be stored appropriately in the Health Centre or in a locked container.

## **Chafyn Grove School First Aid Policy**

Anyone found in breach of this policy will be required to leave the premises and may be subject to disciplinary action (which may include suspension or termination of employment) or criminal proceedings. Please refer to the Staff Handbook for further information.

This will be reviewed annually or in the event of any significant incident.

Dr Sam Dominey - School Doctor. GP Three Chequers Medical Practice

MBBS, BSc, DCH, DRCOG, DFFRSH, MRCGP

Alice Lyons - School Nurse SCPHN. Nurse Practitioner

RGN. BSc Diploma

7/10/2019