



## MEDICAL AND FIRST AID POLICY

St. Bede's College is a Catholic Independent Co-educational 3 – 18 Grammar School, founded in 1876 by Cardinal Vaughan, which endeavours to transmit the message of the Gospel rooted in the teachings of Jesus Christ.

St. Bede's College welcomes Catholic and non-Catholic pupils. Every pupil should experience educational excellence and exhibit values through the unique contribution each member makes to the rich diversity of the College community.

St. Bede's dedication to the pursuit of learning and his search for knowledge of the Lord is an inspiration to us all.

This policy is to be used in conjunction with the Medical Policy Handbook for St. Bede's College including the Early Years Foundation Stage.

### Introduction

The Health and Safety (First Aid) Regulations 1981 require an employer to provide an adequate number of first aiders. A first aider must hold a valid certificate of competence, issued by an organisation whose training and qualifications are approved by the HSE.

This Policy should be read in conjunction with the Health and Safety Policy, Health and Safety Handbook and the Medical Policy Handbook.

College policy is that there should be first aiders covering all areas of the College and that there should ideally be sufficient trained staff if Nurse Taylor is not present or away from the premises to,

- a. Provide cover throughout the school day;
- b. Ensure cover in the event of sickness or absence of Nurse Taylor;
- c. Meet the needs for nearby support in hazardous areas, such as laboratories;
- d. Ensure that first aid provision is available for activities off the school site, such as journeys and visits.
- e. Provide cover at all times when children are present, including before and after school activities and childcare. EYFS Staff will be qualified in Paediatric first aid.

Nurse Taylor is responsible for ensuring that adequate stocks of first aid equipment and consumable items are maintained in the College, and in the Prep School.



First aid in the college.

Joanne Cassanova - **Vaughan around after 4.30pm June 2018-2021**

Andrew Davies - **Music Teacher-Vaughan- June 2018-2021**

Tanya Davie - **MCFC & Joseph building- June 2018-2021**

Sandra Pike - **Vaughan & Henshaw- June 2018-2021**

Joel Gerardo - **June 2018-2021**

Stuart Bargery - **Joseph and football –June 2018-2021**

Simon Miller – **Maintenance -June 2018-2021**

Craig Drought - **Maintenance- July 2018- 2021**

Pavla Mataskova - **Duke of Edinburgh - March 2019- 2022**

Noel McGoff - **Site Manager – July 2019- 2022**

David Mason - **Stage Manager-July 2019-2022**

Andy Brown - **Sports field and P.E-July 2019-2022**

Alison Sharp - **P.E. - July 2019-2022**

Alasdair Power - **History-July 2019-2022**

Mary Corbett - **Vaughan & Lourdes- July 2019-2022**

Mike Parker - **Geology- July 2019-2022**

Amanda Welch - **Languages- July 2019-2022**

Karen Michael - **Science- July 2019-2022**

Chris Wright - **Mathematics-July 2019-2022**

**Updated October 2020**



**PREP FIRST AIDERS**

NAME	COURSE	HELD FROM	DUE TO RENEW
Marion Farmer	Paediatric First Aid	Feb-18	Feb-21
Buddhika Amandakone	Paediatric First Aid	Mar-18	Mar-21
Linda Sivori	Paediatric First Aid	Oct-18	Oct-21
Lynne Fallon	Paediatric First Aid	Oct-18	Oct-21
Lorraine Denton	Paediatric First Aid	Apr-19	Apr-22
Vida Odeng-Duku	Paediatric First Aid	Apr-19	Apr-22
Julie Eddison	Paediatric First Aid	May-19	May-22
Emily Roberts	Paediatric First Aid	Jan-20	Jan-23

All staff are trained by Nurse Taylor annually on inset days and before any overnight trips to be aware of the general principles of First Aid in case of an asthma attack, anaphylaxis, diabetes hypo/hypers or an epileptic seizure, separate guidelines for each of which are contained in the medical policy handbook and pupils are identified in the confidential, serious medical conditions booklet where staff have access to via the shared area or in their staff rooms.

**1. Accident procedure**

The following procedure should be followed in the event of a serious accident or injury:

- a. Send for Nurse Taylor/first aider in Nurses absence, immediately.
- b. Render first aid as far as knowledge and skill permit. Do not move the patient unless it is necessary to remove him/her from a continuing hazard.
- c. Inform the Receptionist and a senior member of staff who will, in the case of a pupil, ensure that the parent is informed. If unable to gain, contact from parent or relative the receptionist must continue to call until contact can be made and or leave a message to contact the school urgently.
- d. A decision to call an ambulance is normally to be taken by Nurse Taylor or a senior member of staff. In the absence of either, any member of staff may call an ambulance.
- e. Where appropriate ascertain to which hospital the patient is being taken by the ambulance and inform the Receptionist, usually the Royal Manchester Children's Hospital as it is the closest. Nurse Taylor/first aider or another member of staff will
- f. accompany the patient and will stay until a parent or relative arrives either at the school or hospital. The ambulance is not to be delayed until the parent has arrived at school, nor is the decision to call an ambulance to be delayed until the parent has arrived.
- g. Whoever witnessed the incident must as soon as possible, write down the facts as observed, recording the date and time. This will be of assistance when completing



- the accident report form which can be found on the shared area of the computer. It is the responsibility of the person who witnessed the incident to fill in the Accident
- h. form and pass onto Nurse Taylor, who is the person responsible for reporting notifiable Accidents and Incidents via the Reporting of Accidents and Incidents at
  - i. Work Regulations 2013 (RIDDOR) Online system to the Health and Safety Executive.
  - j. A student sustaining any form of injury to the eye (whether or not it has been possible to give First Aid treatment) should be immediately referred to a doctor either locally or at the nearest emergency department for immediate advice regarding the appropriate treatment.
  - k. All head and neck injuries are to be treated as serious until Nurse Taylor's assessment has been carried out or medical attention sought. In all instances of head injuries, a Head Injury form should be raised and sent home with the student. All parents including EYFS parents will be informed immediately regarding their injury, or at the end of the day if not serious.

## **2. Pupils with known medical conditions**

Parents are asked if there are any known medical conditions before their child starts at St. Bede's College. Nurse Taylor is responsible for ensuring that relevant members of staff are informed, and are aware of any particular requirements and that these are recorded in the serious medical condition booklet which is updated continually, also this information is recorded on our electronic system, securely for staff to be able to identify pupils with a serious medical condition.

Pupils with a serious medical condition will have a care plan which they may already have or will be written up with the help of the parents and Nurse Taylor this is reviewed on an annual basis.

Parents' will be asked to complete the Medical Booklet as soon as possible before the admission to the school, giving information on where they can be contacted in an emergency. The Sims Administrator is responsible for updating the Registrar of any notified change to parents' contact details.

## **3. Handwashing**

This is one of the most effective ways to reduce the risk of catching and one of the most important ways of controlling the spread of infections, especially those that cause diarrhoea and vomiting and respiratory disease. Liquid soap, warm water and paper towels are recommended. Cover all cuts and abrasions with a waterproof dressing. Especially now with Covid-19 hand washing is so important. Wash your hands with soap and water for 20 seconds or using hand sanitiser, particularly after coughing, sneezing and blowing your nose and before you eat or handle food and after using the toilet. Clean your hands frequently and avoid touching your face.



#### 4. ILLNESS

##### **Covid-19**

There are important actions that children and young people, their parents and carers, and those who work with them, can take during the coronavirus (COVID-19) outbreak to help prevent the spread of the virus.

Transmission of coronavirus (COVID-19) mainly occurs through respiratory droplets generated during breathing, talking, coughing and sneezing. These droplets can directly infect the respiratory tracts of other people if there is close contact. They also infect others indirectly. This happens when the droplets get onto and contaminate surfaces, which are then touched and introduced into the mouth or eyes of an uninfected person.

- A.** In all education, childcare and children's social care settings, preventing the spread of coronavirus (COVID-19) involves preventing:

- direct transmission, for instance, when in close contact with those sneezing and coughing
- indirect transmission, for instance, touching contaminated surfaces

- b.** It is critical that everybody observes the following key behaviours:

- ❖ **HANDS** - Wash your hands regularly and for 20 seconds.
- ❖ **FACE** - Wear a face covering in indoor settings where social distancing may be difficult, and where you will come into contact with people you do not normally meet.
- ❖ **SPACE** - Stay 2 metres apart from people you do not live with where possible, or 1 metre with extra precautions in place (such as wearing face coverings or increasing ventilation indoors).

The most important symptoms of COVID-19 are recent onset of any of the following:

- a new continuous cough
- a high temperature
- a loss of, or change in, your normal sense of taste or smell (anosmia)



**c. If you have COVID-19 symptoms or have received a positive test result**

- Stay at home and begin to self-isolate for 10 days from when your symptoms start. Arrange to have a test for COVID-19 if you have not already had one. The result of the test will determine how long you must stay at home and self-isolate.
- Stay at home while you are waiting for a home test kit or a test site appointment.
- A positive test result means you must complete a 10-day isolation period.
- If your test is negative, you can stop self-isolating as long as you are well.
- If you do not have symptoms but have tested positive for COVID-19, stay at home and self-isolate for 10 days from the day the test was taken. If you develop symptoms after your test, restart your 10-day isolation period from the day the symptoms start.

**d. Self-isolation and shielding**

A small number of children and young people may be unable to attend in line with public health advice because they:

- are self-isolating
- have had symptoms or a positive test result themselves
- are a close contact of someone who has coronavirus (COVID-19)

If your child is unable to attend school or college for these reasons, ask your school or college what support they can provide for remote education.

**e. If you live in the same household as someone with COVID-19**

- Stay at home for 14 days. The 14-day period starts from the day the first person in your house developed symptoms or, if they do not have symptoms, from the day their test was taken.



- If you do not have symptoms of COVID-19 yourself, you do not need a test. Only arrange a test if you develop COVID-19 symptoms.
- If you develop symptoms and your test result is positive, follow the same advice for people with COVID-19 to stay at home and self-isolate for 10 days from when your symptoms started, regardless of where you are in your 14-day period.

#### **5. Minor illness and injury.**

Pupils found to be ill in school or ailing in such a way as to interfere with their work should be sent to Nurse Taylor with a note from their teacher. Nurse Taylor will assess whether the

pupil needs to be sent home or whether they should be rested in the school until feeling better or until they can be safely sent home. Pupils with injuries must be assessed by Nurse Taylor who will justify a direct referral to the accident and emergency department. All these incidents are to be recorded by Nurse Taylor confidentially and electronically. Parents will always be contacted for serious illness or injuries.

EYFS parents will be called immediately or a slip sent home informing them of any injury, occurring in the school day.

#### **6. Cleaning blood and body fluid spills**

All spillages of blood, faeces, saliva, vomit, nasal and eye discharges should be cleaned up immediately, wearing PPE. Clean spillages using a product which combines detergent and disinfectant (and ensure it is effective against both bacteria and viruses). Always follow the manufacturer's instructions. Use disposable paper towels or cloths to clean up blood and body fluid spills, and dispose of after use. A spillage kit should be available for bodily fluids like blood, vomit and urine.

#### **7. Giving medicines at school.**

Medicines should only be administered at school when it would be detrimental to a child's health or school attendance not to do so. Nurse Taylor is responsible for any child under the

age of 16 years of age to administer a course of medication that has been prescribed to pupils as long as a request to administer medicine form has been filled in by parents.

The school will only accept prescribed medicines if these are in-date, labelled, provided in the original container as dispensed by a pharmacist and include instructions for administration, dosage and storage. The exception to this is insulin, which must still be in date, but will generally be available to schools inside an insulin pen or a pump, rather than in its original container. All medicines should be stored safely. Children should know where their medicines are at all times and be able to access them immediately. Where relevant,



they should know who holds the key to the storage facility. Medicines and devices such as asthma inhalers, blood glucose testing meters and adrenaline pens should be always readily available to children and not locked away. This is particularly important to consider when outside of school premises, e.g. on school trips

**Pain-relieving drugs.** Paracetamol may only be administered by Nurse Taylor with signed parental permission in each pupil's medical booklet, each issue being recorded in the medical notes electronically via Sims. For the EYFS verbal consent is obtained by parents at the time paracetamol is required via phone call or email, if it is not possible to get consent paracetamol will not be administered.

### **8. First Aiders - Staff training and support**

If Nurse Taylor is absent first aiders are able to see pupils or visitors who become injured or unwell, generally there is a designated first aider who is based on the ground floor of the Vaughan reception.

Paracetamol can be given by a first aider with parent's/carers consent on the day either by email or phone call, this will then be recorded, with the child's name, D.O.B and form also including the dose given and the time given and signed by the member of staff who gave the paracetamol. Paracetamol will be given accordingly to the pupil's age and the guidelines stated on the bottle/box.

Pupils who require prescribed emergency medication can only be given by staff that has had relevant training or from staff who feel competent to deliver appropriately, ideally a first aider. Parental consent is NOT required for emergency medication as these drugs are deemed to save their life.

### **9. Other support College Nurse**

The College Nurse will work with counsellor to support as required. Other information may be gained by working with other agencies for example CAHMS, the immunisation team.

In the unlikely event that a pupil's behaviour indicated there were signs due to solvent abuse the College Nurse would advise the pastoral team and support the pupils. (See Alcohol and drugs policy).

Nurse Taylor will work with the designated Safeguarding team to support the pupils.



## **REVIEW**

This Policy will be monitored by the Health & Safety Committee and reviewed annually by the governors of St. Bede's College.

**Date policy reviewed:      October 2020**

**Date of next review:        October 2021**

## **References:**

- A. The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR)
- B. Incident Reporting in Schools (accidents, diseases and dangerous occurrences) HSE 2013
- C. Supporting pupils at school with medical conditions December 2015
- D. Guidance on infection control in school and other childcare settings. March 2017
- E. Public Health England October 2020