



Medical Policy (including First Aid)

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Committee Responsible:	Finance and Premises Committee
Last reviewed:	February 2024
Date of next review:	February 2027

1. **FIRST AID: POLICY GUIDANCE**

This policy should be read in conjunction with the reference list at the end of this document, and the 'Medical Procedures' document which provides further detail and in-depth procedures relating to medical care at Sibford School.

1.1 **Scope**

This guidance is applicable to all those involved in the provision of first aid or medical care related to school activities.

1.2 **Objectives**

Sibford School's objective is to ensure that anyone who is injured or becomes unwell on the school premises has readily available access to medical care/first aid from trained staff. This applies to anyone, including but not limited to: pupils, staff, parents, visitors and contractors.

1.3 **Aims**

- 1.3.1 To provide a fully qualified and registered Health care professional in the position of School Nurse Health Advisor. The School Nurse will remain up to date and compliant with the most up to date guidelines. They will also maintain a continuing professional development (CPD) portfolio, by attending regular courses and continuing NHS frontline practice.
- 1.3.2 To ensure that there is an adequate provision of appropriate first aid at all times, including arranging mandatory training for relevant staff and availability of first aid equipment across the school campus and out of school trips.
- 1.3.3 To ensure that where individuals have been injured there are suitable mechanisms in place to provide remedial treatment.
- 1.3.4 To ensure that where individuals have become unwell there are suitable procedure in place to provide appropriate care.
- 1.3.5 To ensure up to date records are kept of all those within school and medical concerns such as chronic illness and/or allergies and shared appropriately via medical tracker system.
- 1.3.6 To ensure medical computer system 'medical tracker' is used effectively by the whole staff community and accurate and detailed records are logged electronically in a timely manner.
- 1.3.7 To ensure all full-time boarding pupils have access to NHS General Practitioners, and other services such as dental care when required.
- 1.3.8 Follow the correct procedures for the reporting of all accidents and any accidents under RIDDOR (reporting of injuries, diseases and dangerous occurrences regulations 2013)
- 1.3.9 To ensure appropriate waste management procedures are in place for the disposal and clear up of medical related waste.

1.4 Guidance

1.4.1 The School Nurse will be responsible for the implementation of this policy.

1.4.2 The School Nurse will undertake a risk analysis to determine the first aid needs within Sibford School. This will include consideration of the following:

- (a) Size of the school and whether it is on split sites / levels.
- (b) Location of the school.
- (c) Specific hazards or risks on the site.
- (d) Staff or pupils with special health needs or disabilities.
- (e) Previous record of accidents / incidents at the school (reviewed termly in Health and Safety committee).
- (f) Provision for lunchtimes and breaks.
- (g) Provision for leave / absence of first aiders.
- (h) Off-site activities, including trips.
- (i) Practical departments, such as science, technology and PE.
- (j) Out of hours activities.
- (k) Contractors on site and agreed arrangements.

1.4.3 Pupil Illness

- (a) If a pupil becomes ill during the day, they will have access to the Health Centre and a fully qualified School Nurse. In the event of a pupil needing to go home then the School Nurse, First Aider or reception staff will contact parents so they can collect their child. In the event the ill pupil is a boarder the school nurse will liaise with the pupil's House Parents to establish the most appropriate course of action and guardian will be called if required.
- (b) The School Nurse is on duty in the Health Centre from 0800 – 16:30 Monday-Friday during term time. They will be available to deal with any illness or injury during the school day. Pupils who are experiencing emotional distress also have access to the School Nurse during the school day. A Wellbeing Councillor is also available 2 days a week to help maintain and improve mental health of pupils at Sibford School.
- (c) The School Doctor is situated just over 1 mile from the school campus and is available to boarders when required. All full-time boarders are registered on entry at Sibford School as well as part time boarders on request of parent/guardian.
- (d) The school will notify parents if a pupil suffers anything more than a minor injury or becomes ill during the school day, this may be via telephone or via a notification on medical tracker system.

1.4.1 Medical care

- (a) Sibford School has arrangements in place for:

- (i) Dealing with pupils who have special educational needs or specialist medical needs;
 - (ii) Dealing with pupils with limited mobility such as short-term use of crutches. Risk assessments will be completed in the event of a pupil with limited mobility.
 - (iii) Caring for those with medical needs within school through a combination of Individual Health Care Plans or Allergy Action Plans and appropriately trained staff such as the School Nurse, first aid trained staff, and specifically trained staff to manage individual conditions within the school community.
 - (iv) Sharing medical information appropriately and proportionately to ensure best care of our pupils.
 - (v) Managing immunisation programmes in partnership with Oxford Health School Nurse team.
 - (vi) Dealing with medical emergencies and subsequent transfer to hospital or appropriate alternative healthcare pathway.
- (b) Sibford School has clear procedures in place for:
- (i) Dealing with medicines and treatments brought to school for pupils, including controlled drugs, prescription medication and over the counter medication as well as emergency medication such as inhalers and adrenaline auto-injectors.
 - (ii) The correct storage of medication.
 - (iii) Accurately and securely maintaining/monitoring medical related documentation via online system medical tracker. Including but not limited to consent forms, Individual care plans, medication administering forms.
 - (iv) Safe administration of medication. This is predominantly through the School Nurse. However, in some cases such as boarding, it may be necessary for other staff to administer medication. Where required, appropriate training is provided through the school Nurse and EduCare/TES develop online courses ('Medication Administration in Schools'). Documentation is provided and closely monitored by the school Nurse.
 - (v) Ensuring availability and correct use a wide range of medication within the Health Centre, as well as some over the counter medications within the boarding house and Junior school.
- (c) Sibford School has a purpose-built Health centre on campus in order to provide:
- (i) Medical examination by the School Nurse.

- (ii) Short-term accommodation and waiting area for ill or injured pupils under the supervision of the school Nurse while they await collection or assessment.

1.4.2 Dealing with Infectious Disease

- (a) The School Nurse should have information regarding any pupil who has a known blood borne infection, this information will be managed sensitively. Due to the nature of blood borne infections and the possibility that they are unknown, staff are to treat any bodily fluid as potentially infectious and wear appropriate Personal Protective Equipment PPE (Provided by school).
- (b) In the event of a significant outbreak of an infectious disease within a boarding house or school year group, then following advice of Public Health England it may be necessary to make temporary closure until safe to reopen.
- (c) Following the 2020 COVID-19 pandemic, a whole school and staff risk assessment is available to cover how school aims to manage and mitigate risk associated with COVID-19 and deal with confirmed cases within the school community.

1.4.3 Specific First Aid Provision

- (a) First Aiders
 - (i) There will be sufficient qualified first aiders to cover day to day in and out of school activities as per the School's own assessment of need.
 - (ii) There will be a qualified School nurse (Currently HCPC registered Paramedic or NMC registered paediatric Nurse) on duty between 0800-1630, Monday to Friday to deal with any first aid incidents within school.
 - (iii) Within Sibford Junior School the majority of all staff hold a paediatric first aid qualification, and there will always be a paediatric first aider on site while pupils are present. This is also the case for out of school visits.
 - (iv) Any out of school trips within the senior school require the trip organiser to ensure an appropriate level of first aid cover is provided following a risk assessment as detailed in the educational visits policy. Prior to the trip taking place the trip lead is to create a medical report of relevant students via medical tracker and arrange a meeting with the school nurse in order to discuss any medical concerns or specific equipment and medication required.
 - (v) Appropriate first aid kits are provided for school trips.
 - (vi) Appropriate PPE is provided to undertake first aid tasks.

- (vii) First aiders will give immediate help to those with common injuries or illnesses and those arising from specific hazards, and where necessary ensure that an ambulance or other medical help is called.
 - (viii) The School Nurse should be called to attend the location of an accident if within school campus to take charge and manage the care of injured/ill person. In a true medical emergency staff should not delay calling for an ambulance until the School Nurse arrives. In the event the School Nurse is not available, a qualified first aider should take charge, however any responsible adult present can call for additional help and should care for injured person to the best of their ability.
 - (ix) First aid training will be refreshed every 3 years.
 - (x) Relevant staff at Sibford School have received training in Mental Health first aid.
 - (xi) Online short course covering first aid awareness has been made available to all staff and forms part of new staff induction.
- (b) First Aid Boxes
- (i) First aid boxes will be provided in areas of the school where accidents are considered most likely. This correlates to the key areas identified in the School's assessment of first aider requirements. The list of the location of first aid boxes is available in Junior and Senior school reception and the health Centre.
 - (ii) A first aid box will also be taken when pupils leave the school on organised trips or participate in sports events. The level of first aid cover in terms of staff and equipment should be determined by trip organiser as part of their risk assessment and in conjunction to the School Nurse.
 - (iii) First aid boxes will be replenished termly by the School Nurse; however, staff are advised to notify the Nurse if anything has been used so kits can be restocked immediately after an incident.
 - (iv) The contents of a first aid box will be in accordance with the guidance given in HSE document "Basic advice on first aid at work" INDG 347. A content list is provided with each first aid kit and is also available through the school Nurse.
- (c) First Aid Notices
- (i) Lists of members of staff who are qualified first aiders are displayed in the Health centre, Junior and Senior School reception.

- (d) Access to First Aid
 - (i) All pupils and staff will be given information on the provision of first aid at their induction.
- (e) Accident Records
 - (i) Details of any incident which requires treatment will be recorded on the medical tracker system. This system is easily accessible to all staff, who will be sent a link to create an account during their induction.
 - (ii) All medical care and accident reporting should be recorded via medical tracker whether relating to students, staff or visitors.
 - (iii) Accidents will be reviewed by the School Nurse and the Business Administrator, and a report will be produced for review at termly Health and Safety Committee.
 - (iv) A hard copy of an accident book will still be available via school nurse if needed in event of computer system failure. However wherever possible paperless reporting is required.
 - (v) The school reports incidents in accordance to RIDDOR regulations for all pupils, staff and visitors.
- (f) Calling an Ambulance
 - (i) The School Nurse will normally be responsible for determining the need for an ambulance, however any member of staff can call 999 in the event they feel there is a life threatening emergency. A 999 call should wherever possible be made by a member of staff who is with the ill/injured person to enable them to accurately answer questions in emergency services triage process.
 - (ii) A member of staff should always remain with the injured/ill person. In the event of a pupil requiring transport to hospital by ambulance the school nurse will escort them until a parent can be present, if the school nurse is not available a member of staff will travel with pupil.
 - (iii) A member of staff will provide clear instructions for access/egress of an emergency vehicle to locate and transport an ill/injured person on a school site.
- (g) Emergency Medical Treatment
 - (i) In accepting a place at the school, parents are required to give their consent for the Head Teacher or other nominated representative to provide, on the advice of qualified medical opinion, emergency medical treatment, including general

anaesthetic and surgical procedure under the NHS if the school is unable to contact a parent.

- (ii) Sibford School has an Automated External Defibrillator (AED) available for use in the event of cardiac arrest. This is accessible to school and the wider Sibford community. Access can be gained through South Central Ambulance Service when a 999 call is made. The general upkeep of this AED is the responsibility of the pool manager, as the AED is located on the outer swimming pool wall, however the school nurse and other residential staff are listed as AED 'guardians' and share some responsibility to maintain the AED. Clear signage is displayed around campus to allow for quick location in the event of a cardiac arrest. The Department for Education document "Automated external defibrillators, A guide for schools" outlines the relevant considerations.

1.4.4 Waste Disposal

- (a) Sibford School provides adequate waste disposal for all waste related to medical/first aid care. An external contract is in place to manage waste associated with bodily fluids.
- (b) Sharps disposal bins are available through the health centre and the school nurse will dispose appropriately in conjunction with the local hospital/GP surgery. In the event where a child requires regular use of a sharps bin to manage their condition, for instance a type 1 diabetic, it is the parent's responsibility to provide and dispose of associated equipment including sharps waste.
- (c) Spill kits for bodily fluids and sharps disposal kits are available in the Junior and Senior School reception as well as in the PE department, Swimming Pool and Health Centre. Instructions for use are provided with these kits.
- (d) Medication waste is disposed of through the Health Centre in conjunction with the local hospital/GP surgery. In some instances, this is the responsibility of the pupil's parent.
- (e) Provision of appropriate Personal Protective Equipment (PPE) is provided as well as clear instructions for use and donning and doffing procedures. Sibford School has an external contract to manage the appropriate disposal of soiled PPE.

USEFUL DOCUMENTS:

Medical procedures document:

[Medical procedure 2021.docx](#)

Risk assessment calculation of first aiders:

[First aid cover calculation risk assessment.docx](#)

First aid trained staff at Sibford school:

[Qualified First Aiders in School.docx](#)

Legal Requirements & Education Standards,

References:

A: Commentary on the Regulatory Requirements, Part 3 (www.isi.net)

B: Reference Guide to the key standards in each type of social care service inspected by Ofsted (www.ofsted.gov.uk)

C: Health and Safety at Work” Section H of the ISBA Model Staff Handbook

D: “Health and Safety and Welfare at Work” Chapter N of the ISBA Bursar’s Guide

E: “Insurance” Chapter K of the Bursar’s Guide by HSBC Insurance Brokers Ltd

F: Early Years Foundation Stage (EYFS) Checklist and Monitoring Reference for Inspectors (www.isi.net)

G: DfE "Guidance on First Aid for Schools" (www.dfe.gov.uk)

H: HSE home page, First Aid at Work (www.hse.gov.uk)

I: MOSA Guidance: "First Aid Provision and Training in Schools" (www.mosa.org.uk)

J: DfE Automated external defibrillators (AEDs) A guide for schools, September 2018

K: National Minimum Standards for Boarding, Section 3 “Boarders’ Health and Wellbeing” (https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/416186/20150319_nms_bs_standards.pdf)