



## **DURHAM SCHOOL**

### **FIRST AID AND HEALTHCARE POLICY**

#### **1. Policy Aims**

- 1.1 The School recognises the importance of timely and competent treatment in the event of illness or accident and this policy sets out the actions to be taken should an accident or illness occur to anyone within the school premises. Durham School First Aid Policy applies to Senior School, both day and boarding, and Bow School, including our Early Years Foundation Stage.
- 1.2 Staff are encouraged to undertake first aid training and the number of staff trained is in excess of statutory minimum numbers. First aid training is made available to pupils through the activities programme.
- 1.3 This policy is a framework to facilitate the care of a sick or injured child whilst in the care of the School as a day pupil or boarder. The procedures in the appendices outline the steps which will be taken, and the support which will be provided to those pupils who are sick or injured at school. See Healthcare procedure.
- 1.4 The School commits in this policy to observing the principles of the Equality Act 2010 and does not discriminate on any grounds.

#### **2. Medical Provision**

- 2.1 The Medical Centre is staffed by registered general nurses from 9.00 a.m. – 4.30 p.m. Monday to Friday during term time. Pupils are treated on a drop-in basis as necessary during these hours.

Accidents and emergencies are dealt with immediately, and parents/guardians are informed as soon as practically possible.

New pupils and staff are given information about the Medical Centre as part of their induction into the School. Parents/guardians must complete a medical questionnaire prior to a pupil's entry into the School. The questionnaire outlines significant past medical problems, current ailments and present treatment, as well as known allergies, and the dates of all immunisations. This information is essential for use by the nurses when dealing with pupils.

- For all boarding pupils, the School Nurses liaise with the General Practitioner (GP) and parents to ensure timely completion of health questionnaires, medical registration checks, immunisation and vaccination programmes and medical follow-ups for pupils registered with the local practice.

**2.2** The School Nurses hold current Nursing and Midwifery Council (NMC) registration. Statutory and mandatory training is undertaken to ensure registration compliance, and re-registration is carried out annually. Confirmation of registration is held on file by the School.

### **2.3 Medical Advice**

Boarding pupils are registered with a local Doctor and medical care is provided to all pupils registered. Pupils who are not registered will be encouraged to visit their own doctor as medical records will be held at that medical practice. Pupils not registered may be seen as a temporary patient at the discretion of the GP. Consultations with the GP are private and no explanation needs to be given to the nursing or teaching staff. Emergency out of hours medical services are provided by the University Hospital of North Durham (UNHD).

Where appropriate for boarders, referrals are made to local dental and ophthalmic services.

## **3 First Aid Training & Staffing**

In addition to the two RGNs employed by the School, the School ensures that an appropriate number of staff are trained in first aid and are on site, whenever pupils are, and accompany pupils on trips; as a minimum, there will always be at least one such member of staff; in practice, however, there will often be many more. All first-aid training is delivered internally and all courses are approved by the HSE; in addition, specialist lifeguard training is delivered by an external provider.

**3.1** In the EYFS, most staff are trained in paediatric first aid and a minimum of one member of staff, trained in paediatric first aid, is on site when pupils are present.

**3.2** Staff in every department in the Prep School and at the Senior School are trained in first aid. For a list of all staff currently trained in first aid, see Appendix 1.

## **4. Procedure**

**4.1** In the EYFS setting, EYFS staff will inform parents of any accident or injury on the same day or as soon as reasonably practicable. At Bow, the School Secretary will inform parents while at the Senior School, medical staff are responsible for contacting parents and pastoral (boarding) staff to alert them to an accident/illness. Staff complete an accident report, and records are kept until the child reaches the age of 25.

**4.2** Resident staff, including Matrons in Boarding Houses, provide evening and overnight first-aid cover. These staff have recourse to local hospital accident and emergency, out of hours GP services and emergency services. Pupils who suffer an accident requiring assessment at A&E should be accompanied by a Matron or another responsible adult.

- 4.3 Pupils who are unwell or have sustained an injury will remain in the care of the EYFS staff, with Reception at Bow or at the Medical Centre at the Senior School as long as necessary for observation and further action if appropriate.
- 4.4 The Medical Centre staff make arrangements for non-urgent boarding pupil cases to see local GPs; however, if the issue is serious and/or life-threatening then the emergency services must be contacted.
- 4.5 Emergency contact numbers for medical occurrences and procedures to follow are published in Houses, Departments, and Offices as well as electronically within the School.
- 4.6 For pupils with particular medical conditions such as asthma, diabetes, epilepsy and specific disabilities individual healthcare plans are drawn up to identify the safety measures necessary to support them and also ensure that they and others are not put at risk. Care plans and training in relation to specific conditions are made available to all staff.
- 4.7 Staff administer medicines with written parental approval. Specific instruction and training is also provided for non-nursing staff before they are required to assist with or administer medicines. See the Appendix on the procedure for the Administration of Medicines.
- 4.8 The medical staff oversee the provision of first-aid at all home sports fixtures. They take a risk-based approach, taking into account the nature of the activity, number of individuals involved and spectator numbers. First-aid provision for sports fixtures is provided through a combination of internal staffing and external agencies, e.g. St John's Ambulance.
- 4.9 First-aid kits are located throughout the School and, in addition, are available in all School vehicles. These are accessible at all times with appropriate content for use with children. Responsibility for the monitoring of the first-aid kits is delegated to key staff, and contents are routinely checked. See *Location of First-Aid Kits* and *Content of First Aid Kits* on Common. *Departments-Medical-Public-First Aid*.
- 4.10 The School has two defibrillators, which are outside the staffroom at Bow and the entrance to The Budworth at the senior school site. See the Appendix for the procedure on use of Automated External Defibrillator (AED).
- 4.11 The School has a protocol for use of emergency salbutamol inhalers, see Common–*Departments-Medical-Public-Asthma*. Emergency inhalers are kept centrally at Bow as well as in all Houses and the Budworth at the Senior School.

## **5. Records**

- 5.1 The Nurses produce and maintain up-to-date nursing records, predominantly computer based although some written records are kept. All records are stored separately from House records and pupils files.

Medical records are confidential and access is restricted to nursing staff. Computer based records are password protected. Whilst the Head and other senior staff have a responsibility to ensure that records are maintained, any personal or sensitive

information given in confidence to the School Nurses is not shared with non-medical staff.

#### NHS Records

NHS records for boarders, as well as day pupils registered with the GP, are maintained by the GP and are available to the Nurses as appropriate.

- 5.2 In the EYFS and Bow, minor accident reports, including any head injury, are completed at the time of injury; a copy is sent home to parents, and a duplicate copy is sent to the nurse weekly for monitoring. These records are kept with the child's medical records.
- 5.3 In the EYFS and Bow, serious accidents are recorded on the School accident form, and parents are duly notified; in turn, this information is recorded on SIMS by the School nurses.
- 5.4 All pupils, staff or visitors who attend the Medical Centre at the Senior School are entered in the daily record book; pupil visits are also recorded on SIMS. Serious injuries are entered in the Accident Book. This is reviewed by the Health and Safety meeting termly in order to determine patterns which may cause concern.
- 5.5 The School complies with Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR) and notifies the HSE of any major or fatal incidents without delay.

#### **6. Reporting**

- 6.1 Any serious accident, illness or injury to, or death of any child will be notified to OFSTED along with details of action taken. Notification will be made as soon as reasonably practicable, but in any event within 14 days of the incident occurring.
- 6.2 Local child protection agencies will also be notified of any serious accident or injury to, or the death of, any child while in the School's care and will act on any advice from those agencies.

#### **7. Arrangements for Pupils with Medical Conditions**

- 7.1 Prior to admission to the School, parents are required to complete a medical questionnaire detailing any pre-existing medical conditions. On receipt of this, the Medical Centre will make direct contact with the parents of the child to discuss the implications of the condition and what support will be made available.
- 7.2 In turn, this information will be used to inform the care plans for those pupils with medical conditions such as asthma, epilepsy, diabetes, anaphylaxis, &c. Given the range of conditions, such care plans are individual and particular to the pupil.
- 7.3 The contents of care plans are communicated to EYFS, Bow, and House staff in detail and in summary to the wider staff.
- 7.4 Where conditions come to light following admission, parents are asked to contact the Medical Centre to discuss the creation of a care plan; staff are made aware of their responsibility to ask parents to do this when they receive such information.

7.5 Any pupil returning to School on crutches following an injury must satisfy the Medical Centre that appropriate training on the use of crutches has been completed, and that the pupil is able to move around the School site.

## **8. Staff Health Conditions and Medications**

8.1 All staff are asked to inform the School of any health conditions which may affect their ability to perform their duties properly and which would affect their ability to care for children in their care.

8.2 If staff are taking any medication, or under the influence of any other substance which may affect their ability to care for children, they should make this known to the School.

8.3 If medical advice confirms that such medication is unlikely to impair that staff member's ability to look after children properly, they may continue to work directly with children.

8.4 Staff medication on the premises must be securely stored, and out of reach of children, at all times.

## **9. Responsibilities**

The responsibilities under this procedure are set out within section 2.

## **10. Links to other policies and documents**

This policy is linked to the following:

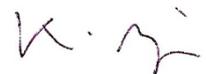
- Accidents and Incidents Policy

## **11. Oversight**

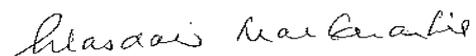
Oversight of the First Aid Policy is undertaken by the Health, Safety and Welfare Committee. The policy will be reviewed by School Nurses annually.

**Policy last reviewed by  
Patricia Abbott, School Nurse and Dr M P Alderson, Deputy Head [Staff] on 21 November 2017**

**Policy written and reviewed October 2015**



**K J McLaughlin, Headmaster**



**Chairman of Governors**