

First Aid Policy

As part of our aim to provide the children in our care with the best possible educational experience, all staff have a responsibility with regard to health and safety and are informed of health and safety issues, use and storage of medicines, infection control and fire safety.

General Medical and First Aid Points

All parents of new pupils, on entry to the school, must provide a completed Medical Form before the first day of school. This includes any medical requirements or information that the parent feels the school may need to know. Such information should then be recorded on the school data base.

At the La Storta site:

There is a qualified Nurse at the La Storta site, Mrs Susie Tisone, who is responsible for the general First Aid in the school. She is based in the Junior School on B floor and if she is not there, she can be contacted by mobile phone (339 7485326). If she is not on duty a list of qualified First Aiders will be found on the board in each staff room, as well as the delegated 'responsible person/supply nurse' for the Day / period. Each section of the school has a number of staff qualified as First Aiders, whilst in the Early Years Foundation Stage two or more staff are specifically qualified as Paediatric First Aiders. Training is updated for all staff on a regular basis, every three years.

At the beginning of each academic year all teachers must **check the list of pupils' special health problems/requirements, compiled by the Nurse and posted in both staff rooms to ensure that they are suitably informed about every child they teach.**

The Nurse runs the Infirmary and ensures it is a welcoming environment to those who may need it. She is responsible for maintaining the medical supplies stored in the Infirmary.

In the event of a minor accident, first-aid facilities can be found in the Science Laboratories and the P.E. Department. (Staff in these areas are responsible for maintaining adequate stock levels.) In the Junior School, first aid facilities are to be found in the Infirmary and a small supply of essential items is also held in the Dragon School, for minor cuts and grazes. There is a qualified Paediatric First Aider based in the Dragon School, (Foundation Stage). For any, more serious injuries, the Nurse will be called.

The Nurse always sees any head or eye injury. In the case of serious injury, the Nurse should always be called. She will contact a parent/carer if she feels it is necessary and also takes the decision if a pupil has to be sent to hospital.

The Nurse is responsible for providing an appropriate First Aid Kit for staff accompanying day or residential trips

Procedure for dealing with minor illness in the Senior School:

A Senior school pupil who needs to see the school nurse must have a *Reporting Slip* filled in and signed by a teacher to give to the Nurse. If the Nurse thinks the pupil is fit to return to class she will send him / her back with details of their time of visit. S/he should not be allowed to return without this proof that s/he actually went to the Nurse.

Procedure for sending home a senior school child

1. Parent/carers are informed of a student's illness / injury and asked to collect them.
2. If a parent/carer *instructs* the School to send the student home, then a taxi can be called.
3. If, as one would usually expect, the student is to be collected, s/he waits in the Sick Room or Junior School entrance lobby.
4. An e-mail will be sent by the Nurse to:
 - Reception (to deal with the arrival of the parent/carer)
 - Head of Year (for register information)
1. On arrival at Reception, parent/carer will be guided to the Nurse's office.
2. Before the pupil is taken away, the Nurse will explain to the parent/carer what treatment, if any, has been given.

Procedure for dealing with minor illness in the Junior School:

A pupil who feels unwell will be sent to the Nurse, usually accompanied by a peer; there is no need for a teacher *Slip*. S/he will return to class when ready or the parent / carer will be called to collect them. The Class teacher and Junior Head will be informed if a child is sent home.

All visits to the Nurse requiring treatment are recorded in both a register and on the student/pupils' individual records in the Infirmary.

At the Nomentana site:

There is a qualified First Aider, Ms Sarah Mattei, on the school site from 08.45 to 16.30 every day. A list of qualified First Aiders is available from the school office.

The school office is responsible for the general First Aid in the school and is based on the ground floor.

Medical Room

There is a medical room on the first floor where children who need to lie down will be taken. Children who are in the medical room will be supervised by a member of staff at all times.

Location of First Aid Kits

There are 3 permanent First Aid kits. One is in the School Office, one in the Red Dragons for Early Years and one in the medical room. There are 2 portable medical kits to be used on school trips, when going to the gym, etc. They may also be used if the First Aider needs to take them to a pupil injured outside. Both these kits are located in the School Office.

Procedure for dealing with minor illness:

A pupil who feels unwell will be sent to the Office, usually accompanied by a peer. S/he will return to class when ready or the parent / carer will be called to collect them. The Class teacher and Junior Head should be informed if a child is sent home.

Medicines

Parents who require a pupil to take medicines during the school day in the short term, should deliver them to the Office with written instructions for administration.

Other personal medicines, such as asthma inhalers, allergy medicines etc. are kept in the cupboard in the Office and are labelled with the child's name, although children who are asthma sufferers should carry their own inhalers too, where appropriate.

Medication for minor disturbances such as headaches, insect bites etc. can be given to the pupils at the First Aider's discretion.

All visits to the Office requiring treatment are recorded in both a register and on the pupils' medical card.

First Aid

In the event of an accident

- Keep calm, reassure and comfort injured child
- Protect the child and others from further risk
- Assess injury without moving the child
- Diffuse the situation – explain the situation and reassure or distract non-injured children
- Alert the Nurse or qualified First Aider.
- Give clear and accurate information to them.

A child who has been hurt during a lesson or at playtime will either be sent to the Nurse /qualified First Aider or, in the case of more serious injury, the Nurse /qualified First Aider will be called.

The Nurse will contact a parent if she feels it necessary that the pupil has to be sent to hospital. In this case **the parent is responsible for collecting their child**. The school cannot accept responsibility for this. If parents are unable to come, or unable to delegate another adult, then the child should stay at school until the end of the day and go home with his/her usual form of transport.

In urgent cases an ambulance will be called and the Nurse, a member of staff or someone authorized by the Head, should accompany the pupil to hospital and await the arrival of one of the parents.

Accident Reports

All accidents resulting in an injury which may require treatment beyond that administered within the school are reported on the 'Accident Report' form. A copy is forwarded to the Deputy Head (Senior students) and Junior Head (Junior pupils) and to Mr. Pellegrino for insurance purposes. (See Appendix A for a copy).

Medicines

Parents who require a pupil to take medicines during the school day in the short term, should deliver them to the Nurse /First Aider with written instructions for administration.

Other personal medicines, such as asthma inhalers, allergy medicines etc. are kept in the cupboard in the Infirmary and are labeled with the child's name, although children who are asthma suffers should carry their own inhalers too, where appropriate.

Medication for minor disturbances such as headaches, insect bites etc. can be given to the pupils at the Nurse's discretion. These include, Paracetamol, simple cough linctus, throat lozengers and mild antacids. Parents who do not wish their child to be given such remedies should indicate this on the child's medical form on admission to the school. A list of such pupils is on the medicine cupboard in the Infirmary. Administration of all such medicines is recorded on the pupil's medical card. These medicines are stored in the medical cupboard.

Medication to be taken away for use on trips should be handed to the staff member in charge of the trip.

All out of school trips will take a suitable First Aid Kit, prepared by the Nurse. No out of school trips will be undertaken without an appropriate Risk Assessment being carried out and approved and signed by the Head. Trips out of school by children in the Foundation Stage will always be accompanied by at least one Paediatric First Aider.

Spillages

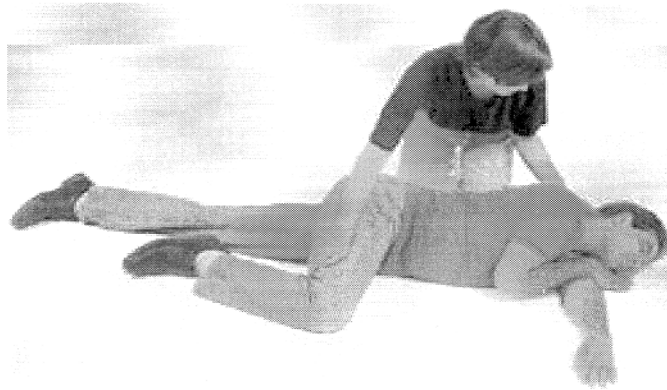
All spillages of blood, faeces, saliva, vomit, nasal, and eye discharges should be cleaned up immediately (always wear gloves). When spillages occur, clean using a product which combines both a detergent and a disinfectant. Use as per manufacturers instructions and ensure it is effective against bacteria and viruses, and suitable for use on the affected surface. NEVER USE mops for cleaning up blood and body fluid spillages. Use disposable paper towels and discard clinical waste in a closed plastic bag.

Diseases, illnesses and injuries which are required to be reported to the Italian equivalent of the Health & Safety Executive of RIDDOR, (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations, 1995), are usually done so by the Hospital treating them.

First Aid Procedures; some reminders:

Epilepsy: What to do if a pupil has an epileptic attack:

- If possible, try and protect the person, e.g. by breaking the fall.
- Clear spectators and obstacles away.
- If possible, loosen clothing around the neck.
- When convulsions stop, place the person in the **recovery position (see diagram)**.
- Stay with the casualty until recovery is complete.
- NEVER restrain the casualty, move the person, try and open the mouth, wake the casualty or give any drink.



Asthma: the pupil may be very anxious, have difficulty in breathing out, and have blueness of the face.

- Reassure and calm the person
- Sit him/her down and get him/her to lean forward, resting on a support, (e.g. arms folded).
- Provide a good supply of air (e.g. by an open window or in a space away from others).
- Let the casualty take any medication they have to halt an attack, (usually an inhaler).

Diabetes: the only major problem, which a diabetic pupil is likely to have in school, will be hypoglycaemia. This is when the level of sugar in the blood unexpectedly falls, (due to the person missing a meal, or burning up sugar during exercise).

- Symptoms include turning pale, trembling, sweating, drowsiness, blurring of vision, abnormal behaviour; (this may be disorientated or aggressive).
- Give the pupil sugar (sweets, biscuits, sugar-sweetened drink).
- Stay with the pupil until completely recovered.
- In the rare circumstances of the casualty becoming unconscious, (but breathing normally), place in the **recovery position (see diagram)** and seek help.

Fainting: This is caused by a temporary reduction in the flow of blood to the brain. It most frequently occurs when pupils are standing still for long periods of time.

- Sit the casualty down with the head between the knees.
- Advise the pupil to take deep breaths.

Severe Allergic Reaction: (anaphylactic shock - peanut allergy).

- Pupils liable to this will have their own emergency syringe, (Epipen) with them or in the case of younger pupils close by with the teacher. This should be administered **immediately** if the pupil collapses.
- Details of all known children with significant allergies are kept in the Infirmary and a list is compiled by the Nurse and put on the Staff notice boards.
- Epipens and inhalers should be kept close by the child and in the care of the teacher, where appropriate. Staff will have been trained in the use of an Epipen and will know that an Epipen can be re-administered within 30 minutes without harm.
- If an Epipen is administered the parent should be called immediately and, if necessary, an ambulance called.

Reduction of Risk

We also have a responsibility to ensure that all people who access the building are safe.

To fulfill this responsibility we undertake to:

- ensure that the secure entry system is used properly at all times and that no one is admitted to school until their identity has been checked.
- all visitors will sign in and out and wear a visitor's badge
- Regular fire drills will be held.

All staff should be aware of potential hazards in and around the school and act appropriately to minimize danger. Good standards of hygiene and attention to detail are important aspects of risk reduction. In addition to this the following procedures should be adhered to:

Good Housekeeping

- Flooring kept clean and free from obstruction, observe regularly for wear and tear.
- All materials to be checked regularly for wear and tear.
- Adult scissors, tools to be stored safely and away from children.
- Appropriate risk assessments to be completed before all outings.
- A No Smoking policy is maintained within the school
- All electrical equipment which is part of the building infrastructure is checked regularly by external companies that can provide certification.

- Movable electrical equipment used by staff is checked every two years or in accordance with the Italian regulations
- Staff check daily for any potential Health & Safety risks within the school building and outside in the grounds too. When necessary any hazards are reported to the Estates Manager and Health & Safety Officer.
- Electrical leads are safely tucked away.

Day & Residential Trips

Educational outings are an important element to the education provide at St George's. Before any excursion is undertaken a full risk assessment should be carried out and the relevant paperwork completed. An electronic copy should be saved in the relevant folder on the Server and a hard copy given to the Head well before the trip, to be approved and signed. Following the trip the SWOT analysis section of the Risk Assessment form should be completed on the Server.

During the outing the following must be adhered to.

- First aid kit should be carried
- Mobile phone should be carried as well as essential contact numbers
- Inhalers, epipens should be carried if required and will form part of the risk assessment for that trip.
- Seat belts must be worn.

Monitoring

The Principal, along with the SMT, monitors the effectiveness of this policy on a regular basis and, if necessary, makes amendments for further improvements.