



First Aid Policy

In the case of a First Aid emergency, staff must adhere to the following procedure:

- Contact the Office, who will then immediately summon the School Nurse or her Deputy
- Depending on injury the School Nurse could send a pupil or staff member to Kennington Health Centre i.e. a scratched eyeball. The number for Kennington Health Centre is 01865 730911. Kennington Health Centre is responsible for dealing with general practitioner matters
- The School Nurse ensures the appropriate First Aid is given i.e. splint to a broken leg or apply a sling to a broken arm
- School Nurse to decide whether Parent or Ambulance is called
- If a parent is unobtainable the School Nurse will accompany pupil or staff member
- The School Nurse, with the Headmistress's permission will on occasions take a pupil or staff member to the Hospital in her car
- The School Nurse may send the parent/guardian and child to the MIU for an X-ray if a fracture or serious injury suspected.

First Aiders are:

- The School Nurse. She always carries her "Bleep" through which the Office contacts her. If she is unavailable, her deputy will carry the "Bleep" and deal with any emergencies. Our School nurse is Sinead Ferramosca. There are, in addition a number of certified first aiders: Hannah Bond, Mary-Cait Love and Gilly Wright.

In addition most teaching and admin staff have received "emergency paediatric training" and epipen training.

FIRST AID POLICY

The school has a registered general Nurse on site from 0800 until 1600 every day. She is responsible for providing first aid for all children, staff and visitors. She is also responsible for dealing with any sick children and contacting the parents if necessary. In her absence there is a number of staff that have obtained an Emergency Paediatric First Aid qualification.

A risk assessment of the site shows that the site is low risk and it was determined that the school nurse was the only member of staff that required the 4 day first aid qualification and that all other staff members should have the 1 day qualification.
Copy of risk assessment can be found in H&S folder.

Responsibilities

The School Nurse and/or on-call first aider is contacted through the office via a two-way radio. In the event of an accident or injury to a child at Chandlings the senior member of staff should send for the School Nurse or if minor injury then child can be taken to office. They are responsible until the school nurse arrives. All staff should be able to initiate basic first aid until nurse/deputy arrives.

If the accident or injury is severe then the parents will be contacted by school nurse/deputy. In an extreme emergency the child should be taken to hospital by School Nurse and then the parents contacted by the office.

If an accident/injury happens away from Chandlings then the senior person is responsible for ensuring the child receives medical treatment. The school should be informed as soon as possible and on return all details must be given to school nurse for documentation.

Documentation

All minor accidents or injuries are logged by the school nurse/deputy onto the injury/treatment register on the computer. Any major injuries or accidents that require hospital treatment are also logged on the computer and onto an Accident Report in school nurse's tray in the office. An Accident/Incident report and Follow up form are also filled in, shown to Headmistress and then filed by the school nurse.

First Aid Kits

First Aid kits can be found in the following areas:

- Staff Room
- Kitchen
- Swimming pool
- Boys games
- Girls games
- Food/Textile Classroom
- Design/Technology Classroom
- Science Lab – preparation area
- Hall
- Caretaker's Workshop
- Groundsmens' Workshop

In addition to these the Swimming Pool, Caretaker and Groundsmens' Workshop also has an eye wash kits. The Kitchen, Design/Technology Classroom, Food/Textile Classroom and Science Block have eye wash kits and burns kits. All Classrooms have a supply of wipes and plasters. Extra First Aid kits are available for school trips from the School Nurse.

ADMINISTERING OF MEDICINES POLICY

On entry to the school, the parent of each child completes a Health Form and from this form the School Nurse and Admissions Secretary are responsible for maintaining a list of children with medical conditions or problems. A copy of the list is kept by the School Nurse in the Surgery, one copy on the Staff Room notice board and one copy given to each teacher. The medical details are updated and accessible to all the teachers under 'medical details' on the database.

Also on the form is a section for the parent to fill in to give permission for the administration of medicine at school, if their child becomes unwell.

If a parent wishes their child to be given a prescribed medication [e.g. antibiotics] then they must fill in a request form, which can be found in the office [copy included in folder] and surgery.

If the School Nurse thinks that a child is so unwell that they should be at home then the parent or guardian will be contacted and asked to collect the child. In addition, if a child has a fever or has been sick, he or she will have to go home.

ANAPHYLAXIS

All staff have seen the video 'Action for Anaphylaxis 2005', and have attended a presentation in September 2008.

Symptoms to be aware of:

- Itchiness
- metallic taste
- swelling of the tongue
- difficulty in breathing
- difficulty in swallowing
- hives anywhere on the body
- flushing of the skin
- abdominal cramps & nausea
- sudden feeling of weakness (drop in blood pressure)
- collapse and unconsciousness

Procedure

- Administer epipen immediately. The epipen is stored in the Surgery on a worktop by the sink with a photograph of the child and the child's name. In addition, there is an epipen in the kitchen, food technology and in the child's classroom.
- An ambulance must be called.
- Time when the epipen was administered must be recorded and given to the ambulance medics.

- If the child is not better in 10 minutes a second epipen should be administered.

ASTHMA POLICY

- All children have immediate access to their inhalers.
- Each pupil has their own labelled, zipped, plastic wallet with a labelled inhaler and spacer in an unlocked cupboard above the nurse's desk.
- All children in the Prep department have an extra inhaler in the Pavilion on the sports field with access during games and matches,
- Some of the older children prefer to carry their own inhalers but are advised to have a second one with the nurse.
- A list is kept of the children who are asthmatic and the expiration date on their inhaler.
- A record is kept of the times a child uses his/her inhaler.
- Staff are made aware of children who have asthma when going on school trips and sports matches.
- Pupils with asthma take part in all activities at school.
- The school is aware of all children with asthma as this is kept on their medical record on the school database (iSams) which is accessible to all staff.
- We have introduced asthma cards for parents to complete on admission to the school.