

St George's School, Windsor Castle First Aid and Health Care Policy



This is a whole school policy and includes the EYFS.

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1 INTRODUCTION

- This document is intended to be a guide to good practice in the school and give a number of guidelines for dealing with the most problems which may require first aid.
- The Governors are responsible for the health and safety of pupils and employees whilst at St George's School and have delegated responsibility for implementation and compliance with the Health and Safety Policy to the Business Director. Proper provision for adequate and appropriate training and guidance to staff is part of that responsibility. The teachers and matrons are expected to use their best endeavours at all times to secure the welfare of pupils at school, in the same way that parents might be expected to act towards their own children.
- St George's School currently has one full time resident matron, one part time day matron. Ordinarily, at least one matron is on site at all times when the school is in residence. The matrons are responsible to the house parents, headmaster and the school doctor, for the health and welfare of all the children in the school.
- Matrons, in conjunction with the school doctor and the house parents, see to all health and welfare matters of the boarders. Any boarder who is too ill to attend school is cared for in the boarding area by the matrons, goes home to recuperate or may be referred to hospital for further assessment.
- The matrons provide first aid and basic medical care for all day pupils. In an emergency the matrons may recommend transfer to hospital before parents have been contacted but otherwise they would contact the families of any child taken ill at school, and/or contact the school doctor for advice, care for sick or injured children while they wait to be collected, and offer support, encouragement and a sympathetic ear where needed to all pupils.
- All staff have a duty of care to the children in the school. Staff must be prepared to render assistance in an emergency, summon help for, render assistance or send a child to help when they are injured, sick or upset. If approached by a pupil with a problem or concern, it is to be expected that all staff will be supportive, helpful and sympathetic. The school aims to provide all teaching and teaching support staff with basic first aid training.
- All pupils at the school will have a medical form completed on joining the school. Within the form is a section for consent to have emergency treatment and the administration of first aid at school or on a school outing. This is compulsory for all pupils as it would be unsafe to have children on the premises without this consent. It is the responsibility of the parent to update the school on any new conditions and any changes in current conditions including treatment. This is also stated on the form.
- All medical treatment, medication, advise given by staff must be recorded. Treatment given by matrons or on behalf of matrons, is recorded on the Medical Centre log. First aid treatment for minor injuries given by lower school staff is recorded in the appropriate year group accident book and a copy of the report sent home with the student at the end of the day.

2 EMERGENCY PROCEDURE

- In the case of serious injury or illness, an ambulance should be called without delay even if there is some uncertainty as to the nature of the problem. The matrons and/or school doctor can always be consulted after this if needed, but this should NOT delay the call in any emergency.
- If staff are on their own, they should always try and summon help by any means available, e.g. send someone (this may be a pupil) to get help, use of land line or mobile phone.

- The Headmaster or the most senior member of staff on the premises at the time must be informed as soon as possible. The office and duty teacher at the time must also be informed.
- Staff should stay with the child at all times, (except if they have to leave the child to summon help first).
- The person in charge at the time should ensure they have accurately described their location, and that another member of staff has made arrangements to direct the ambulance/assistance to the required location.
- If a matron is not able to travel in the ambulance with the child, (and their parents are not present), ensure that a member of staff travels with them. If possible this should be someone the child knows.
- If the child's parents are not present they must be informed at the earliest opportunity.
- Where the injury is not serious enough to warrant an ambulance, boarders should be driven to the most appropriate emergency facility by car. The parents of day children should be contacted, and if possible collect the child. If this is not possible or would involve an unacceptably long wait, the child should be taken to the emergency facility by the school and the parents meet the child there

3 FIRST AID

1. This is not a first aid manual. First aid information is available in the surgery and on guidance cards in each of the school's first aid kits.
2. First aid kits are provided for all out of school trips.
3. School trips travelling overnight, where no other medical cover is provided, may also carry a small supply of basic medicines. Provided an adult in the party is responsible for issuing it, recording and security. All relevant written permission must have been provided first. It is the responsibility of the trip leader to obtain all the relevant permissions.
4. It is primarily the responsibility of the parents to provide sun protection for their children, however in exceptional circumstances, sun protection will be provided for children if needed.
5. Anyone treating a person where there is loss of blood or bodily fluids should wear gloves for their own protection.
6. The School has a Concussion Policy which should be separately referred to. Any child requiring observation for head injury in the care of the matrons must have a Head Injury Advise Letter (AKA HI letter) to be sent home. They should also not play any sport for that day and in the event of a loss of consciousness or concussion not before the school doctor gives permission to do so. Any lower school students seen by matron for a head injury will be issued with a HI letter to be send home with them. If Matron has any ongoing concerns about a head injury, parents will be contacted directly.

4 FIRST AID KIT LOCATIONS

- FRONT DOOR
- MEDICAL CENTRE
- SCIENCE LABS AND PREP ROOM
- SWIMMING POOL – IN THE OUTER VESTIBULE
- DESIGN AND TECHNOLOGY DEPARTMENT
- PRE PREP KITCHEN
- KITCHEN OFFICE

- PAVILION
- ALL MINI BUSES
- OLD BANK HOUSE – BY THE FRONT DOOR
- FOOD TECHNOLOGY CLASSROOM
- MAINTENANCE SHED

5 MINOR AILMENTS

- It is inevitable that some students will become ill while at school. Any student who becomes ill while at school should be sent, or if necessary taken, to see a matron.
- The matron will assess the student and determine the best course of action.
- Matrons should always take a full history of the problem taking into account other factors such as other illnesses and allergies. Matrons should then examine the student and assess all factors which may be associated e.g. appearance, temperature, rash.
- Matrons may give medication to boarders at their discretion, within the guidelines laid down by the school doctor and with the prior consent of their parent/guardian.
- Other than medication prescribed by the school doctor, written or email parental consent must be given before any student is given medication by the school. Only in exceptional circumstance of urgent medical need will verbal consent be accepted. Where a condition is life threatening, medication can be given as needed without consent, in accordance with the school allergy policy (see point 6).
- Before giving medication to anyone always read the dispensing instructions, cross check any instructions given on forms completed by parents and check the pupil has no relevant allergies.
- Day pupils who are too unwell to continue in school should be sent home at the earliest opportunity. Boarders who are too unwell to continue in school should be kept upstairs in the boarding area. If they require further attention the school doctor can be consulted especially if it is deemed necessary to send them home out of normal school routine. Matrons may also stop children from doing games and/or swimming, and choristers from singing if they deem them to be unfit for these activities.
- When in any doubt about the seriousness of the student's condition matrons should ring the school doctor for advice.

6 SERIOUS CONDITIONS

- Any child who is unwell should be sent to see a matron or a matron should be summoned to see the child.
- Serious injuries/accidents, illness or emergency condition e.g. seizures, hypoglycaemia, collapse when discovered, should be treated in accordance with emergency procedures unless the emergency is deemed to have passed in which case advice from matron and the school doctor should be sought as to the continued care of the pupil/member of staff.
- Any case of a serious illness or allergic reaction must be recorded on the medical centre log and the Headmaster or the most senior member of staff and the school doctor should be informed as soon as possible.

ACUTE ALLERGIC REACTION

(for full policy on anaphylaxis please refer to Anaphylactic Protocol Policy in the School Handbook):

IMMEDIATE TREATMENT

- **Stay calm, call for help**
- **Administer adrenaline without delay (EpiPen/Jext/Emerade/Anapen) if you believe the symptoms are serious**

Do not be afraid to offer adrenaline. The dose contained in the pen has very few side effects, which will pass quickly in any case. It has been used for a long time. It is a very reliable and well understood drug.

- **Put the person in a sitting position to help breathing difficulties.**
- **Call an ambulance – if it has not been called already, arrange for someone to meet it at the gate**
- **Contact Matron – if not already on her way**

7 ASTHMA, ALLERGIES AND OTHER LONG TERM CONDITIONS

- A list of all known children in the school with asthma, on treatment, allergies and other relevant medical information is to be found on the Public School server in the MEDICAL folder. In addition; a list of food allergies and sensitivities is posted in the school kitchens. Individual protocols are stored on the Public School server in the MEDICAL folder, in the Medical Centre and relevant protocols are posted in the school kitchens.
- Inhalers for asthma are kept in the Medical Centre or Kindergarten classroom depending on the age of the pupil.
- Individual's auto injectors (EpiPens/Jext/Emerade) for the treatment of anaphylaxis are stored where it is most appropriate, depending on the child's age and what they are allergic too. There are school auto injectors in the school kitchen, the sports pavilion and Old Bank House. Every child who is at risk of such a reaction has an individual protocol with the location of their medication clearly marked.
- Children over the age of 10 may keep inhalers, auto injector(s) and other medication on their person once a risk assessment has been made as to their understanding of the treatment, its use and the safety of their medication. The storage of the medication should form part of the risk assessment.
- If a child's condition precludes certain types of physical activity the matron will inform the relevant staff both verbally or by e-mail and in writing in the form of an 'off games slip'.
- Boarders and day children who need to take regular medication come to the Medical Centre for this except for Lower School children who *may* be given their medication by the form teachers, depending on the kind of medication and quantity and frequency.
- Boarders with asthma have regular asthma reviews with the school doctor.

8 SPORTS AND OTHER INJURIES

- If in any doubt about the seriousness of the injury, staff should call for a matron, call an ambulance and/or seek medical advice from the school doctor or the hospital BEFORE moving.
- Children must be reassured and comforted whenever they are injured, but should also be encouraged to view injuries realistically. If the injury is serious it will not heal overnight and may take a long time to heal fully.

- Injuries are not confined to the sports field. No matter where the injury happens the member of staff dealing with the child should be satisfied that the injury did not occur as a result of any deliberate act to cause harm to the child, negligence by a member of staff or because of defective equipment or the fabric of the building. If the member of staff does suspect the injury was the result of any of the afore-mentioned, then he or she must ensure that the problem is reported, this may be to a DSL, the Headmaster, Business Director, form teacher or faculty head.
- All injuries and accidents must be recorded on the Medical Centre log. Serious injuries and accidents (see point 16 for definition) must also be recorded in the accident book.

9 HOSPITALISATION

- Matrons should notify the parent's emergency contact as soon as possible.
- Any medication the child is taking or may need, such as an inhaler, should be taken to the hospital.
- Matrons and staff should never convey to the child any fears they may have about the child's condition.
- Matrons and staff should always take the child's telephone contact numbers with them, and the contact numbers for the school.
- Matrons/staff should stay with the child at all times, unless it is not medically possible, until the child's parents arrive or they are discharged into their parent's/guardian's care. When parents arrive ensure they are happy for the school staff to go before actually leaving.
- Emergency visits - Be aware that Hospital Accident & Emergency Departments (A&E) are not always a child friendly environment. Staff should always take money in case of need.
- Admission - Consult with the child's parents about the possibility and advisability of the child's friends visiting them in hospital. Keep the school informed about the child's progress.
- Matrons will always inform the school doctor about any hospital admission or visit to A & E due serious injury or medical emergency. Visits for more minor injuries or incidents will be reviewed by the doctor when they see the Medical Centre log.

10 SCHOOL DOCTOR

1. All boarders should be registered with the school doctor.
2. The doctor normally visits the school once a week, in addition boarders may see the doctor at the surgery, at the castle surgery or the doctor may come in to school in an emergency outside the regular visit.
3. The matron can contact the school doctor or their deputy at any time, if there is any concern about a child's health.
4. All boarding pupils will have a medical with the school doctor when they join the school. Parental consent for the medical is mandatory and parents are strongly encouraged to attend.
5. The school doctor works closely with the school and especially the matrons, on matters affecting the health and welfare of the pupils whilst they are in the school.

11 MEDICAL, DENTAL AND OPTICAL CARE

1. Any child who sustains a serious medical, dental or optical injury or illness will be cared for in accordance with the 'Emergency Procedure' as listed in point 2.
2. Day Pupils' ongoing and routine medical, optical and dental care is the responsibility of their parents or guardians.
3. Boarders' ongoing and routine optical and dental care is the responsibility of their parents or guardians.

12 FIRST AID TRAINING – List held by Business Director

13 DISABILITIES AND CHRONIC CONDITIONS

- Some pupils in the school may have disabilities, chronic conditions of illnesses.
- A protocol for these children will be drawn up by Matron, in consultation with the child's parents, taking into account that child's specific needs. Where necessary the school doctor, the child's medical practitioners and other relevant individuals will be involved.
- Parents of prospective pupils are requested to provide full written details of any disabilities and/or medical needs in good time and to inform the school of any changes to their child's condition that become apparent prior to entry to the school. The school will consider carefully whether it is able to provide adequately for such needs, including discussion with the School doctor if necessary, and will endeavour to make all reasonable adjustments to avoid putting such a child at a substantial disadvantage.

14 BLOOD AND BODY FLUID SPILLAGE

The responsibility for cleaning up blood and body fluids is divided between the housekeeping and maintenance staff, and the pastoral and teaching staff. During normal school hours the responsibility lies with the matrons and cleaning staff. When the school is closed to pupils, the responsibility lies primarily with the housekeeping and maintenance staff. During term time, but out of normal school hours and during any chorister 'stay on', the primary responsibility rests with the pastoral staff and duty staff. A Body Fluid Disposal kit is available in the school surgery and Old Bank House, side entrance lobby.

A Body Fluid Disposal kit is available in the school surgery, staff room, lower school kitchen, and Old Bank House. Smaller kits are kept in the school mini buses and in first aid kits taken on out of school activities.

Clean-Up Procedure for spilled bodily fluids (blood, vomit, urine, faeces) on hard surfaces in school:

1. Wear gloves (preferably disposable) made with impervious material, ensure the gloves are not torn in any way, mask and disposable apron. Safety glasses can also be issued by matron on request.
2. Blot excess fluid using paper towel or toilet tissue. Do not use mops.
3. Remove any solids using a 'pooper scooper'. Seal each bag and place a leak proof bag for disposal – see point 7.
4. Wash the area with a generous quantity of antiseptic solution (e.g. 1 Milton tablet to 2 litres of water, or equivalent commercial cleaner).

5. Using fresh paper, blot the area to remove the cleaning solution.
6. Leave a warning sign that the area should not be used until it is dry. Warning signs available from the kitchen or cleaner's cupboards by the boys changing room and under the main stairs in OBH.
7. Place all the used paper, apron and disposable gloves in a sturdy leak-proof plastic sack and dispose of immediately in the general waste bin by the front gate.
8. Use air freshener if needed.
9. Wash your hands thoroughly.

Clean-Up Procedure for spilled bodily fluids (blood, vomit, urine, faeces) on soft surfaces in school:

1. Wear gloves (preferably disposable) made with impervious material, ensure the gloves are not torn in any way. mask and disposable apron. Safety glasses can also be issued by matron on request.
2. Blot any excess fluid using paper towels or toilet tissue.
3. Use fluid absorption powder, according to the directions on the container to remove any remaining fluids.
4. Remove any solids and large amounts of absorbent powder using a 'pooper scooper'. Seal each bag and place in a leak proof bag for disposal – see point 8.
5. Vacuum the area to remove excess powder.
6. Clean carpets and rugs using a carpet cleaner, following the instructions on the bottle.
7. Clean the head and/or nozzle of the vacuum cleaner with the provided wipes.
8. Place all paper, gloves, aprons, wipes and any waste products, in a sturdy, leak-proof plastic sack and dispose of immediately in the general waste bin by the front gate.
9. Wash your hands thoroughly.
10. If needed, leave a warning sign that the area should not be used until it is dry. Warning signs available from the kitchen or cleaner's cupboards by the boys changing room and under the main stairs in OBH.
11. Use air freshener if needed.
12. If any stains remain request that any affected carpet or furnishing is deep cleaned or replaced, as soon as is practical.

15 ABSENCE FROM SCHOOL

The names of children who are off school because they are unwell are held by the school office.

16 RECORD KEEPING, REPORTING AND MEDICATION STORAGE

- A daily log is kept on the Public Medical Server, this can only be accessed by the matrons and must be filled in every time a child or adult is seen, even if no treatment is given and no matter how minor the treatment. This book should at all times be filled in using plain language avoiding jargon. The log is colour coded and these colours for filling in entries should be adhered to. If another member of staff is deputising for matron, they must keep a written record of all children or adults seen, including their name, the date, time, what their medical issue/injury was, where any accident happened, how it happened and what, if any, treatment was given. This written record, will be transferred to the electronic log as soon as is practical. In the event that both matrons are absent for a prolong period of time, the IT administrator can gain access to the log to give designated staff deputising for matron, access.

- Serious accidents and any resulting injury must be entered in red in the log. A serious injury is deemed to be any injury that cannot be fully treated on site by school staff.
- Parents must be informed as soon as possible regarding any injury deemed to be serious as defined in the criteria above. When or if parents are informed regarding minor injury will be determined by the matron and/or school doctor, taking into consideration the seriousness of the injury, the child's age, the need for on-going care and the reaction of the child to the injury.
- For EYFS children, parents and/or carers are informed on the same day of any first aid treatment given for all reported accidents or injuries. These incidents are recorded on an Accident/Injury report form, logged in a book for this use and the top copy of the form is given to the parent/carer when the child is collected. The form contains a description of the incident and any action taken and is in addition to any verbal handover that may be given.
- Medicines should be stored securely and/or in accordance with the risk assessment if they are being carried by a pupil who is deemed to responsible for their own medication.
- Children who are deemed to be 'Gillick Competent' may self-medicate, where it is necessary or desirable to do so. Their competence to do so will be assessed by the matron in consultation with the school doctor and a risk assessment undertaken with the child
- Certain medication (including inhalers and adrenaline auto-injectors) may be carried by pupils over the age of 10 with appropriate risk assessment, in the designated cupboard in the school kitchen or in the specific form room for the appropriate pupil, out of reach of the pupils.
- A log of all reported accidents is prepared and held on the main school server. The School Doctor reviews the surgery record books regularly and prepares a termly report for Governors.
- We will notify OFSTED and local child protection agencies of any serious accident, injury or illness or the death of any child in the EYFS while in our care.

Where an accident meets the criteria, it must be reported to RIDDOR (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013). Reporting can be done on line, by phone or by post, all relevant forms can be down loaded from <https://www.hse.gov.uk/forms/incident/index.htm> In most instances the report would be sent by the Business Director.

The following occurrences must be reported:-

- Death.
- Specified injuries to workers.
- Over-7-day injuries – where an employee or self-employed person is away from work or unable to perform their normal work duties for more than 7 consecutive days.
- Injuries to members of the public or people not at work where they are taken from the scene of an accident to hospital. Examinations and diagnostic tests do not need to be reported.
- Some work-related diseases.
- Dangerous occurrences – where something happens that does not result in an injury, but could have done.

- Further information about how and when to report an incident can be found at:-
<http://www.hse.gov.uk/riddor/riddor.htm#>

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