



# TRRS FIRST AID POLICY

## **Introduction**

The Roman Ridge School is committed to promoting and maintaining the Health & Safety of our pupils, staff and any visitors. Further to the policies outlined in our Health & Safety Policy, the school has developed a policy outlining its responsibility and appropriate procedures in place to deal with First Aid incidents.

The school aims:-

- To provide a prompt and appropriate response in cases of illness and injury of pupils, staff and visitors.
- To ensure that all staff and students are aware of the systems in place.
- To ensure there are sufficient numbers of competent staff within the school environment and provide information and training on First Aid to employees.
- To ensure there are suitable facilities to administer First Aid.
- To identify and implement reasonably practical arrangements for dealing with first aid incidents.
- To keep adequate records of all cases of illness, injury or accidents on record.
- To provide awareness of Health and Safety issues within school and on school trips, to prevent, where possible, potential dangers or accidents.

## **Day to Day Procedures for First Aid**

Our School Clinics are the central reference point for all First Aid care. It is staffed by two (2) full-time Registered Nurses. The Nurse is only permitted to administer First Aid. Any additional medical treatment is strictly prohibited (i.e. injections, IV drip, administration of unsanctioned medication). Pupils or staff requiring further intervention or treatment must do so at an external medical facility. That said, a defibrillator machine has been purchased for emergency resuscitation and School Nurses receive ongoing training to use this life saving equipment.

School Clinics are located on the Ground Floor of the S-Block (near the Basketball Courts) and on the Ground Floor of the Primary Block (near the Main Office).

First Aid kits are located in the School Clinics, all Science Labs and all school vehicles. All requests for replenishment of stock must be forwarded to the Main Office, who ensures kits are fully stocked and replenished with approved standard items only. First Aid kits available to take along where access to adequate facilities maybe restricted such as, school trips or sports/social events arranged or supported by the school.

A list of all communicated student allergies and known medical conditions is maintained on iSAMs (the School's Management system) and circulated to relevant Form Tutors, Teachers, Sectional Heads, the Principal and School Nurses. This list is updated regularly.

Pupils with asthma are encouraged to label and store a Ventolin inhaler in the Clinic. The School Clinic stocks Ventolin inhalers for use in case of an emergency. Families of children with diabetes or severe allergies are encouraged to work with Management to make arrangements for the necessary medical equipment to be available in school. In such cases, parents would have to issue prior written consent for the Nurse to administer such treatment in emergency cases.

All treatment administered to pupils by the Nurse is recorded in the Clinic Log, which is organised according to Section and captures the date/time, child's name, class/form, complaint and action taken. After treatment is received, pupils must be given a slip by the Nurse summarising treatment provided (with times and dosage indicated) to present to their Teacher, before handing over to their Parent. At the end of each day, a digital log of all activity recorded is shared with Management on Microsoft Teams for their perusal and possible action.

A separate log is kept to record any treatment received from the School Clinic by a member of staff or visiting adult.

All accidents /near misses, however minor, must be recorded. All accidents/injuries must be reported to the Sectional Head and Principal immediately. Accident Report forms must be completed and are available in the Clinic. Records for the active Academic Year are kept with the Principal, Sectional Head and Nurse. Copies of all Accident Reports are kept on the pupil's file. The Principal reviews these documents at least termly to check for any emerging patterns or trends.

Staff who witness or deal with an incident, are expected to complete an Accident Form as soon as possible after an incident.

Nurse is required to always use gloves when examining a pupil or administering treatment. Any spillage of bodily fluids (i.e. blood, urine, faeces, etc.) must be handled with special attention to good hygiene. Pupils should be cleaned thoroughly with soap and water, as well as a diluted antiseptic solution (i.e. Dettol, Savlon, etc.).

Any spilt bodily fluids must be cleaned immediately with detergent and the area sterilised with antiseptic solution or bleach. Any soiled clothes must be cleaned immediately, using detergent and a diluted antiseptic.

If the pupil's/student's injury is minor and he/she can return to class after treatment by Nurse (i.e. light scrapes and bruises), Nurse is to:

- Treat using basic First Aid techniques.
- Appropriately document incident using Clinic Record and Clinic Slip.
- Ask child to return to class.

If the pupil's/student's condition is significant and child cannot return to class, but does not require urgent medical attention (i.e. severe cut, stomach upset, fever, nosebleed, flu/cold, rash, sore throat, etc.), Nurse is to:

- Administer First Aid as necessary and make child comfortable.

- Inform Sectional Head and contact parents/guardians through the Main Office to arrange for pick-up.
- Support and reassure the pupil/student until his or her parent/guardian arrives.
- Appropriately document using Clinic Record, Clinic Slip and Accident Report Form (if applicable).
- If an accident took place, Nurse should notify Sectional Head and complete an Accident Report Form.

If the pupil's/student's condition requires urgent medical attention or is life threatening (i.e. high fever, seizure, loss of consciousness, fracture, head injury, etc.). Nurse will:-

- Assess the situation and request for emergency transportation through Main Office. Stabilise the pupil/student using First Aid techniques. Main Office will immediately notify Class Teacher or Form Tutor, Sectional Head and/or Principal, and then make contact Parent/Guardian.
- Continue nursing care until arrival at the hospital/clinic.
- Handover to Parent/Guardian or designated person upon their arrival.
- Appropriately document incident (Clinic Record, Clinic Slip & Accident Report Form).

### **Staff Training and Practice of First Aid**

The school will be responsible for providing First Aid training for members of staff and renewing their certification with a recognised accreditation body. All staff are expected to use their best endeavours in the event of a First Aid emergency. At least one qualified person must be on site at all times when children are present and on all off-site trips. A list of qualified First Aiders are attached as Appendix 1.

Members of staff with a specific responsibility, such as for adventure or science activities, will be responsible for maintaining good health and safety practices in these areas and for ensuring that all staff working within their area of responsibility are properly trained, having regard to the hazards of the activities involved and for advising the Principal of any subsequent specialist requirements for the health and safety of staff and pupils.

Staff will ensure that all areas under their supervision or control are kept in a clean and tidy manner and that any articles or substances therein are properly stored, clearly labelled and used in manner not likely to result in harm. They will be responsible for reporting to the Principal of all accidents or injuries.

All staff shall familiarise themselves with the contents of this policy and any associated documentation pertaining to their activities, and at all times comply with all requirements contained therein. They shall comply with any safety instructions from the Principal. They must

wear any protective clothing and equipment supplied, not wilfully misuse or abuse such equipment and report any defects, or other safety hazards encountered.

### **Administering Medication**

Students are only permitted to take medication administered to them by:-

- The Nurse, in the School Clinic.
- Responsible adult acting in *loco parentis*, while accompanying children off the school premises.

A list of approved medications stocked in the School Clinic is attached.

All medications shall be stored in a suitably approved, locked, drug cabinet located in the School Clinic. All medications are stored in their original containers and will be suitably labelled with the contents, dosage, frequency of administration, duration of course, date of prescription and pupil's name.

Staff are not permitted to administer medication to students. Any medication brought from home to be taken on site during school time must be brought in its original container, with the written permission of a Parent/Guardian, who must complete the Authorisation of Medication Form (see attached) outlining the details of the medication and its appropriate administration (i.e. dosage, frequency, storage instructions, etc. Pupils must visit School Clinic to take their medication, as all medication must be administered in the Nurse's presence and no pupil is permitted to take any form of medication outside of the School Clinic. Clinic Slips are issued to all pupils once their medication has been administered by the Nurse, for presentation to their Teacher and Parent/Guardian.

### **First Aid on School Trips**

During the organisation of any school trip, a comprehensive risk assessment must be completed by the member of staff in charge. Much as possible, the staff in charge must have personally travelled the trip route and destination to enable an accurate completion of the risk assessment.

Prior to the trip, a list of pupils involved is given to the Sectional Head and Main Office. Staff member in charge is furnished with all the relevant medical condition and any equipment /medicine needed.

First Aid kits must be taken along on all school trips. In some cases, provisions will be made for the School Nurse to be available to provide First Aid care (i.e. Sports Day).

### **Trip of less than 24 hours**

A designated member of staff should have a suitably equipped First Aid kit, and a list of pupil medical conditions/medication together with contact details of parents in an emergency.

### **Overseas Trips**

When students are on approved school trips, medical contact and information forms are sent to all parents to supply detailed information on students' medical conditions and medication together with consent forms necessary during the trip. The forms accompany the staff in charge of the visit and information can be made available to any medical authority in the country of visit.