



EAGLE HOUSE SCHOOL FIRST AID POLICY

Introduction

- By the nature of our grounds and open environment, it is quite probable that accidents can and will happen. Staff will, always, do everything they can to ensure the safety of the children and prevent accidents.
- A minimum of one staff member qualified in First Aid is always on each school site when children are present. First Aid boxes/bags are controlled by the Matrons and located at key points throughout the school and accompany trips away from school.

School Procedures

- If a child or a member of staff has an accident, they will receive first aid from a qualified person. If staff, qualified in first aid, are in the room/area at the time of the accident they will take immediate action.
- If the injury is not serious and the person is capable, the person will then be sent to the medical room. When possible, they should be accompanied by a member of staff or another child. All children from The Nest and Pre-Prep will be accompanied.
- If the injury is serious and the person is unable to come to the medical room someone must be sent to get the Matron on Duty. If they are not present at The Surgery, the emergency button outside the door should be pressed. This sets off a pager held by the Matron on duty. The person should then wait for the Matron to arrive. They must then be taken to the incident.
- The incident will be quickly assessed and any further assistance that may be required will be requested. Should Matron deem an ambulance to be necessary, another adult will make the 999 call. Action will be taken by academic staff to remove other children from the area.
- If hospital attention is needed but not an immediate emergency, the Matron will contact the parents by telephone and arrange for them either to meet the child at the hospital or take the child to the hospital. If the Matron is dealing with the incident and therefore cannot phone, a Senior Member of Staff will make the phone call.



Eagle House School

- If it is necessary to call an ambulance, a member of staff will escort the child to hospital. The child's medical record and personal details will be given to the accompanying staff for use on admission at the hospital.
- If a staff member is required to transport a pupil to hospital in their personal car, they will firstly seek permission from the pupil's parent/guardian and will inform the headteacher. They will ensure that they have a valid driving license. Insurance cover is provided under the Occasional business use policy for Eagle House School.

Please refer to the end of this document for the 999-call procedure by boarding staff between the hours 6pm to 8am.

The Matrons will be responsible for screening all children on entry to the school to identify any serious medical condition e.g. Diabetes, Anaphylaxis, Epilepsy (please see the end of this document, titled "**Conditions that require an IHCP**", for details of these more serious medical conditions). The Matrons will then with the parents produce an Individual Health Care Plan (IHCP) (please refer to Appendix A) for their child's specific medical needs. The Matron will also be updating ISAMS with a 'medical red flag' to identify any children with serious medical conditions for staff to be aware of. If necessary, the Matron will arrange any specific relevant additional training in a medical emergency for staff for these children as required.

Boarding children, where parents are abroad or not in the near vicinity, will always be accompanied by the Matron or Boarding Staff when hospital treatment is required.

The nearest hospital is

- Frimley Park Hospital
Portsmouth Road,
Frimley
GU16 6UJ

Telephone 01276 604604

Sports Fixtures and Events

- A Matron will be present at all major sporting fixtures and events in liaison with the Director of Sport. First aid will be provided for both Home and visiting teams.

Treatment



Eagle House School

- Gloves and aprons are always to be worn when dealing with any body fluids. Body fluid spillage kits are available from the surgery and in the cupboard in the dining room. All soiled dressings used gloves etc. will be disposed of in a clinical waste bag or bin. Wounds will be cleaned, and appropriate dressings applied.

Documentation of Accidents

- All first aid treatment will be documented in the treatment book and if it is a pupil, copied into their individual medical record on iSAMS.
- Matron will email any significant treatment to parents/guardians . If anything is deemed more urgent, Matron will telephone parents/guardians.
- Should a child sustain a bump to the head for which hospital treatment is not sought, the parents will always be emailed or telephoned with advice on signs and symptoms to look out for over the next 48 hours if necessary.
- An email will be sent to parents/guardians if a pupil received any medication under the 'Homely Remedy Protocol'. The parent will also be rung if necessary.
- Significant and serious accidents are to be documented not only on ISAMS, but also in the Accident Book and reported under the RIDDOR system when appropriate. Guidance can be found at www.hse.gov.uk/riddor

The Headmaster and Bursar must be informed of any serious and significant accidents, and any 'near misses' in the aim to potentially prevent an accident in the future.

Staff are reminded that accidents and injuries sustained by colleagues and/or adults on the premises should be dealt with, and recorded, in accordance with this policy.

Location of First Aid Kits

Standard First Aid Kits with pocket masks are kept at the following locations:

- Reception
- Swimming Pool



Standard First Aid Kits are kept at the following locations:

- Staff Room
- Pre-Prep
- Wooton Building
- Malan Building
- Music school
- Late Stay Room
- Sports Hall
- Food Technology
- The Nest

Standard First Aid Kits with Eye Wash Stations are kept at the following locations:

- Shed / Workshop
- Science Labs
- Kitchen
- Swimming Pool Plant room
- Design & Technology

Basic Sports first aid kits for away matches are stored in the sports office.

Public Service Vehicle kits are kept at the following locations:

- All five minibuses

Outdoor Pursuit First aid bags

- 2xbags with Holiday Club

First aid kits will be checked and replenished at the beginning of every term. Staff are to inform Matrons when items need replacing/restocking.

Trip First Aid Bags

First Aid bags for school trips are obtained from the Matron on duty. Notification of the trip and the Year Group attending must be given by academic staff to the Matrons with sufficient notice.



Eagle House School

The Matrons will then provide a first aid kit, children's health information, and any additional equipment required for children with individual health needs.

First Aid Training

The Matrons are responsible for ensuring all relevant staff are adequately qualified in First Aid and Medicines Administration if necessary, and that their training is up to date with accurate records held. The Bursar is responsible for the whole school staff, their first aid training and record keeping.

In the event of any child needing emergency treatment for either the dentist or optician please contact the following:

Emergency Dental Contact Details

**Heathwood Dental Practise
1 Kings Road
Crowthorne
RG45 7BF**

Tel: 01344 776933

**The Old Library Dental Practise
Lower Broadmoor Road
Crowthorne
RG45 7LA**

Tel: 01344 761 758

Emergency Optician Contact Details

**Norman Prince and Partners
85 Church Street
Crowthorne, Berkshire
01344 772 062**

**Castle Optical
21 Duke's Ride
Crowthorne, Berkshire
01344 771 454**



Named First Aiders

Mrs S Barnard - OPUS pharmacy training, First Aid Paediatric training (ABS Medical Services), OPUS pharmacy training

Mrs L Barron – OPUS pharmacy training, First Aid Paediatric training (ABS Medical Services)

Miss K Baynes – OPUS pharmacy training, First Aid Paediatric training (ABS Medical Services), Life Guarding

Mrs L Franklin – Diabetic training (NHS), Youth Mental Health (MHFA), First Aid Paediatric training (ABS Medical Services), Opus Pharmacy training

Mrs L Fripp – OPUS pharmacy training, First Aid Paediatric training (ABS Medical Services)

Mrs D Guest – OPUS pharmacy training, First Aid Paediatric training (ABS Medical Services)

Mr A Sykes – OPUS Pharmacy training, Diabetic training (NHS), First Aid Paediatric training (ABS Medical Services)

Miss K Booker - OPUS pharmacy training, First Aid Paediatric training (SJA)

Mrs L Fisher - OPUS pharmacy training, First Aid Paediatric training (SJA)



- **First Aid Policy - Appendix A**

(Appendix A is in a separate folder within SharePoint)

- **999 Procedure**

This procedure is applicable during Boarding Hours from 6pm – 8am when Boarding staff are responsible for the children in their care.

During the period from 6pm – 9pm normal emergency procedure would apply.

Between 9pm and 8am

- The alarm would sound, and the duty HP and a JA would arrive on the scene
- Assess the situation, following first aid procedure, decide on severity
- The JA will fetch a mobile phone and return to patient and HP
- The HP will make the 999 call and discuss action and treatment
- JA to fetch a senior member of staff and return with person to the patient
- Once course of action has been decided and ambulance dispatched the JA is to go downstairs and wait on drive to show the ambulance the way
- HP to stay with patient always and is primarily responsible for the continuation of their care.
- All other boarders to be reassured and sent back to their beds by second senior member or staff
- HP will go to the hospital in the ambulance with their mobile phone, notes do not need to be taken to the hospital.
- Senior member of staff will stay behind, call parents and inform Headmaster.

HP – DG, LF

Next options – AS, KB



- **Conditions that require an IHCP**

Listed below are some of the most common medical conditions a child may have an Individual Healthcare Plan for school. Here you will find a brief explanation of each condition and some of the most common symptoms displayed. As each person may display a different set of symptoms and therefore require a different approach in treating the condition, the details of how to treat these conditions will be clearly described in each individual's personalised Healthcare plan, available to all staff on SharePoint.

Diabetes

Diabetes is a lifelong condition that causes a person's blood sugar level to become too high. Blood sugar is controlled by a hormone called Insulin which is produced by the Pancreas. When food is digested and enters your bloodstream, insulin moves glucose out of the blood and into cells where it is broken down to produce energy. If you have diabetes, your body is unable to break down the glucose into energy because there is either not enough insulin to move the glucose or the insulin does not work properly. There are two main types of diabetes, *Type 1* – where the body's immune system attacks and destroys the cells that produce insulin and *Type 2* – where the body does not produce enough insulin or the body's cells do not react to insulin. *Type 2* diabetes can be managed through a healthy diet and exercise. *Type 1* diabetes must be externally controlled by regularly injecting insulin.

Symptoms a person with diabetes may show include, feeling very thirsty, urinating more than usual, feeling very tired, weight loss and blurred vision.

Anaphylaxis

Anaphylaxis is a severe and potentially life-threatening reaction to a trigger such as an allergy. The most common allergens causing anaphylactic reactions are, foods including nuts, fish, eggs and milk, medicines including non-steroidal anti-inflammatory drugs (NSAIDS) and antibiotics and insect stings such as bee and wasp stings. In some cases, there is no obvious trigger, and this is known as idiopathic anaphylaxis.



Eagle House School

Symptoms of anaphylaxis include, breathing difficulties, wheezing, itching, hives (itchy red rash), vomiting, swelling of mouth/lips, clammy skin, and collapsing/losing consciousness.

Epilepsy

Epilepsy is a condition that affects the brain and causes frequent seizures. Seizures are bursts of electrical activity in the brain that temporarily affects how it works. Seizures can affect people in many ways depending on which area of the brain is involved.

Symptoms possibly displayed include uncontrollable jerking and shaking “fitting”, losing awareness, and staring straight into space, becoming stiff, collapsing, strange sensations such as unusual tastes/smells or a tingling in your arms and/or legs.

Supraventricular Tachycardia (SVT)

SVT happens when the electrical system that controls your heart rhythm is not working properly, which causes your heart to suddenly beat much faster. A normal resting heartrate is between 60 and 100 beats per minute (BPM), but with SVT your heartrate suddenly goes above 100bpm. This can happen when you are exercising or when you are resting.

This often lasts just a few minutes, but it can last for several hours. It can also happen just once a year, or up to several times a day. SVT can be triggered by tiredness, caffeine, alcohol, or drugs. Often there is no trigger. Other less common symptoms can include, chest pain and feeling breathless, tired, or sick.

Hypermobility

Hypermobility means your joints are more flexible than other peoples. A lot of the times this is no problem for people, however it can cause significant pain to some.

Symptoms may include, frequent sprains or strains, frequent dislocation of joints, poor balance and/or co-ordination and sometimes digestive problems such as diarrhoea or constipation.



Eagle House School