

St George's School Windsor Castle

FIRST AID POLICY

(including EYFS)



1. Introduction

First Aid save lives and prevent minor injuries becoming major ones. Knowledge that there is First Aid provision on-site helps enable pupils to develop into happy, confident children. The school provides for the physical development of each child, and the First Aid provision helps create a safety net for those that occasionally take a fall. This policy addresses responsibilities and provides information related to First Aid.

2. Responsibilities in Brief

The Head Master and Governors are responsible for the health and safety of pupils and employees whilst at St George's School. Proper provision for adequate and appropriate training and guidance to staff is part of that responsibility.

The teachers and matrons are expected to use their best endeavours at all times to secure the welfare of pupils at school, in the same way that parents might be expected to act towards their own children.

All staff are expected to undergo a basic 'Emergency Aid in Schools' level of training, and to 'top-up' their knowledge and skills on a three-yearly basis.

All staff who undertake swimming sessions with the children at the school's indoor pool will undertake a one day STA course of Life Saving. This is additional to the First Aid knowledge and skills gained on any other course. A two-yearly 'top-up' is a requirement for all the staff connected with swimming.

3. First Aid Role of the School Matrons (in brief) and Qualification

There are two matrons on duty at the school with at least one such person on duty at all times. These staff, Miss Katy Mason and Mrs Yvonne Judge are trained on a course approved by the Health and Safety Executive (HSE): a three day 'First Aid at Work' qualification, as provided by St John's Ambulance. The matrons are supported by the staff where necessary, and also by the school doctor – currently Dr Brudney of the South Meadow Surgery. Their jobs are to:

- Give immediate help to casualties with common injuries or illnesses, and those arising from specific hazards connected with a boarding school that also has a large number of day pupils ranging in age from 3-13 years of age;
- Where necessary, ensure that an ambulance or other professional medical help is called – probably the school doctor in the first instance.

4. Equipment

First aid information is available in the surgery and on guidance cards in each of the schools first aid kits (see paragraph 6 'First Aid Kit Locations' below). Detailed lists of equipment may be found in the [Health Care Policy](#) (School Handbook).

5. Emergency Procedure

- In the case of serious injury or illness, an ambulance should be called without delay even if there is some uncertainty as to the nature of the problem. The matrons and/or school doctor can always be consulted after this if needed, but this should NOT delay the call in any emergency.
- If staff are on their own, they should always try and summon help by any means available, e.g. send a person (or pupil) to get help, phone, radio.
- The Head Master or the most senior member of staff on the premises at the time must be informed as soon as possible. The duty teacher at the time must also be informed.
- Staff should stay with the child at all times, (except if they have to leave the child to summon help first).
- The person in charge at the time should ensure they have accurately described their location, and that another member of staff has made arrangements to direct the ambulance/assistance to the required location.
- If a matron is not able to travel in the ambulance with the child, (and their parents are not present), ensure that a member of staff travels with them. If possible this should be someone the child knows.
- If the child's parents are not present they must be informed at the earliest opportunity.
- Where the injury is not serious enough to warrant an ambulance, boarders should be driven to the most appropriate emergency facility by car. The parents of day children should be contacted, and if possible collect the child. If this is not possible or would involve an unacceptably long wait, the child should be taken to the emergency facility by the school and the parents meet the child there.

6. First aid kit locations

- FRONT DOOR
- SURGERY
- SCIENCE LAB
- SWIMMING POOL – IN THE OUTER VESTIBULE
- DESIGN AND TECHNOLOGY DEPARTMENT
- PRE PREP KITCHEN
- KITCHEN OFFICE
- PAVILION – IN THE FIRST BACK ROOM ON THE SHELF
- ALL MINI BUSES
- OLD BANK HOUSE – BY THE FRONT DOOR

7. Minor Ailments

- It is inevitable that some children will become ill while at school. Any child who becomes ill while at school should be sent, or if necessary taken, to see a matron.
- The matron will assess the child and determine the best course of action.

- Matrons should always take a full history of the problem taking into account other factors such as other illnesses and allergies. Matrons should then examine the child and assess all factors which may be associated e.g. appearance, temperature, rash.
- Matrons may give medication to boarders at their discretion, within the guidelines laid down by the school doctor.
- Other than medication prescribed by the school doctor, written parental consent must be given before any child is given medication by the school. Only in exceptional circumstance of urgent medical need will verbal or e-mail consent be accepted. Where a condition is life threatening, medication can be given as needed without consent, in accordance with the school allergy policy (see chapter 6).
- Before giving medication to anyone always read the dispensing instructions and check they have no relevant allergies.
- Day children who are too unwell to continue in school should be sent home at the earliest opportunity. Boarders who are too unwell to continue in school should be kept upstairs in the boarding area, and the school doctor informed in order to decide whether they should be seen and/or sent home. Matrons may also stop children from doing games and/or swimming, and choristers from singing if they deem them to be unfit for these activities.
- When in any doubt about the seriousness of the child's condition matrons should ring the school doctor for advice.

8. Serious Conditions

- Any child who is unwell should be sent to see a matron or a matron should be summoned to see the child.
- Acute allergic reaction (for full policy on anaphylaxis please refer to [Anaphylactic Protocol Policy](#) in the School Handbook):

IMMEDIATE TREATMENT

- Stay calm, call for help
- Administer adrenaline without delay (Epipen/Anapen) if you believe the symptoms are serious

Do not be afraid to offer adrenaline. The dose contained in the pen has very few side effects, which will pass quickly in any case. It has been used for a long time. It is a very reliable and well understood drug.

- Put the person in a sitting position to help breathing difficulties.
- Call an ambulance – if it has not been called already, arrange for someone to meet it at the gate
- Contact Matron – if not already on her way

- Serious injuries/accidents, illness or emergency condition e.g. seizures, hypoglycaemia, collapse when discovered, should be treated in accordance with emergency procedures unless the emergency is deemed to have passed in which case advice from matron and the school doctor should be sought as to the continued care of the pupil/member of staff.
- Any case of a serious illness or allergic reaction must be recorded in the surgery log book and the headmaster or the most senior member of staff should be informed as soon as possible.

9. Sports and Other Injuries

- If in any doubt about the seriousness of the injury, staff should call for a matron, call an ambulance and/or seek medical advice from the school doctor or the hospital BEFORE moving.
- Children must be reassured and comforted whenever they are injured, but should also be encouraged to view injuries realistically. If the injury is serious it will not heal overnight and may take a long time to heal fully.
- Injuries are not confined to the sports field. No matter where the injury happens the member of staff dealing with the child should be satisfied that the injury did not occur as a result of any deliberate act to cause harm to the child, negligence by a member of staff or because of defective equipment or the fabric of the building. If the member of staff does suspect the injury was the result of any of the afore-mentioned, then he or she must ensure that the problem is reported to the relevant department head.
- All serious injuries and accidents must be recorded in the surgery log book and if necessary in the accident book.

10. Hospitalisation

- Matrons should notify the next of kin as soon as possible.
- Any medication the child is taking, or may need, such as an inhaler, should be taken to the hospital.
- Matrons and staff should never convey to the child any fears they may have about the child's condition.
- Matrons and staff should always take the child's telephone contact numbers with them, and the contact numbers for the school.
- Matrons/staff should stay with the child at all times, unless it is not medically possible, until the child's parents arrive or they are discharged into their parent's/guardian's care. When parents arrive ensure they are happy for the school staff to go before actually leaving.
- Emergency visits - Be aware that A & E is not child friendly environment. Staff should always take money in case of need.
- Admission - Consult with the child's parents about the possibility and advisability of the child's friends visiting them in hospital.
 - Keep the school informed about the child's progress.

- Matrons should always inform the school doctor about any hospital admission or visit to A & E.

11. General First Aid Training – one day course (other staff)

In addition to the School Matrons' specialised first aid training, the school encourages many of its staff to undergo first aid training. Pre-prep staff undertake paediatric first aid courses. The list of first aid trained staff is below. **The provider of the one-day course is St John's Ambulance.**

First Aid at Work

Jane Pepys	16/03/13
Katherine Mason	14/01/13
Yvonne Judge	17/01/11
Peter Granville	03/10/11

Early Years First Aid

Rachel Hooker	26/05/12
Alexandra Thompson	26/05/12
Karen Hancock	21/05/12
Carly Dyson	21/05/12

First Aid for Sport

Maria D'Amaro	04/06/11
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Basic First Aid

	22/01/13
Roger Bowden	Anthony Brailsford
Alice Brawn	Louise Cheesewright
Tina Cheng	Paul Churchouse
Ann Clark	Liz Coffin
Emma Ellis	Karen Flahive
Manuela Flieger	Colin Foran
Carine Gabet	Emma Goble
Sophie Green	Brian Hooker
Peter Marshall	Tara McGowan
Richard Pepys	Jane Pepys
Barrie Piper	Andy Pitsillis
Gary Rumbell	Mary Sandall
Sally Saunders	Gillian Secord
Guy Shore	Clare Emmerson-Smith
Kathryn Tombs	Kevin Wills
Patrick Wright	

12. Blood and Bodily Fluid Spillage

The responsibility for cleaning up blood and body fluids is divided between the housekeeping and maintenance staff, and the pastoral and teaching staff. During normal school hours and when the school is closed to pupils, the responsibility lies primarily with the housekeeping and maintenance staff. During term time, but out of normal school hours and during any chorister 'stay on', the primary responsibility rests with the pastoral staff and duty staff. A Body Fluid Disposal kit is available in the school surgery.

Clean-Up Procedure for spilled bodily fluids is to be found in the [Health Care Policy](#), in the School Hand Book.

Housekeeping staff employed by Sodexo should refer to their company protocols for dealing with bodily fluids.

13. Record keeping and reporting

- A daily logbook is kept in the surgery and must be filled in every time a child is seen, even if no treatment is given and no matter how minor the treatment. This book should at all times be filled in using plain language avoiding jargon. The book is colour coded and these colours for filling in entries should be adhered to.
- Where any accident meets the criteria, it must be reported to RIDDOR (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995). Reporting can be done on line, by phone or by post, all relevant forms can be down loaded from <https://www.hse.gov.uk/forms/incident/index.htm> In most instances the report would be sent by the Bursar.
- The following occurrences must be reported:-
 1. Death.
 2. Major injuries.
 3. Over-3-day injuries – where an employee or self-employed person is away from work or unable to perform their normal work duties for more than 3 consecutive days.
 4. Injuries to members of the public or people not at work where they are taken from the scene of an accident to hospital.
 5. Some work-related diseases.
 6. Dangerous occurrences – where something happens that does not result in an injury, but could have done.
- Further information about how and when to report an incident can be found at:- <http://www.hse.gov.uk/riddor/riddor.htm#when>

14. Medical Form

ST GEORGE'S SCHOOL WINDSOR CASTLE MEDICAL REPORT

Please complete in BLOCK CAPITALS and return to the REGISTRAR **before** your child starts at St. George's. Each child will have a medical at school on entering Year 3 or on entering the school in a higher year. If there are any changes in the information on this form, please notify Matron in writing as soon as possible.

Name in full

Address

..... Telephone Number

Date of Birth Form on entry

Has he/she had: Measles? German Measles?
Chicken Pox? Mumps?
Asthma?

Has he/she had any serious illness or operation? **If so, please give details**

.....

Has he/she any ailment rendering any school game undesirable? **If so, please give details**

.....

Does he/she have any special weakness or tendency or known allergy including sensitivity to drugs? **If so, please give details**

.....

Has he/she been vaccinated against:

Measles	Date
Mumps	Date
Rubella	Date

When was he/she last immunised against:

Whooping cough	Date
Diphtheria	Date
Tetanus	Date
Poliomyelitis	Date
Hib	Date
Meningitis C	Date

Is he/she subject to bedwetting?

Is he/she registered under any scheme to be treated as a private patient in case of need? YES / NO

Doctor's name and surgery address:

.....

Do you give permission for Matron or her Deputy to administer paracetamol at the prescribed dose? YES / NO

I consent to allowing information about serious medical conditions to be shared with members of staff responsible for my child's care. YES / NO

In the event of an accident, I consent to the School Doctor, Matron or her Deputy administering first aid treatment.

In the event of a medical emergency, should it prove impossible to contact me, I consent to my child being transferred to an acute NHS facility and to receive such emergency treatment as is deemed necessary by the medical team looking after them.

Signature of Parent or Guardian Date

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