



THE ELMS

EST 1614

The Elms School

13a. FIRST AID PROVISION POLICY

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Effective from	June 2020
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Policy Owner	Head Matron
Authorised by	Welfare SMG
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Circulation	Governors All Staff Parents on request
Publication	Internal

We recognise that all members of the school staff, including volunteers and peripatetic staff, share the duty of care for children at the school. We aim to ensure that the health, safety and welfare of all pupils is paramount. This policy should be read in conjunction with the school's Safeguarding policy which includes Child Protection procedures.

The Elms is a co-educational school whose policy in relation to First Aid is to provide assistance by Qualified First Aiders on the staff, including Paediatric First Aiders (see attached list of current First Aiders), one of whom is on the school site when children are present, and a Nominated First Aider for Staff. The school ensures that the physical and mental health, and emotional wellbeing of pupils is promoted.

Accommodation for boarders who are unwell, is adequately staffed and separated from other boarders and provides separate accommodation and washing facilities for male and female boarders if necessary.

There are effective arrangements to secure medical, dental and optical attention for boarders as necessary, and where possible, boarders may choose whether or not they are accompanied by a member of staff. Day pupils attend the latter with parents whenever possible. Written parental permission has been obtained in advance for the administration of first aid and appropriate non-prescription medication, and to seek medical, dental or optical treatment when required. This requirement is without prejudice to the right of a Gillick-competent boarder to give or withhold consent to medical treatment or to seek medical advice or treatment in confidence.

All staff are instructed in school meetings to refer any case which might require First Aid, to the matron team, based in the school surgery. A First Aider is always available during matches. All accidents incurred by staff and pupils, are recorded on individual accident forms and filed, then written up in the day book and parents of pupils are contacted as soon as possible. A record of any termly accidents is collated for the Governors. The day book is the school's written record of all medication, treatment and first aid administered to pupils/staff which is duly signed by the matron on duty. All minor head bumps are also recorded, parents contacted, and a form completed which is handed to parents upon their arrival at the school that day for day children. A main school and pre-prep incident report form is also completed and given to parents, as is a visiting team sick bay report form, should a visiting child be injured in a match at The Elms.

Matrons are all fully aware and updated regularly regarding arrangements for pupils with particular medical conditions. Specific training can be arranged by specialist nurses and the school's Doctor for pupils with chronic conditions and disabilities, e.g. Asthma and Diabetes.

For all situations, other than everyday minor injuries, cases will be referred to the GP at the **Colwall Surgery 01684 540323** (with whom the majority of boarders have been registered), or during out of hours, directly to either **Malvern Minor Injuries dept. 01684 612619 or 612600**, or **Ledbury Hospital 01531 632488**, or if the First Aider deems the accident to be an emergency, to ask a bystander to dial 999 for an ambulance. There are 24hr A&E departments at Hereford (can be easier to get to) on **01432 355444** or Worcester on **01905 763333**.

Reporting to HSE

The school is legally required to report certain injuries, diseases and dangerous occurrences to the HSE. Where there is a death or major injury this should be reported by calling the Incident Contact Centre (ICC) on 0845 300 9923 (opening hours Monday to Friday 8.30am to 5pm). All other reportable injuries should be reported online <http://www.hse.gov.uk/riddor/report.htm> it is the responsibility of the Deputy Head Pastoral and the Bursar to report to the HSE when necessary.

The procedures for administering First Aid are detailed in the Matrons' Bible which is updated yearly. It includes the necessity to wear protective gloves when dealing with the spillage of bodily fluids. A washing machine has been designated for soiled linen in the girls' changing rooms

First Aid boxes are located throughout the school and checked termly, these reports are given to the Bursar and any items used must be reported directly to the Matron in order that they can be replenished. Sports First Aid bags are also checked and re-stocked on a regular basis.

All procedures and policies relating to pupils' health care is regularly overseen by Matron.

The Elms policy on boarders self-medicating, other than for specific conditions e.g. Asthma, is that to do so would be detrimental to the health and safety of other boarders.

Administration of Non-Prescribed Medication

BOARDERS

1. When a pupil comes to the Surgery details of the ailment are entered into the Day Book and signed, the information is then also put onto ISAMS. His/her temperature is taken if necessary and the treatment noted. If appropriate, the follow-up column is ticked for continued monitoring.
2. The Matron on duty selects the appropriate treatment from the locked medicine cupboard which is stocked in accordance with the GP's advice.
3. The contents of the secure cupboard are listed on sheets fixed to the inside of the medicine cupboard door and signed and updated by the GP annually.
4. If the child continues to be unwell the Matron on duty will assess whether the child should be taken to visit the GP as soon as possible whilst liaising with parents.

BOARDERS WITH OWN GP, DAY CHILDREN, PRE-PREP & EARLY YEARS

Parents are requested to bring any non-prescribed medication to the Surgery. Paragraphs 1-3 as above, but if the child continues to be unwell the Matron should telephone the parent/guardian and suggest collection if possible, and a visit to their own GP. In an emergency, treat as necessary and dial 999 still continuing to contact parents.

Administration of Prescribed Medication

BOARDERS

1. The Matron on duty will make a note on ISAMS of the Dr's prescription.
2. The name of the pupil and the medication prescribed should be written on the white board in the Surgery. This must include the name of the medication, the amount and the frequency.
3. The medication must be stored either in the locked fridge (with the pupil's name on it) or in the locked medicine cupboard in a box marked with the pupil's name.

BOARDERS WITH OWN GP, DAY CHILDREN, PRE-PREP & EY'S

Parents should bring any prescribed medication to the Surgery and complete a detailed medication form and sign where appropriate.

Paragraphs 1-3 as above.

STAFF MEDICATION

Staff must tell the school and seek medical advice if they are taking any medication which may affect their ability to care for children. Any staff medication must be given to Matron to store securely at all times.

MEDICAL PROTOCOLS ON COMMUNICABLE DISEASES

The school ensures that all immunisation records for boarders are up to date. The school GP confirms any suspected communicable disease, and will decide as to whether the individual is sent home (if possible) or isolated within the school.

A letter from the school GP is then forwarded to the Headmaster and emailed to parents and staff, advising of any necessary precautions.