



**THE ELMS**  
EST 1614

## The Elms School

<b>13a. FIRST AID PROVISION POLICY</b>	
Effective from	November 2023
Extent of Policy	The Elms School
Policy Owner	Head Matron/Deputy Head Pastoral
Authorised by	Welfare Committee
Review by	November 2024
Frequency of Audit	Annual
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 staff who are trained in First Aid certificate including paediatric First Aid. 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, and in emergency, dental and optical attention for boarders as necessary. 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 Matrons room. A First Aider is always available during matches. All accidents incurred by staff and pupils, are recorded in the accident book, then written up in the daybook and parents of pupils are contacted as soon as possible. A record of any termly accidents is collated for the Governors. The daybook 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 information is then recorded on medical section of isams.

Visiting pupils' accidents can also be recorded in accident book.

If staff are unsure if the accident / injury requires 999 care – they should call 999 and not wait for Matron or First Aider.

All staff receive First Aid training, but staff who take sports sessions and matches also take extra training on concussion through the RFU. Whilst we recognise that a bump to the head could happen at any point in the school day, the likelihood of it happening whilst playing sport is greater. Staff follow the same protocol as with all other injuries by reporting it to matron ASAP (even if the child goes home directly with a parent from a match). Staff assess the pupil and administer immediate first aid and will always advise parents to seek medical advice at Minor Injuries / A and E to determine if the injury has resulted in a concussion.

If Matron or a Staff member suspects concussion strict protocols are followed and a graduated return to play programme (for whatever sport) is put together for that pupil. This will continue until a formal decision is made by a medical professional.

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.

Clinical waste bin are situated in Matrons for soiled dressings. Soiled linen/clothes are washed in sluice bags.

Expired or unused medicines and any sharps boxes are taken to local pharmacy for disposal.

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.

Emergency Asthma inhalers are located around school – Matrons, Staff room, Front Office.

Emergency Auto injectors are located in School Office.

Emergency Defibrillator is located in School Office.

### **Administration of Non-Prescribed Medication**

#### **BOARDERS**

1. When a pupil comes to the Matrons room details of the ailment are entered into the daybook 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 regularly checked by Head Matron and listed in Medicine book.
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 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.

### **MEDICAL PROTOCOLS ON COMMUNICABLE DISEASES**

The school ensures that all immunisation records for boarders are up to date. The local 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 local GP is then forwarded to the Headmaster and emailed to parents and staff, advising of any necessary precaution