



First Aid and Treatment of Ill Children Policy

ISI Reference 13a

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The aims of this policy are to inform staff in how to deal with any situation that arises that requires a child to receive medical attention.

There are nominated first aiders within the school, at least one of whom will be on site at all times. In the event of an accident or injury a first aider should be called immediately to assist with the treatment and assessment of the child. Notices are displayed in each classroom which provide details of the first aiders.

Information Sharing

Information on children with allergies or other medical needs is displayed in the staffroom and these children are identified during staff meetings. Training is provided for use of epi-pens when necessary.

Prep School

If a Child Feels Unwell

If a child complains that they are feeling unwell during a lesson or activity the member of staff should assess the situation and decide upon the next course of action. If necessary, the child should be accompanied to the Head of Boarding. If a child is in obvious pain or distress an adult should accompany them to the Head of Boarding. The Head of Boarding will decide upon the next course of action and administer any first aid as is necessary.

Boarders Who Are Unwell

Boarders who are unwell will be put to bed in a separate dormitory, provided with food and drink as necessary and administered 'homely' medication as required. All medication administered is to be recorded in the medical book. They will be visited regularly and their condition assessed on each visit. If deemed necessary they will be taken to the school doctors for professional medical attention. Day children will be assessed by the Head of Boarding and if necessary their parents will be called and asked to collect the child as soon as possible. The child will be looked after until their parent or guardian arrives.

Medication

Parents are asked to complete a medical form which provides details of any medical needs their child may have. The form also provides evidence of permission granted by parents that the school can administer over the counter medications when required.

All medication is stored in a locked cupboard in the surgery. Any medication that is administered, either prescribed or homely, should be recorded in the medical book. This is regularly checked by the Headmaster and overseen by the Head of Boarding.

Accident Management

In the event of an accident the member of staff responsible for the class or group should assess the situation and request the attendance of the nearest first aider. The member of staff may decide that it is necessary to call for an ambulance immediately if they suspect a child is experiencing any of the following:



- a significant head injury;
- fitting, unconsciousness, or concussion;
- difficulty in breathing and / or chest pains;
- a severe allergic reaction;
- a severe loss of blood;
- severe burns or scalds;
- the possibility of a serious fracture.

A member of staff must accompany the child in the ambulance and remain with them until their parent or guardian arrives at the hospital. In the event of a full boarder being taken to hospital the member of staff must remain with them.

All accidents which require the attention of a first aider or the Head of Boarding should be recorded in the accident book held in the relevant department. Parents should be informed if their child has been involved in an accident no matter how minor.

In the event of the member of staff not believing that an ambulance is needed the first aider will then assist the child and assess the injury. They may then decide that an ambulance is needed or that the child needs to be taken for further medical attention at A&E. The staff and first aider may also decide that the child should be treated as being ill and the course of action detailed above should be followed.

If there is a risk of staff or the first aider coming into contact with blood or other bodily fluids the following precautions should be taken;

- cover any cuts and grazes on their own skin with a waterproof dressing;
- wear suitable disposable gloves when dealing with blood or other bodily fluids;
- use suitable eye protection and a disposable apron where splashing may occur;
- use devices such as face shields, where appropriate, when giving mouth to mouth resuscitation;
- wash hands after every procedure.

If there is a risk that others have been contaminated with blood or other bodily fluid then the following action should be taken;

- wash splashes off skin with soap and running water;
- wash splashes out of eyes with tap water or an eye wash bottle;



- wash splashes out of nose or mouth with tap water, taking care not to swallow the water;
- record details of the contamination;
- report the incident to the Head of Boarding and take medical advice if appropriate. The Head of Boarding will then arrange for the proper containment, clear up and cleansing of the spillage site.

If necessary, under RIDDOR, notify the Bursar of any incidents and he will take the appropriate action.

Transporting children to hospital

If the injury is severe, an ambulance is called for immediately. A child will **not** be transported by staff in a private vehicle. Emergency Services are the primary source for transporting a child to receive treatment. Whilst waiting for the ambulance, contact is made to parents and arrangements are made to meet at the hospital. A senior member of staff must accompany the child and collect together registration forms, relevant medication sheets, medication and the child's possessions, should this be appropriate. The Headmaster and Deputy Head Pastoral must also be informed immediately.

For injuries not of a severe level, the child may be taken to hospital by the Head of Boarding or Senior Member of Staff using their own vehicle or a school vehicle. Staff should remain calm at all times. Staff and children who witness an incident may well be affected by it and may need reassurance.

Personal protective equipment (PPE)

The EYFS department at Terrington Hall School provides staff with PPE according to the need of the task or activity. Staff must wear PPE to protect themselves and the children during tasks that involve contact with bodily fluids. PPE is also provided for other tasks, such as food contact and general waste exposure. This is chosen according to need and will be regularly reviewed to ensure it is suitable and effective. Staff are consulted when choosing PPE to ensure all allergies and individual needs are supported.

Dealing with blood

Staff always take precautions when cleaning wounds as some conditions such as Hepatitis or the HIV Virus can be transmitted via blood.

Staff wear disposable gloves and wipe up any blood spillage with disposable cloths.

Any materials used when dealing with blood should be disposed of using the correct disposal bags (yellow).

The EYFS Department at Terrington Hall School will not necessarily be aware if there is a child carrying Hepatitis or who is HIV Positive on their register.



Needle puncture and sharp injury

Blood-borne infections may be transmitted to employees who injure themselves with needles, broken glass etc. For this reason, great care must be taken in the collection and disposal of this type of material. For the safety and well-being of the employees, ALL NEEDLES, BROKEN GLASS etc. SHOULD BE TREATED AS CONTAMINATED WASTE.

The EYFS Department treats its responsibilities and obligations in respect of health and safety as a priority and will provide ongoing training to all members of staff which reflects best practice and which shall be in line with current health and safety legislation.

Trips Away from School

On trips away from school, including away matches, staff should always carry a first aid kit and if possible their own mobile telephone. In the case of away matches the host school will usually be able to assist with medical attention but staff should not rely on this.

Looking After Ill Children

Staff should follow the following guidelines when looking after ill children;

VISITING

Regular visits are essential both for monitoring illness and for morale for the child. Wherever practicable, children who are sick should be visited at least every half hour

FOOD & DRINK

Depending on the nature of the illness and doctor's recommendations, children should be offered regular supplies of food at mealtimes and break times. In addition, they must be offered a drink on every visit and, whether they want it or not, be provided with fresh water and encouraged to drink it, unless the doctor has specifically requested otherwise.

NOTIFICATION

All illness should be notified to the Deputy Head, with a brief resume of the nature of the illness.

PARENTAL CONTACT

Parents of boarders should be contacted if the illness shows any signs of being anything more than just the over-tiredness, which does habitually affect pupils of seven to thirteen years old.

Parents of day children should be contacted as a matter of course if their child is ill.

DOCTOR

If any symptoms persist beyond twenty-four hours, or if you are worried at all, the school doctor must be contacted.

MEDICATION

No medication should be given to any child by any member of staff without parental consent. As a general 'rule of thumb', treat all the children with at least as much concern as you would a child of your own. It is insufficient just to say "go and lie down in the dormitory". It is



absolutely essential that The Head of Boarding or the Headmaster is informed as soon as possible.

Asthma

The school has a responsibility to advise all its staff on practical asthma management. Once the school is aware the pupil has the condition the Head of Boarding will liaise with the parents on Action Plans or if an attack occurs during school activities. Students with blue inhalers will be encouraged to keep one on their person and one in the house as back up. On the advice of a doctor a generic blue inhaler can be kept in school for emergencies.

Asthma Management

Triggers include allergens (pollen, animal hair) and exercise.

In the event of witnessing an attack:

- Ensure the pupil takes their reliever medication (usually blue). It should quickly open up the narrowed airways.
- Keep calm, give the pupil reassurance. Attacks are frightening –stay calm –the child has probably had attacks before.
- Encourage slow, deep breathing. Keep the pupil sitting upright or leaning slightly forward.

Remain with the pupil until they recover or further help arrives.

Parents of Asthma sufferers will sign a consent form for the administration of salbutamol in the event of an inhaler not working or no access to one.

Call 999 for an ambulance if any of the following occur:

- Doses of reliever have no effect after 10 minutes
- The pupil is distressed or unable to talk
- The pupil is becoming exhausted
- You have serious doubts about the pupil's condition



EYFS and Pre-Prep

Most members of staff hold a current Paediatric First Aid certificate in the Pre-Prep Department. Please see list at the end of this policy.

If a child has a minor accident in the Pre-Prep department they are seen by one of the listed members of staff and appropriate action is taken be that application of an ice pack, antiseptic wipe and or a plaster. The cause and effect of the accident and action taken is written on the 'minor accident sheet' which is kept in the Pre-Prep staff room and the parents are informed at the end of the day or via the child's individual Communication book.

In the event of major injury the same procedure is followed but the parents/emergency contact is rung and requested to come to pick up the child. A major incident form is filled out and delivered to the Headmaster.

In the event of a child needing emergency treatment the Head of Department will phone an ambulance and then contact the parents/emergency contact and inform them of the nature of the emergency and request that they either come to school or meet the ambulance at the designated hospital (whichever is deemed the most appropriate), Malton, York or Scarborough.

If the parent is to meet the ambulance at the hospital one of the Paediatric First Aiders will accompany the child in the ambulance and complete the handover to the parent. The Head of department will follow up the accident by visiting or speaking to the parent after treatment has been given and then inform the rest of the staff.

The accident will be recorded in the Accident book and the major incident form filled out and given to the Head Master.

In the event of a child needing prescribed medicine at school the parent must hand the medicine, clearly named, to the child's form teacher and a consent form is filled out. When the medicine is administered two members of staff must be present and both sign the form.

The medicine is to be kept out of reach of ALL children in the department staff room, (either in the fridge or next to the First Aid box). At the end of the day the Form teacher should hand the medicine back to the parent.

In the case of non-prescribed medicines the same procedure is followed.

Should a child require the presence of prescribed medicine on site at all times, e.g. for an allergic reaction, the parent should inform the form teacher of the nature of his/her problem, in writing, and complete an individual consent form. The medicine, clearly named, is to be kept next to the First Aid box.

All medical information, medication logs and major incident forms are kept in the Medical File next to the Accident book. These are in the Pre Prep staff room.



Appendix 1: First Aid and Location of First Aid Kits

First Aid and Location of First Aid Kits

Name	Qualifications	Expiry Date
Ms A Cairns	Paediatric First Aid	Jan-22
Mr A Crockett	Paediatric First Aid	Sep-20
Miss E Cross	Emergency First Aid at Work	Mar-21
Mrs C Grant	Paediatric First Aid	Jan-22
Mr S Keens	Emergency First Aid at Work	Sep-20
Mr S Keens	Paediatric First Aid	Jan-22
Miss C Knights	Paediatric First Aid	Sep-20
Mrs L Langley	Paediatric First Aid	Sep-20
Mr P Mulryne	Paediatric First Aid	Jan-22
Miss L Ramli	Paediatric First Aid	Jan-22
Mrs K Roberts	Paediatric First Aid	Jan-22
Mrs A Salisbury	Paediatric First Aid	Jan-22
Mrs C Stubbs	Paediatric First Aid	Nov-20
Mr A Upton	Paediatric First Aid	Sep-20
Ms C Wainwright	Paediatric First Aid	Sep-20
Ms C Wainwright	Emergency First Aid at Work	Sep-20
Miss R I'Anson	Paediatric First Aid	May-20
Mr D Wright	Paediatric First Aid	Jan-22

Appendix 2: Location of First Aid Kits

First Aid Kits can be located:

School Office

Sports Hall

Lower Prep Block

Science Labs

Kitchen

Surgery



Pre-Prep

Music Room

All Minibuses

An AED (defibrillator) is
located at Terrington Hall
School, Sports Hall