



# IPSWICH SCHOOL

CO-EDUCATIONAL DAY AND BOARDING SCHOOL

## **FIRST AID POLICY 2019 (INCLUDING EARLY YEARS FOUNDATION STAGE)**

### **1. AIM OF FIRST AID (PRESERVE, PREVENT& PREMOTE)**

Major and minor incidents can take many forms and can happen without warning. No plan can provide for every eventuality. The response to any incident is handled however, with a management framework which has been put in place for the day to day running of the school. In the event of an accident the pupils concerned should be taken to the School Matron or in his/her absence to the relevant first aider. One of the trained first aiders will decide if the injury requires hospital treatment and will, if necessary call for an ambulance. In this instance a member of staff will contact the parents. If hospital treatment is not deemed necessary the Matron or relevant first aider will attend to the injury on site. Subsequently, the member of staff originally reporting the incident should fill out an accident report form and submit to the Surgery, Headmaster or Deputy Head.

### **2. AIM OF THE SCHOOL'S FIRST AID POLICY**

This document sets out the policy to be followed for the provision of First Aid within Ipswich School (including Ipswich Preparatory School, Notcutt's playing fields, Ivory House Anglesea Heights and Westwood Boarding House) during term time and holiday periods. It also gives general guidance for the provision of first aid for pupils and staff on tours and visits away from the school.

### **3. ROLE OF FIRST AIDERS**

The role of the first aider is to provide care after an accident or injury including preserving life, minimising further damage and making the patient as comfortable as possible until professional medical or nursing help is available. It is not to give treatment.

#### **4. THE SURGERY**

The Surgery is open from 8.15 am until 4.30 pm on Mondays to Fridays during term time. It is not open on Saturdays, Sundays or during holiday periods.

#### **5. THE ROLE OF THE SURGERY**

The Surgery provides, as a minimum, the medical cover listed below for pupils, employees and visitors (but not contractors working on the School site) during the hours that the Surgery is open during term time. It is a manned 'drop in' facility and the Matron on duty is not expected to attend at other locations on the School estate to provide treatment except in an emergency. Where this arises the Matron on duty should use her discretion after assessing the conflicting need to man the Surgery, especially if there are patients in her care, and the nature of the emergency.

- Assessing and treating sick and injured pupils, staff and visitors
- Contacting parents/guardians, etc as appropriate
- Referring/taking pupils to hospital as appropriate and follow up/liaison with parents/hospital/School Medical Officer
- Arranging such medical tests as the Matron, together with the School Medical Officer, consider desirable for pupils
- Holding and dispensing medication prescribed for pupils by their doctors
- Maintaining records of those treated in the Surgery and/or requiring attention outside the Surgery
- Ensuring the accident book is kept up to date to comply with Health and Safety regulations
- Ensuring accident report forms are completed by pupils and staff as appropriate
- Ensuring that the School's first aid boxes at all sites are kept fully stocked
- Maintaining and updating a computer database of pupils' medical information
- Ensuring staff are aware of any special needs pupils have, bearing in mind the need for confidentiality
- Providing First Aid training for staff
- Liaison with the Catering Manager, updating him/her on special diets and food allergies

#### **6. LOCATION OF FIRST AIDERS**

There are members of staff who have been trained to give first aid treatment who normally work in the following locations:

- Senior School main building
- Preparatory School
- Science blocks
- Design and Technology blocks
- Great/Little School complex
- Library block
- Dining Hall/Kitchen areas
- Maintenance workshops
- Westwood boarding house
- Notcutt's playing fields

There should be a member of staff present at Notcutt's playing field who has knowledge of emergency first aid. There is a landline in the first aid room in the Pavilion and a member of the games staff with a mobile phone, first aid box and transport who is responsible for seeking the appropriate aid whenever contact sports are being played. A First Aider will be on duty at Notcutt's for inter-school rugby fixtures; the arrangements are made by the staff in charge of rugby.

Ideally a trained first aider should be present at Westwood boarding house but as a minimum a person with knowledge of emergency first aid, a first aid kit, mobile phone and transport must be immediately available.

## **7. ACTION IN THE EVENT OF INJURIES AND ACCIDENTS**

First aid trained members of staff have valuable skills and all injuries should, wherever possible, be assessed by them. However, it is accepted that those with minor injuries may simply report direct to the Surgery.

Any casualty judged capable of moving by a first aider should be accompanied to the Surgery and transferred to the charge of the Matron on duty. In the case of a more serious injury Matron should be called to the casualty (but please note this will only be possible if Matron has no patients in the Surgery).

### ***Please note:***

- ***Casualties with suspected fractures or back or neck injuries must not be moved unless Matron or ambulance personnel are present. For the patient's safety and insurance reasons, they must NOT be moved on the instructions of ANY bystander.***
- ***If the casualty is unconscious, their airway is at risk, and they should be placed in the recovery position regardless of suspected spinal injury. Coaches are to follow to the School Concussion Protocol.***

### **a) When to call an ambulance**

When injuries are life threatening e.g. cardiac arrest, spinal injuries, severe haemorrhage or when injuries are such that they cannot be treated on site an ambulance will be called, a responsible person should be detailed to receive the ambulance and direct to the casualty.

### **b) Accidents at Playtime in the Prep School**

All Prep School staff attend the in-house first aid course run by Matron. This is renewed every 3 years and includes training in the use of epipens and inhalers. In addition the Lower Prep Late Stay staff and members of the EYFS team hold the Paediatric First Aid Certificate. It is recognised that a member of staff with paediatric first aid training must always accompany EYFS (Early Years Foundation Stage) children on trips off site.

If a pupil is injured during playtime/lunchtime, a teacher on duty must send the child to the School Office.

### *Nursery – Year 2*

The member of staff who has administered first aid (if applicable) must fill in the medical record card situated in the School Office/Nursery. If the injury is deemed serious enough to warrant further medical attention beyond basic first aid, the School Secretary/Registrar has to be informed and they will radio Matron who may visit the School site or arrange for pupils to be escorted to the Surgery at the Senior School. An injury notification slip must always be completed and sent home to parents.

A chair and small sink are situated in the Lower Prep office where children can rest if feeling unwell. However, if a child is unable to remain in the classroom every effort is made to contact parents/carers in order that the child may go home.

### *Years 3 – 6*

The member of staff who has administered first aid (if applicable) must fill in an injury notification slip which is sent home to parents. If the injury is deemed serious enough to warrant further medical attention beyond basic first aid, the office staff have to be informed and they will radio Matron who may visit the School site or arrange for pupils to be escorted to the Surgery at the Senior School. Matron will contact parents by carbonated note or a phone call.

Children who need to lie down in a quiet, supervised area are able to use the beds in Matron's Surgery until they can be collected by parents/carers and taken home.

Any pupil in Years 3 – 6 injured during lunch time on the Senior School field will be dealt with initially by the member of staff on duty and then may be sent to Matron with another pupil as an escort. No pupil should go to Matron alone.

Injuries causing concern: Matron will have made contact with parents/guardians by phone.

## **c) Accidents and illness during lessons in the Prep School**

If a child is feeling ill during the course of morning school, the form teacher/subject teacher will initially deal with the pupil. If a pupil's health continues to cause the teacher concern, the member of staff will take the pupil to either the Lower or Upper Prep School Office, where with the School Office staff will make the decision about further action e.g. contacting parent/guardian or seeing Matron. If this decision is made, the office staff will make the necessary arrangements. If Matron is not deemed necessary the pupil will return to their lessons.

### *Nursery – Year 2*

Inhalers are kept in classrooms and are taken by the teacher to all sports events, swimming and other outings, etc.

### *Year 3 – 6*

All pupils required to use an inhaler should know how to use it properly. It is the responsibility of the child and the parents to ensure this. Children should carry their inhaler with them, especially to the sports field.

Epipens, etc are kept in the School Offices and Surgery and are clearly labelled.

#### **d) Accidents and illness in the Senior School**

*Years 7 – 13*

If a pupil is injured during break times or in class the teacher will send to or for Matron. N.B. most Senior School pupils self refer to see Matron in School Surgery.

All visits are recorded in the pupils' individual medical record. More serious accidents will be reported to the parents/guardians and Headmaster.

All pupils required to use an inhaler should know how to use it properly. It is the responsibility of the child and the parents to ensure this. Children should carry their inhaler with them, especially to the sports field.

Children who are prescribed Epipens are required to have them on their person at all times.

#### **e) Accidents, injuries and illness away from School**

In the event of a Pupil becoming injured or ill outside of school, for example, whilst playing for an external Club, we ask that Parents and Pupils inform Matron on their return to school as to their status.

All injuries should be recorded and all coaching staff should be made aware of the pupils status so that they are not selected if unfit to do so.

All pupils that are informed by a member of the medical profession, not to play, must inform the school, in writing, as and when the pupil is "fit to play".

The pupil should not be allowed to return to sport until this has taken place.

### **8. MAJOR INCIDENTS**

See Critical Incident file.

#### **a) Reporting Accidents**

In the event of an accident the member of staff originally reporting the accident should fill out an accident report form which is available from the Surgery. This should be submitted to the Surgery. The School conforms to the statutory requirements and will report to the HSE (Health and Safety Executive) in accordance with Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR). Further details of which can be found at <http://www.hse.gov.uk/riddor>. Accidents in the EYFS setting must also be reported to Ofsted.

### **9. SCHOOL HOLIDAY PERIODS**

First aid cover for employees who work during holiday periods will be provided by members of the support staff who are trained and qualified first aiders.

## **10. FIRST AID TRAINING**

It is the School's policy to regularly review First Aid provision to ensure it is adequate.

First Aid training is offered by Matron and Mr M R Rackham which gives basic training (FAW, EFAW and PFAW) in handling life-threatening incidents which may occur in schools. This will give attendees the minimum level of competence required to save a life in an emergency. A certificate of attendance is awarded and certificated through Protrainings.

It is recognised that certain members of teaching staff will require first aid certificates to enable them to carry out specialist duties, such as Duke of Edinburgh expeditions and School trips abroad. Courses can be arranged to suit their requirements.

A number of EYFS staff hold the Paediatric First Aid Certificate.

## **11. RE-TRAINING**

First aid training lasts for three years. The Health and Safety Officer and Matron will make arrangements for re-training and re-certification for each first aider during the third year.

## **12. FIRST AID BOXES**

These are located as shown on the attached list (page 8). Matron aims to check all boxes once per term. Any person who uses an item from a first aid box should inform Matron as soon as possible so that it can be replaced.

A first aid box should be a strong container impervious to dust and damp. It should be clearly labelled 'First Aid' by a white cross on a green background.

The contents of a first aid box should be readily available to anyone wishing to use them. Only the following first aid supplies should be kept in it:

- List of first aiders
- A card with general first aid guidance
- A supply of individually wrapped sterile adhesive dressings (plasters)
- Sterile eye pads with bandage and triangular bandages (preferably sterile, but if not, a sterile covering appropriate for serious wounds should be included)
- Safety pins
- A selection of sterile wound dressings, various sizes
- Disposable gloves
- Yellow clinical waste bag
- Resuscitation face shield.

## **13. TRANSPORT**

Transport to hospital from the School, if not an ambulance emergency, is arranged through the Surgery.

## **14. TOURS AND VISITS AWAY FROM THE SCHOOL**

Whenever possible, a trained first aider should be included on officially sponsored tours and visits. A first aid box, available from the Surgery, should always be taken on such visits by the first aider or the person in charge where there is no first aider.

Pupils with medical conditions are identified for each trip, and the trip leader informed. Epipens, inhalers or extra medical supplies/equipment will be made available.

EYFS children who are attending an offsite visit must be accompanied by a suitably qualified Paediatric first aider.

## **15. MEDICINES**

The Nursery, Lower and Upper Prep administer medicines under the written permission of parents/guardians. All medicines are kept in a locked and designated cupboard. Only designated staff or Matron may administer these medicines and a record is kept.

In the Senior School all medicines are administered by Matron.

Pupils in the Senior School are given over the counter remedies (for headaches and the like), if parents have given prior consent.

*If staff require medicines during the school day, they must be stored securely and out of sight, and taken discretely.*

## **16. BODILY FLUIDS**

In the event of any bodily fluids (blood, faeces, urine and vomit) needing to be dealt with immediately, clear hygiene arrangements are in place and guidance is available from the Surgery. Gloves are provided in first aid kits and should be used when dealing with bodily fluids. All items should be placed in a plastic bag and disposed of in a clinical waste bin located in the Surgery. If possible the area should be cleaned with neutral detergent such as washing up liquid.

## **17. DISSEMINATION OF INFORMATION**

This Policy Statement is to be displayed in the Surgery and on appropriate notice boards around the School.

A list of first aiders and location of first aid boxes are to be displayed on the notice board outside the Surgery.

*Revised April 19*

# **IPSWICH SCHOOL**

## **Position of First Aid Boxes**

School fields – Groundsman’s Shed  
Notcutts Pavilion x 2  
Notcutts Groundsman’s shed  
School Pavilion – Cricket (& Burns Box)  
Cricket Pavilion – Kitchen  
Sports Hall – Office  
Fitness Suite  
Swimming Pool  
Squash Courts  
Sixth Form Centre x 2  
Chapel  
Chemistry Depts x 2  
Biology Depts x 3  
Physics Depts x 2  
D.T. (+ eye station)  
Art  
Art Workshop  
Library  
Caretakers’ Office  
Reception x 2  
Surgery  
Great School  
Maintenance  
School Kitchen/Dining Room (+ Burns Box)  
Donachers (+ Burns Box)  
Minibuses x 5  
RS  
Study Support (History)  
Upper Prep School Science Room  
Upper Prep School Technology Room  
Upper Prep School Staff Room  
Upper Prep School Travel (Staff Room)  
Upper Prep School Office  
Upper Prep School Play Deck (by door)  
Upper Prep School Playground (by door)  
Upper Prep School Caretakers’ Office  
Upper Prep School Kitchen  
Upper Prep School Sports Hall  
Upper Prep School “Late Stay” area  
Lower Prep School Office  
Lower Prep School “End of Main Corridor”  
Lower Prep School Travel  
Lower Prep Kitchen  
Nursery  
**Anglesea Heights**  
†Westwood All-Weather Pitch  
†Westwood Kitchen (+ Burns Box)  
†Westwood Surgery  
†Westwood Groundsman’s Shed

ALL CHECKED TERMLY BY MATRON  
† Checked Regularly by Westwood Staff