

First Aid Policy

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Introduction

In accordance with Health and Safety legislation (Health and Safety (First Aid) Regulations 1981) it is the responsibility of the Governing Body to ensure adequate and appropriate First Aid provision at all times when there are people on the School premises and for staff and pupils during off-site visits and activities.

ISI Regulatory Standard 3.1.3 (6) states that 'The School shall have and implement a satisfactory written policy on first aid'. Standard 5(l) specifies that 'there should be appropriate facilities for pupils who are ill.

Aims and Objectives of the Policy

- The policy outlines the support provided by the School to staff and to parents/guardians to ensure pupils' healthcare needs are met, and it recognises the professional obligation of the School Nurses.
- This policy is a framework to facilitate the care of a sick or injured pupil whilst in the care of the School. The procedures within the policy outline the steps which will be taken, and the support which will be provided to those pupils who are sick or injured at School.
- The policy is available to all staff and to prospective or current parents/guardians.
- The policy will be reviewed annually and any changes to practice that are required will be made.
- The School Nurses aim to treat and prevent ill health, promote healthy living, empower pupils to take responsibility for their own healthcare, and enable them to make informed choices by providing up-to-date information.

Provision of First Aid Personnel and Equipment

- The School has a Medical Room and there is a qualified nurse on duty from 8.30am-5.00pm, Monday to Friday, who is available to administer first aid, deal with any incidents or emergencies, or help someone who is taken ill.
- The Medical Room can be contacted via radio from Reception or by calling the School's main telephone number – 020 8979 5526 - or the Bursary Office on 020 8979 0476. Alternatively, The School Nurse can also be contacted by email on nurse@hamptonschool.org.uk.
- In the absence of the School Nurse, Reception should be the next point of contact to locate a trained first aider. A notice will also be displayed on the door of the Medical Room giving details of how to obtain help.
- Pupils and staff can access the Medical Room freely without accompaniment during the school day. The exception to this would be if there was a concern for their safety, for example if they had sustained a head injury, in which case they should be accompanied either by a member of staff or another pupil. The pupil will be assessed by the School Nurse or First Aider prior to treatment or being sent home. If the injury requires hospital treatment then parents will be contacted or, in cases of an emergency, an ambulance will be called. A record of medication and treatment given is recorded in the daily medical log.
- First aid cover for weekend sports fixtures is provided by an external provider. The School provides a separate treatment room and a motorised buggy to transport injured players.
- A qualified physiotherapist has been employed to cover sport on Wednesday afternoons and Saturday mornings.

The School Nurse(s) is responsible for:

- Providing First Aid support during school hours
- Informing parents of any incident where significant injury or illness has occurred. If the injury is a suspected head injury, please also refer to the specific policy (K10 – Head Injury & Concussion policy - [School Policies](#)).
- Liaising with the Health and Safety Committee on First Aid issues
- Organising provision and regular replenishment of First Aid equipment
- Entering information onto the Evolve Accident Book system and following up on incidents as necessary.
- Training staff on drug administration for trips and for cover in the absence of a nurse.
- Qualified First Aiders are responsible for:
 - Responding promptly to calls for assistance
 - Providing First Aid support within their level of competence
 - Summoning medical help as necessary
 - Recording details of treatment given on the Evolve Accident Book electronic reporting system.

The Director of Sport (CTM – Carlos Mills) is responsible for:

- Ensuring appropriate First Aid cover is available at all sports activities
- Ensuring First Aid kits are available for all matches Ensuring that any sport-related incident is recorded on an Incident Report form (when the Evolve Accident Book is operational, staff will record incidents electronically).

All staff are responsible for:

- Acting in the capacity of a responsible adult in the event of an emergency.
- Accurately recording all incidents and accidents on the Evolve Accident Book system.
- Carrying out risk assessments for any off-site trips, and ensuring adequate First Aid provisions are taken. First Aid Kits are available from the School Nurse. It is preferable that a qualified adult accompanies any School trip.

First Aiders

- The School has a number of members of staff who are trained and qualified as First Aiders - the current list can be found on Sharepoint - [click here](#). The Deputy Head (Pastoral) and the Deputy Bursar, in conjunction with the School Nurse, are responsible for identifying First Aid training needs and for maintaining a record of all staff that are trained or who require further updates. All School staff are encouraged to take part in First Aid training.
- A First Aider is qualified to give immediate help to casualties with common injuries and illnesses and those arising from specific hazards in School, and must complete a three-day HSE approved “First Aid at Work” (FAW) training course and hold a valid certificate of competence: the certificate is
- valid for three years and the Senior Tutor will organise refresher training before the expiry date.
- Emergency First Aiders are members of staff who are not qualified First Aiders but who are responsible for looking after the First Aid equipment and facilities and calling the emergency services if required. Emergency First Aiders can, if necessary, administer First Aid. Emergency First Aiders have had six contact hours of Emergency First Aid Training provided for them.

Appointed Trainers

Hampton School has an appropriately qualified member of staff to undertake first aid training.

First Aid Boxes

- First Aid boxes are located in many areas and Departments around the School. Eye wash stations are also provided in some Departments for emergency eyewash irrigation. The location of all First Aid boxes is outlined in Appendix 2.
- First Aid boxes are clearly marked and each container adheres to the British Standard 8599. The School Nurse is responsible for checking and re-stocking First Aid boxes and for maintaining the annual register. Any staff using the contents of a First Aid box must notify the School Nurse so that items can be replaced. The contents of First Aid boxes may vary, depending on particular needs in a specific location, and these boxes are checked regularly during Health & Safety audits. The contents of a First Aid box are outlined in Appendix 3.
- A First Aid kit should be taken to all off-site activities and visits. Kits suitable for use on day trips and those involving overnight stays are available from the School Nurse and are checked by the appointed First Aider for the trip and the School Nurse. The teacher in charge of the trip is responsible for ensuring that the parental consent form is signed and completed with any relevant medical information for each pupil. All School vehicles contain First Aid boxes and these are monitored on a regular basis by the Keepers as part of their safety checks. They also form part of the regular Health & Safety audit checks along with defibrillators and eye-wash stations.
- There are portable First Aid kits in the Sports Department, which must be taken to all matches. The kits must be returned to the Sports Hall for checking and restocking after every use; checks are undertaken by a member of the PE department.
- First Aid kits are also held in the Adventure Society stores for use on both Adventure Society and Duke of Edinburgh Award trips. These kits are overseen by the Adventure Society staff but checked on an annual basis by the School Nurse.

Defibrillators

- The School has four defibrillator support systems for associated emergencies in the School. These are located in the main School entrance behind the Reception desk, in the Hammond Theatre foyer, by the entrance to the Sports Pavilion and at the Boat House. A number of staff have been trained to use a defibrillator but they are designed to be used by any responsible person, with or without training, in an emergency. Clear guidance on the use of defibrillators can be found in the School's policy on Cezanne (K09 – **Defibrillator Policy** - [School Policies](#)).
- The defibrillators are checked on a weekly basis and these checks are recorded by the Facilities Manager.

Pupils' Medical Information

- Parents/guardians must complete a health questionnaire prior to a pupil's entry into the School. The questionnaire outlines significant past medical problems, current ailments and present treatment, as well as known allergies and the dates and details of all immunisations. This information is essential for use by the School Nurses in order to support the health and welfare of the School as a whole. The questionnaire includes consent for appropriate and trained School staff to administer approved medications, including emergency medications such as auto-adrenaline for anaphylaxis and salbutamol for asthma. Consent is also sought to administer other medicines such as Paracetamol, Ibuprofen and antihistamine as required. Further information regarding this can be found in the School's policy on Cezanne (K08 - Administration of Medicines Policy - [School Policies](#)).
- New pupils and staff are given information about the Medical Room as part of their induction into the School.

Arrangements for pupils with allergies and medical conditions

- The information held by the School includes a record of pupils who need to have access to asthma inhalers, auto injector devices (such as EpiPens, emerade or Jext), insulin injections or similar, and this information is circulated to First Aiders and other staff on a need to know basis.
- It is expected that individual pupils will carry their own emergency medical equipment. Spare emergency medicines are stored with the School Nurses in the Medical Room.
- Within the School population, there are a number of pupils who may suffer from asthma, epilepsy, diabetes and anaphylaxis. Further information is provided in Appendix 4.

Procedure in the event of an accident or injury

- All casualties in School should be assessed by a School Nurse/ First Aider who should be called to attend without delay. Whenever possible, someone should remain with the casualty until help arrives.
- All casualties on the sports field should be assessed by a medic/First Aider. Anyone sustaining an injury during the School week should be sent to the Medical Room with an escort or, if necessary, the School Nurse should be summoned. Incidents occurring at the weekend, during matches, will be assessed by staff from MRI.
- Any pupil sustaining a suspected concussion or shock, or who have difficulty in walking following an accident, should be escorted to the Medical Room during the School week where an assessment will be made and appropriate measures taken. If such an incident occurs during a weekend sports fixture, staff from MRI will make an assessment and take appropriate action. All incidents must be fully recorded on the Evolve Accident Book system either by the teacher i/c or by the School Nurse.
- In the event of a pupil sustaining an injury during a sports fixture, the referee is responsible for stopping the game and ensuring that the injured player is given the necessary space to be treated by qualified medical staff or First Aider.
- In the event of potentially serious injury - particularly neck, head or back injuries – the casualty must NOT be moved. The First Aider or medical staff in attendance should take control of the situation and an ambulance must be called.
- If an ambulance is called, a responsible adult should go to the front of the School to give directions to the ambulance crew. Parents /guardians of the casualty must be notified immediately and a responsible adult should accompany the casualty to hospital, giving clear written details of the incident to the medical staff together with information regarding any treatment/drugs administered.

- For all cases of concussion, the RFU guidelines are followed: players suspected of having concussion, or diagnosed with concussion, must go through a graduated return to play protocol (GRTP). Please refer to the School's Head Injury & Concussion Policy on Cezanne (K10 – Head Injury and Concussion Policy - [School Policies](#)).
- The School recognises that Staff acting as First Aiders can only give treatment about which they feel confident. An ambulance must be called when there is not sufficient expertise or equipment to control a medical situation and when it is not appropriate to move the patient.
- If an accident occurs off site and there are no medical facilities, the member of staff i/c can contact the School Nurse for advice via the School's main telephone number (020 8979 5526) or via the Bursary (020 8979 0476). Alternatively, medical advice can be sought by dialling 111. If there is any doubt, staff should dial 999.

Emergency Medical Parental Consent

- Should it prove difficult to contact a pupil's parents/guardians in the event of an emergency, the School's current Terms and Conditions allow The Headmaster, or his appointed staff, to take any necessary action or provide a doctor or hospital staff with any necessary medical information and consent. In such circumstances, due consideration would be given to a boy's recorded ethical or religious background.

Ambulances

- To call an ambulance from a School telephone dial '999' for the emergency services.
- When an ambulance is called, the First Aider, or medical staff handling the incident, should ensure that the exact location of the incident is clearly communicated and that the ambulance will have access to the necessary location. If the incident has occurred on the School site, they should also ensure that the ambulance is met at the front of the School by a member of staff.
- If it not possible to contact a pupil's parents immediately, arrangements should be made to ensure that the pupil is accompanied in the ambulance, or followed to the hospital, by a member of staff.
- Staff should always call an ambulance in the following circumstances:
 - In the event of a serious injury or illness
 - In the event of any significant head injury
 - In the event of a period of unconsciousness
 - Whenever there is the possibility of a serious fracture or dislocation
 - In the event that the School Nurse or First Aider considers that he/she cannot deal adequately with the presenting condition by the administration of First Aid or if he/she is unsure of the correct treatment.

Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR)

It is a legal requirement to report certain accidents and ill health at work to the Health & Safety Executive: for example, death, major injuries, accidents resulting in over seven days' absence due to injury, diseases, dangerous occurrences and gas incidents. The Deputy Bursar has responsibility for RIDDOR.

Recording of Incidents

- Accidents and major incidents are recorded electronically on the Evolve Accident Book system, in the main by the School Nurse(s). HoYs and HoDs have had training on how to log an accident/incident.
- Data is extracted regularly from the system, analysed and followed up as necessary.
- The system allows for any documentation pertaining to a specific incident to be uploaded.
- The termly logs are overseen by the Health and Safety Committee and then signed off by The Headmaster and a Governor responsible for Health and Safety.

Infection Control

- Universal precautions**
 - Body fluids include blood, urine, vomit and faecal matter. All must be regarded as potentially infectious and dealt with in a safe and effective manner.

ii. **Spillage Procedure**

- In the event of blood loss or vomiting the School Nurse must be informed immediately to provide the appropriate treatment to the affected person.
- The area of the incident should be made safe by the first member of staff at the scene using warning signs if necessary. Where appropriate the spillage may be covered with disposable towels.
- The cleaning staff / caretaker's department should be notified.
- Disposable personal protective equipment (PPE), such as gloves and aprons, is available in the Medical Room, as are disinfectant solutions.
- The spillage must be cleared at the earliest opportunity.
- Aero hazard body fluid disposal kits are available in the Medical Room and in the Caretaker's Room.
- The spillage should be completely covered.
- Allow approximately 90 seconds before scooping debris into a suitable disposable bag – preferably a yellow clinical waste bag.

iii. **Clinical waste**

Clinical waste is placed in a designated waste container that meets regulations in the Medical Room and the bags are disposed of via a regular collection. Sharps and contaminated sharps are disposed of in a designated bin and disposed of as above.

Appendix 1 Location of First Aid Kits, Eye Wash Stations, Defibrillators & Evacuation Chairs



LOCATION OF FIRST AID KITS, EYE WASH STATIONS, DEFIBRILLATORS EVACUATION CHAIRS & AAI's

FIRST AID KITS - HAMPTON MAIN BUILDING

Location	Numbers
Art	2
Biology	9
Bursary	1
Chemistry	10
Cleaners' Room	1
Design & Engineering	3
Ergo Room	1
Garrick	1
Geography office	1
Greenhouse	1
Hammond Theatre Bar	1
Hammond Theatre Kitchen	1
Hammond Theatre Office	1
Keepers' rooms	2
Maintenance office	2(+ Burns Kit)
Medical Room	1
Medical Room 2	1
Music	1
Physics	8
SEN Room	1
Reception	1 (+ Anaphylaxis kit)
SEN Room	1
Staff Common Room	1

FIRST AID KITS - PAVILION & GROUNDS STAFF AREA

Location	Number
Adventure Society Store	22
Grounds staff mess room	1
Grounds staff garage	3 (+ Burns Kit)
Pavilion kitchen	1

FIRST AID KITS - SPORTS DEPARTMENT

Location	Number
Sports Hall office	1
North Gym	1
Travelling bags	33
Boat House	2 travel launch safety bags + 7 launch kits

FIRST AID KITS - SCHOOL VEHICLES

Location	Number
Boat Club 4x4	1
Catering van	1
Ford Transporter	1
Maintenance van	1
Minibus 1	1
Minibus 2	1
Minibus 3	1
Minibus 4	1
People Carrier 1	1
People Carrier 2	1
People Carrier 3	1

FIRST AID KITS - KITCHEN & DINING ROOMS

Location	Number
Head Chef's Office	2
Catering Office	1
Main Hall (when lunch is being served)	1

DEFIBRILLATORS

Location
Reception (main School building)
Sports Pavilion
Hammond Theatre
Millennium Boat House x 2

EYE WASH STATIONS

Location
All Chemistry laboratories
All Physics laboratories
All Biology laboratories
Design & Engineering
Grounds Staff
Millennium Boat House

AAI's (EpiPens)

Medical Room	Boat House
Reception	Saturday sports kit
Dining Room (in the first aid cupboard by the entrance into cooking area)	

EVACUATION CHAIRS - ALL LOCATED ON 1ST FLOOR

Library stairwell	English Office stairwell
Exams stairwell	Art/F58 stairwell
TB4/Chemistry/F55 stairwell	Chemistry/F22 stairwell
Hammond (front of house) /opposite lift	Hammond (rear of house)/opposite lift
Sports Hall	Sports Pavilion (Area 4)

Appendix 2 First Aid boxes - contents

First Aid guidance leaflet
2 x medium sterile dressing
2 x large sterile dressing
2 x triangular bandage
2 x safety pins
4 x alcohol free cleansing wipes
10 x sterile saline solution pods
10 x sterile plasters
1 x eye pad sterile dressing
1 x roll adhesive tape
1 x resuscitation face shield
1 x foil blanket
1 x burn dressing
2 x disposable gloves
1 x scissors
1 x conforming bandage
1 x small clinical waste bag

Appendix 3 – Treatment Guidance for Asthma, Epilepsy, Diabetes and Anaphylaxis

All first Aid trained staff have had additional training for the treatment of Asthma, Epilepsy, Diabetes and Anaphylaxis

Asthma

- Pupils with asthma should always carry their blue inhaler with them and parents are requested to provide a spare, named inhaler which should be given to the School Nurse in the Medical
- Room in case of emergency. Any other medication or equipment, such as a spacer, should also be kept in the Medical Room for safe keeping.
- All unstable asthmatics should have an individual Care Plan. Form Tutors should refer to this and be familiar with any boys in their form who require additional medical needs.
- Pupils who suffer from exercise induced asthma should be provided with the opportunity, if required, to have a puff of their inhaler before they start exercise.
- Pupils should always carry an inhaler whilst on the school premises, including any offsite activities, i.e. sports held at any venue and school trips. Staff will also take the emergency medication from the medical room when a pupil goes on a school trip.
- The School Nurses holds a register for signing these medications in and out.

Asthma Attack Guidelines

Any of the following might trigger an attack:

- Cold (e.g. cold, frosty mornings)
- Hayfever
- Exercise
- Excitement or prolonged laughing
- Fumes (e.g. glue, paint, fumes from experiments)
- Viral infection (e.g. common cold)
- Allergic reaction (e.g. food; animals)
- Wood dust
- Stress (though this rarely in itself triggers an attack)

Under no circumstances should a member of staff leave a pupil unattended. The pupil is likely to have experienced such attacks before and will usually know what to do be advised by him, or her, as to what is likely to be most effective.

There are, however, some standard procedures, in the case of a mild attack, which staff should initially follow before assessing whether to summon the Nurse:

- Stay calm and reassure the pupil
- Sit the pupil upright, or leaning forward slightly, as this will assist breathing. Do not make him, or her, lie down
- Make sure that the pupil is comfortable
- Ensure that the reliever inhaler (blue) is taken promptly to open up the narrowed air passages
- Administer two puffs

If on the main school site:

- Encourage the pupil to breathe slowly and deeply.
- If, after two minutes, the pupil feels that improvement is not quite good enough, encourage him or her to use the reliever inhaler again.
- If there has been no improvement after five minutes, accompany the pupil to the Medical Room to be assessed by the School Nurse.
- If symptoms resolve the pupil may go back to class. If no improvement, parents will be contacted and, if necessary, the child will be transferred to hospital, accompanied by an adult. Up to 10 puffs of Ventolin can be given.

If not on the main school site

- Encourage the pupil to breathe slowly and deeply and have two puffs of their Ventolin inhaler.
- If, after two minutes, the pupil is not improving, encourage him or her to use the reliever inhaler again.
- If there has been no improvement after five minutes, contact the parents and emergency services.
- Up to 10 puffs of Ventolin can be given.

Epilepsy

Epileptic seizures are caused when there is a sudden burst of intense electrical activity in the brain. There are two types:

Focal seizures: the person may not be aware of their surroundings or what they are doing. They may behave unusual e.g. make unusual noises, pluck at their clothes or wander around.

Treatment

- Protect them from injury e.g. guide them from dangers such as roads or water.
- Remain with them until recovery is complete
- After the seizure, reassure the person
- Explain anything they may have missed.
- DO NOT restrain them
- DO NOT attempt to bring them around
- DO NOT assume they are aware of what is or has happened.

Tonic-clonic seizures: the person goes stiff, loses consciousness, falls to the floor and begins to convulse.

Treatment:

- Stay with the person
- Time the seizure
- Protect from injury
- Loosen anything tight around the neck
- DO NOT restrain the person
- DO NOT put anything in their mouth
- Once the seizure subsides, place the person in the recovery position
- After the seizure, reassure the person

Contact the emergency services if:

- It is their first seizure
- The seizure lasts longer five minutes.
- The seizures are repeated (Status Epilepticus)
- They have seriously injured themselves in the course of the seizure.
- If a parent is unable to accompany a pupil to hospital, a member of staff should go with them and stay until a parent is available.

Diabetes

Hypoglycaemia (too little glucose in the blood) and Hyperglycaemia (too much glucose in the blood).

Signs & Symptoms	HYPERglycaemia	HYPOglycaemia
Amount of insulin	Not enough	Too much
Deterioration	Gradual	Very Quick
Hunger	Absent	Present
Thirst	Present	Absent
Breath odour	Fruity/sweet	Normal
Pulse	Rapid and weak	Rapid and strong
Breathing	Rapid	Normal
Skin	Dry and warm	Pale, cold and sweaty.
Consciousness	Drowsy	Rapid loss of consciousness

Action

- Anybody showing symptoms of Hyperglycaemia or Hypoglycaemia should be accompanied to the Medical Room
- Treatment of Hypoglycaemia in a pupil should be carried out according to the individual Care Plan, e.g. offer a sugary drink or sweet food.
- If a pupil is semi-conscious or unconscious, convulsing or unable to take anything by mouth, place in the recovery position, nil by mouth, call the School Nurse and dial 999.
- Treatment of Hyperglycaemia in a pupil should be carried out according to the individual Care Plan. The pupil will be aware of this and explain what needs to happen.

Anaphylaxis

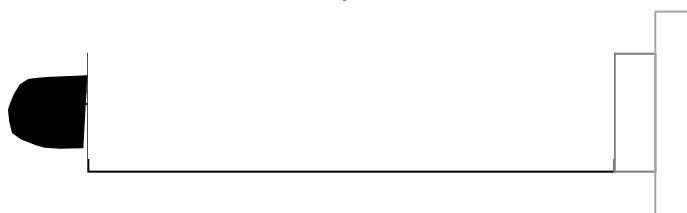
- Anaphylaxis is a severe allergic reaction requiring immediate medical attention. The reaction usually occurs within minutes of exposure to the “trigger” substance although rarely the reaction may be delayed for up to a few hours. Common triggers include peanuts, tree nuts, eggs, cow’s milk, shellfish, insect stings and drugs such as Penicillin and Aspirin.
- Signs and symptoms of anaphylaxis may include any or all of the following
 - Itchy urticarial rash (“hives”) anywhere on the body
 - Runny nose and watery eyes
 - Nausea and vomiting
 - Dizziness
 - Swelling of lips, tongue and throat
 - Cough, wheeze or tightness of the chest
 - Sudden collapse or unconsciousness
 - Treatment is as per the individual child’s Care Plan.
 - Management in School

- Parents should inform the School of their child's allergy as soon as possible.
- The School Nurse will discuss with parents the specific arrangements for their child.
- Parents should teach their child how to manage his own allergy, about safe and unsafe foods, how to recognise an allergic reaction, when to alert an adult and how to self-administer emergency medication.
- The School Nurse will inform all teaching staff and the School's Catering Manager of the child's allergy and treatment.
- The School Nurse will display a list of pupils with severe allergies (with photographs) in the Common Room.
- Annual training will be given to all staff in the recognition and treatment of anaphylaxis, use of Auto injector device and how to summon help in an emergency.
- Catering staff will take all reasonable steps to ensure suitable food is available and will advise students on ingredients and food choices as required.
- It is expected that a pupil will carry emergency medication (adrenalin auto injector) with them at all times in school together with any other emergency medication e.g. asthma inhalers.
- A spare universal adrenaline auto injector is held in the medical room, at reception and in the pupils' dining hall.
- Spare emergency medicines should be stored with the School Nurse in the Medical Room.
- Specific arrangements should be made with staff and the student for after-school or weekend activities and for school trips and visits.
- Teaching staff should discuss specific arrangements with parents prior to any lessons which include any food-related activities.
- Parents are responsible for maintaining up-to-date supplies of medication.

Anaphylaxis - Treatment Guidelines

- Take the pupil to the Medical Room or call the School Nurse or First Aider as soon as possible.
- Treatment is according to the child's individual care plan.
- If an adrenalin auto injector device is used, the casualty MUST go to hospital for observation (effects of injection wear off in approximately 20 minutes).
- If the child is taken to hospital it may be necessary for a member of staff to accompany the child and stay until the parents arrive.
- Record the incident on the Evolve Accident Book system.
- Remind parents to replace medication as necessary

Instructions for the use of the adrenalin auto injector device



- Remove the safety cap.
- Place the opposite end on casualty's upper outer thigh holding it at right angles to the leg (it is not necessary to remove clothing).
- Press adrenalin auto injector firmly against the thigh; a "click" will be heard as the injector mechanism fires.
- Keep the adrenalin auto injector at right angles to the leg and remove by pulling away from the leg. Massage the injection area for ten seconds.
- If after 5 – 15 minutes there is no improvement, give a second adrenalin auto injector.
- Put the used adrenalin auto injectors in a safe place. You will need to show them to the Ambulance crew.
- Call 999 for an ambulance if you have not already done so.
- Stay with the casualty, reassure and observe.
- Ask someone to contact parents.