



ST JAMES
Senior Girls' School

First Aid Policy

St James Senior Girls' School

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Every effort is made to care for the pupils' physical and mental development whilst they are at St James. To that end, a pupil's medical needs during the school day are met by a fully qualified nurse. One qualified first aider will be on the site whenever pupils are present or accompany pupils when they are off site. The school adheres to the DfE guidance entitled 'Guidance on First Aid'.

Medical information about pupils

- Pupil Medical Profile forms are completed before entry to school and kept on the pupil's file in the medical room. Care is taken to ensure that access to confidential and sensitive information is restricted.
- Parental consent forms are completed for consent to first aid treatment during school hours.
- Specific medical conditions of pupils are made known to relevant staff, with the consent of the pupils, parents and Headmistress.
- All medical records are kept in a filing cabinet in the medical area, which is kept locked.
- Records are kept up to the pupil's 25th birthday.

Staffing and trained First Aiders

- The principal person to administer first aid on the school premises for the Senior Girls' School is the School Nurse. She is on duty in the School Medical Room during school hours. In addition, there are staff who have undergone three-day First Aid at Work training, and staff who have received one day of First Aid training.
- First Aid training is updated every three years with yearly refreshers.
- The School Nurse is employed to provide day to day first aid and treatment of minor illness. She also cares for a pupil before she is taken home if she is more seriously ill and accompanies her to hospital when necessary.
- The School Nurse is also responsible for checking and replenishing the first aid bags.
- Three day trained first aiders accompany all residential visits.
- Off-site activities will have an appropriately trained first aider running them. On-site pre-school or after-school activities will either be run by an appropriately trained first aider or covered by another member of a staff who is appropriately trained.

When a pupil is unwell or has an accident

- If a pupil is unwell in class or has an accident, she can be sent to see the School Nurse with an accompanying note in her planner from the teacher in charge to say why she is attending and an outline of the problem.
- The School Nurse will assess the pupil and decide on the course of management. This may include: allowing the pupil to rest for a short time (usually no longer than 1 hour); giving some simple treatment, e.g., applying a bandage/plaster, giving a throat pastille, giving a simple analgesic (paracetamol or ibuprofen) in an age-specific dose.
- The pupil's Head of Section or the Deputy Head (Pastoral) must be informed of a pupil's condition if they stay in the medical room for longer than an hour. At this point a decision must be made about whether to contact the parents.
- Other courses of management will include telephoning for an emergency ambulance if a pupil is seriously unwell or injured.
- The School Nurse will document each visit on the pupil's treatment notes on SchoolBase, documenting details of time of attendance, the name of the pupil and her class, the presenting complaint and how it is managed. The Nurse will also communicate with the pupil's Head of Section and keep them informed of the pupil's condition and outcome, if appropriate. Similarly, if appropriate, the Headmistress will be informed.
- The School Nurse, if necessary, will attend an accident at any location on the school premises and administer first aid as necessary. When out of her room the Senior School Nurse can be contacted via radio by the Receptionist.
- Emergency ambulances have access to the courtyard.
- A foldable stretcher chair is available in the Junior Matron's Room and a wheelchair is available in the corridor outside the door to the Senior School Medical room.

- The School Nurse will always follow current first aid principles.

Informing parents

- In the case of a head injury, where a pupil has hit her head or has been hit on the head, the pupil's parents will be telephoned and emailed as soon as possible, including a head injury information sheet. Parents need to be informed (whether there are any signs of injury or not) about the nature of the accident, and any medication or treatment that might have been administered.
- A pupil's parents will be contacted by telephone and email whenever a pupil attends the medical room for anything other than a minor complaint or accident. The School Nurse will convey the nature of the pupil's illness and its severity to the parent/guardian and will ask the parent/guardian to collect their daughter as soon as possible. Once a parent gives formal consent a pupil may be allowed to travel home by herself if she is not too unwell.
- A note in the pupil's planner informs parents that their daughter has been to see the School Nurse.

Accident forms

- The school will keep records according to Health and Safety Regulations. There is a form available on SchoolBase which members of staff can access at school or remotely. This is to be completed by the member of staff who is present at the scene of an accident, and also by the School Nurse if she is involved in the subsequent care of the pupil, or member of staff. Once the form has been completed it is automatically passed to the Health and Safety Co-ordinator.
- If the injured person is a member of staff, they are responsible for recording the injury themselves.
- If an accident occurs out of the school premises, the member of staff present should record the injury as soon as possible after returning to school.
- It is essential that this information is sent to all the parties who should receive it as it is this system that ensures that action is taken to improve the safety of the school environment.

First aid for events outside the school premises

- For P.E. lessons and school trips or lessons off the school premises, there will be a designated person in charge of first aid or ensuring that first aid facilities are available.
- All P.E. teachers are qualified first aiders.
- It is the responsibility of the teacher in charge or designated first aider to carry a first aid bag.

First aid bags and boxes on the school premises

- It is the responsibility of the School Nurse to check the contents of each first aid bag, whenever it is brought back from a school trip and before one is given to a teacher for a school trip.
- The first aid bag taken to P.E. is similarly checked regularly. It is replenished whenever anything from it is used. It is the responsibility of the P.E. Teachers to bring the first aid bag to the School Nurse for replenishment whenever anything from it is used.
- The contents of first aid bags are in accordance with Health and Safety guidelines.
- It is the duty of the School Nurse to make regular checks (at least termly) of the first aid boxes situated in the school buildings.
- Across the School site, we have 3 designated First Aid points, on the Ground Floor, First Floor and Second Floor. At each point there is a First Aid Kit, an Emergency Adrenaline Kit which contains both Junior and Adult AAIs and an Emergency Asthma Inhaler Kit. On the Ground Floor there is also a diabetic kit and a defibrillator. These First Aid points are available to both Prep and Senior School. There is also a designated First Aid point in the Sixth Form Centre which has a defibrillator.
- If required and when the Medical Centre is locked, there is also a first aid box located on the corridor wall outside the Medical Centre.

Pupils with special needs/at risk pupils

- An At Risk Register of pupils with medical conditions/allergies is compiled and regularly updated. The Catering Manager is informed of all food related allergies. All members of staff have access to this Register and it is consulted prior to all school trips.

- Individual protocols are set up for girls with serious illnesses or at risk of serious illness. These include girls with allergies or anaphylaxis risk, asthma, diabetes, epilepsy and heart disease. Parents are expected to regularly update the School Nurse and Form Teacher with information regarding their daughter's condition, what treatment is required and when.

Staff or parents/volunteers with medical conditions

- It is important that the School Nurse is informed of any significant medical conditions that affect anyone teaching/helping within the school, and that might require assistance e.g. epilepsy, anaphylaxis, diabetes etc.
- Leaders of outings and residential visits must check with staff/parents/volunteers whether there are any circumstances they may have to take into consideration when writing the risk assessment.

Allergies

- Staff are informed of girls with allergies as are the catering staff so that they may avoid contact with foods to which they are allergic. There is a list in both staffrooms and the school office of pupils who have severe food allergies, accompanied by photographs and instructions on how to respond to the reaction.
- The school site is considered to be a 'nut-free' area. Staff receive training in how to recognise when a pupil is having an allergic reaction and how to deal with it. They also receive training in how and when to use an adrenaline auto-injector ("AAI"). This training takes place at the beginning of the Autumn Term and in a staff meeting before Activity Week in the Summer term.
- Girls who may require the use of an "AAI" for severe allergic reactions are required to keep their own medicine on their person at all times, in school and off the premises. At P.E. lessons, the P.E. teachers have an emergency inhaler kit. The pupils also take their spare emergency medication with them when off site. Spare emergency kits for each pupil, including Automatic Adrenaline Injectors and Inhalers are collected by the P.E. teacher to be kept in the first aid bag which is taken to P.E held off site. **Parents of girls with allergies are expected to keep the School Nurse regularly updated as to their condition.**
- **The teacher in charge** of any outing away from the school premises **has the responsibility** of being acquainted with any specific medical needs of the pupils in their care, including having a knowledge of, for example, pupils with asthma, and their need for inhalers, and pupils with allergies, at risk of anaphylaxis.
- Fully completed risk assessments identify pupils at risk on each trip. The risk assessment should identify which member of staff checks that pupils are carrying their medication and that it is in date. Pupils must remain in school if they do not have their medication with them.

When to call an ambulance (see Appendix 1)

- The School Nurse would make the decision to call an ambulance. In the case of a First Aider dealing with an incident, their training informs them of the point at which to call an ambulance.
- All staff are advised to call an ambulance immediately when a pupil or member of staff has any difficulty breathing; suffers significant blood loss quickly; loses consciousness – other than fainting; uses an AAI due to an anaphylactic reaction; sustains a suspected major fracture.

Confidentiality

In accordance with the School Nurse's professional obligations, medical information about pupils will remain confidential. However, the School Nurse may share necessary information with other health and care professionals and agencies only when the interests of patient safety and public protection override the need for confidentiality in providing medical care for pupils. It is also recognised that the School Nurse will liaise with parents, the Headmistress, the Deputy Head (Pastoral), or other academic staff and will pass on information as appropriate, with the pupil's prior consent.

Hygiene procedures for spillage of blood or body fluids

The risk of infection through exposure when dealing with blood/bodily fluid spillage will be minimised by immediate, safe, and effective cleaning, as detailed in the following instructions:

- All staff should wear protective clothing (disposable gloves and apron), and cover any open cuts
- Apply contents of a biohazard spillage kit and clean as directed
- Clear away and use fresh paper towels with water/detergent solution to clean
- Clear all items used and dispose of appropriately (wrap in paper or plastic first)
- Ensure area is safe after cleaning
- Perform hand hygiene both before and afterwards

Note: Splashing must be avoided and mops should not be used.

One person should be primarily responsible for each area.

Health and safety and awareness of hazards in subject teaching

- Prevention of accidents is given ongoing consideration within the school. (For full details see the Health and Safety Policy.)
- Risk assessments are prepared before any outing, sporting activity or public performance, to ensure careful consideration has been given to the impact of any hazard on pupils, staff and the public. The Science, Art and P.E. departments pay careful attention, through risk assessment and following their respective advisory guidelines to all activities e.g. COSHH etc. All departments follow a code of practice regarding safety and assessment of hazards.
- Completed risk assessments are kept electronically and signed copies kept in the individual departments.
- Particular attention is given to general cleanliness and hygiene of washroom and changing areas.

RIDDOR: the reporting of injuries, diseases and dangerous occurrences regulations 2013

Who reports accidents/incidents within St James?

- The Bursar is responsible for informing the HSE. The Headmistress and Health and Safety Co-ordinator should always be informed of any accident that could be reportable.
- Party Leaders organising activities out of normal school hours off the school premises should be clear about the school's responsibility to contact HSE within a given timescale, in the event of an accident.
- All staff are responsible for filling out an accident/incident report (online).

What accidents/incidents need to be reported?

- HSE must be notified of fatal and major injuries and dangerous occurrences without delay (e.g. by telephone on 0845 300 99 23). This must be followed up within 10 days with a written report on Form 2508.
- Other reportable accidents do not need immediate notification, but they must be reported to HSE within 10 days on Form 2508.
- This applies to pupils, staff, parents and members of the public, both on and off site, involved or affected by a school activity.

Reportable Incidents:

- Fractures, other than to fingers, thumbs and toes;
- Amputations;
- Any injury likely to lead to permanent loss of sight or reduction in sight;
- Any crush injury to the head or torso causing damage to the brain or internal organs;
- Serious burns (including scalding), which:
 - Cover more than 10% of the body; or
 - Cause significant damage to the eyes, respiratory system or other vital organs;

- Any scalping requiring hospital treatment;
- Any loss of consciousness caused by head injury or asphyxia;
- Any other injury arising from working in an enclosed space which:
 - Leads to hypothermia or heat-induced illness; or
 - Requires resuscitation or admittance to hospital for more than 24 hours.

Plus:

Accidents which prevent the injured person from doing their normal work for more than seven days (including acts of physical violence). Records are to be kept of an accident if the injured person has been incapacitated for more than three consecutive days.

Plus:

- Dangerous occurrences, eg explosion or fire causing suspension of normal work for over 24 hours;
- Accidental release of any substance which may damage health.

Please see the HSE RIDDOR website for more detailed information on dangerous occurrences. Information and quotes have been taken from the HSE RIDDOR site and DfE First Aid in Schools.

Infections and contagious illnesses

- Infectious diseases will occur in many pupils and staff, of all ages. They will obviously vary in type from mild, e.g. the common cold, to more severe. It is required of parents that they inform the school as soon as possible of any communicable disease their child may have, so that the school may take appropriate action. The school, through the School Nurse, will take appropriate action, informing parents, staff and health authorities where necessary.
- In the event that it is necessary to isolate a pupil or member of staff due to illness, the Medical Room may be used.
- Head lice checks are principally undertaken by the parents. In any incidence where head lice is reported or detected, the pupil is sent to the School Nurse. Parents are informed and the pupils will be sent home to be treated.

Immunisation and vaccinations

- Please follow the following link to the NHS immunisation schedule
- <https://www.nhs.uk/conditions/vaccinations/nhs-vaccinations-and-when-to-have-them/>

Guidance on dealing with specific Medical Conditions

Please follow the following links:

- **ASTHMA** - www.asthma.org.uk/Asthma
- **SEVERE ALLERGIES/ANAPHYLAXIS** - www.anaphylaxis.org.uk
- **EPILEPSY** - www.epilepsy.org.uk/information
- **DIABETES** - www.diabetes.org.uk
- **MINOR HEAD INJURY** - www.nhs.uk/conditions/minor-head-injury
- **SEVERE HEAD INJURY** - www.nhs.uk/conditions/severe-head-injury

Signed by:	Hugh Venables Chair of Governors
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Date for next review of this policy	Summer 2022
Policy owner (SMT)/other	Deputy Head (Pastoral)/School Nurse

Appendix 1

CONTACTING EMERGENCY SERVICES

Request an ambulance - dial 999, ask for an ambulance and be ready with the information below. Speak clearly and slowly and be ready to repeat information if asked.

- your telephone number 020 7348 1777
- your name
- your location: St James Senior Girls' School, Earsby Street, London. W14 8SH
- provide the exact location of the pupil
- provide the name of the child and a brief description of their symptoms
- inform Ambulance Control of the best entrance to use and state that the crew will be met and taken to the patient
- put a completed copy of this form by the phone.