



## 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, trained or qualified in accordance with arrangements approved by the Health and Safety Executive and the provision of first aid equipment and facilities in order to render first aid to employees. College policy is that such provision should also be made for pupils.

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.



## 1. First Aiders

Pam Dewhurst	Reception 13.00-6pm	Oct 17-Oct 20
Jill Mallen	Reception 7.30-13.30	Oct 17-Oct 20
Pavla Mataskova	Duke of Edinburgh & Vaughan	Oct 17-Oct 20
Hannah May	Vaughan Office	Oct 17-Oct 20
Rachael Campbell	Vaughan Office	Oct 17-Oct 20
Noel McGoff	Maintenance	Oct 17-Oct 20
Tom Winston	Maintenance	Oct 17-Oct 20
Richard Dillon	Maintenance	Oct 17-Oct 20
Simon Miller	Maintenance	June 18-June 21
Peter Proud	Technology	Oct 17- Oct 20
Clare Livesey	Henshaw & After school sports	Oct 17-Oct 20
Cornelia Smith	Geography trips and Henshaw	Oct 17-Oct 20
David Muckalt	Sports Director Sports field & P.E	Mar 17-Mar 20
Christine Earles	Duke of Edinburgh & Vaughan	Oct 17-Oct 20
Joanne Casanova	All buildings	Jun 18-Jun 21
Andrew Davies	Vaughan	Jun 18-Jun 21
Tanya Davie	MCFC & Joseph Building	Jun 18-Jun 21
Jenny Hatton	Vaughan	Jun 18-Jun 21
Sandra Pike	Henshaw and Vaughan	Jun 18-Jun2 1
Greg yates	Duke of Edinburgh & Regis	Jun 18-Jun 21
Joel Gerardo	Regis	Jun 18-Jun 21
Stuart Bargery	Joseph/Vaughan & football	Jun 18- Jun 21
Buddhika Amandakone	Prep Late Class and lunch play	Mar 18- Mar 21
Lorraine Denton	EYFS Nursery	Apr 16-Apr 19
Kathleen Davies	Prep Office	Oct 17-oct 20
Annemarie Edwards	SEN	Oct 17-Oct 20
Marion Farmer	Prep Late class and lunch play	Feb 18-Feb 21
Catherine Caughan	Prep 2 teaching assistant	Jun 16-Jun 19
Sharon Kelly	EYFS reception class	Oct 17-Oct 20
Natalie Lewis	Prep/College P.E	Oct17- Oct 20
Vida Oteng-Duku	Classroom Assistant	Apr16-Apr 19
Elizabeth Withington	EYFS Reception class	Oct 17-Oct 20
Emily Roberts	Prep. 2 teacher	Jan 17-Jan 20



## **First aid for sport, exercise and leisure**

<b>Nikki McCormick</b>	<b>Jan 16-Jan19</b>
<b>Claire Whitney</b>	<b>Jan 16-Jan19</b>
<b>David Henry</b>	<b>Jan 16-Jan19</b>
<b>Kevin McGrath</b>	<b>Jan 16-Jan19</b>
<b>Nora Lavorini</b>	<b>Jan 16-Jan19</b>
<b>Mikhail Fogel</b>	<b>Jan 16-Jan19</b>
<b>Liam Mitchell</b>	<b>Jan 16-Jan19</b>
<b>Karen Taylor</b>	<b>Jan 16- jan19</b>

All staff are trained by Nurse Taylor annually on inset days, 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.

## **2. 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 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
- h. Work Regulations 2013 (RIDDOR) Online system to the Health and Safety Executive.
- i. 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.

- j. 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.

## **4. ILLNESS**

### **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.

### **5. Spillages of Bodily Fluids.**

In instances of spillages of bodily fluids, the cleaning staff should be alerted immediately to clear, utilising specialist absorbent crystals which are to be disposed of as medical waste.

### **6. 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.

Form has been completed by their parents. Prescribed medication that is not in date, labelled and provided in the original container and instructions for administration, dosage



and storage will not be accepted by the school. All medicines will be locked away safely in Nurse Taylor's medical room.

Certain pupils, such as those with asthma, diabetes or severe allergies, may need to have medication (e.g. inhalers, adrenaline pens) readily available to hand in case they suffer an attack these will always be readily available and not locked away. Nurse Taylor does hold pupil's spare emergency medication in case pupils forget or their medication has expired or broken. Such pupils, or their teachers in the case of very young children, will retain their medicines, provided this has been agreed with the parents. Nurse Taylor should alert teachers of any pupils with medical problems which may require specific treatment in emergencies.

**7. 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. **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.



## 8. Other support College Nurse

The College Nurse will work with the Doctor and 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)

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

The College Doctor Dr. Cunningham will carry out medicals for all year 7 pupils with Nurse Taylor; consent for the medicals will be signed for in the medical booklet.

## REVIEW

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

<p><b>Date policy reviewed: September 2018</b> <b>Date of next review: September 2020</b></p>
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## References:

- A. The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR)
- B. Incident Reporting in Schools (accidents, diseases and dangerous occurrences) EDIS(rev2) HSE 2012 [www.hse.gov.uk/pubns/edis1.htm](http://www.hse.gov.uk/pubns/edis1.htm)
- C. Supporting pupils at school with medical conditions December 2015
- D. Guidance on infection control in school and other childcare settings.(Dept. of health) 2014