



MEDICAL AND FIRST AID POLICY

ISI Code:	13a First Aid Policy
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1. Introduction

- 1.1. This policy covers the School's arrangements for First Aid, the administration of medicine, the care of pupils with medical conditions and for those who are unwell.
- 1.2. It applies to all four RGS Schools with an additional Appendix outlining the specific arrangements and provision at each individual school – RGS Worcester (Appendix A), RGS The Grange (Appendix B), RGS Springfield (Appendix C) and RGS Dodderhill (Appendix D).
- 1.3. It is available to parents of pupils and to all members of staff and aims to ensure there is a high standard of medical and First Aid provision within all four schools for all ages.
- 1.4. The policy has been developed in accordance with the Statutory Framework for the Early Years Foundation Stage, advice from the Department for Education on First Aid in schools and Health and Safety in schools, and the following legislation:
 - **The Health and Safety (First Aid) Regulations 1981**, which state that employers must provide both adequate and appropriate equipment and facilities to enable First Aid to be administered to employees, and qualified First Aid personnel.
 - **The Management of Health and Safety at Work Regulations 1992**, which require employers to make an assessment of the risks to the health and safety of their employees.
 - **The Management of Health and Safety at Work Regulations 1999**, which require employers to carry out Risk Assessments, make arrangements to implement necessary measures, and arrange for appropriate information and training.
 - **The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013**, which state that some accidents must be reported to the Health and Safety Executive (HSE), and set out the timeframe for this and how long records of such accidents must be kept.
 - **Supporting Pupils at School with Medical Conditions, Department for Education 2015**, which gives guidance about the support that pupils with medical conditions should receive at school.
 - **The Medicines Act 1968**, which specifies the way that medicines are prescribed, supplied and administered in the UK.

2. Aims of this policy

- 2.1. To ensure that:
 - there is an adequate provision of safe and effective First Aid for pupils, staff and visitors at all times and that the same provision is available for school trips/off site activities.
 - all staff and pupils are aware of the procedures in the event of any illness, accident or injury.
 - pupils at school with medical conditions are properly supported so that they have full access to education, including school trips and physical education.

- each school implements and maintains an effective system for the administration of medicines to all pupils and in doing so ensures the provision of support to pupils with medical needs.

3. Responsibilities

- 3.1. The Board of Governors have overall responsibility for the implementation and review of this policy, ensuring that appropriate Risk Assessments are completed and appropriate measures put in place.
- 3.2. The Heads / Assistant Head (Pastoral) / Senior School Nurse are responsible for ensuring that there are adequate First Aid equipment and facilities available to the School, including provision of adequate space for catering to the medical needs of pupils and that this is regularly reviewed to ensure that the School's first aid and medical provision is adequate.
- 3.3. School staff are responsible for ensuring they follow First Aid procedures, know who the First Aiders in school are and complete Accident Forms for all incidents as appropriate.
- 3.4. Each School will ensure that there is an adequate number of trained First Aiders to cover day to day and other school activities.
- 3.5. In the Early Years Foundation Stage (EYFS) settings for at least one person, who has a current paediatric First Aid certificate, to be on the premises at all times when children are present.
- 3.6. At least one First Aid trained member of staff (paediatric First Aid for EYFS pupils) will accompany pupils on all trips and visits out of school.
- 3.7. When taking pupils off school premises, staff will always ensure they have the following:
 - A mobile phone
 - A portable first aid kit
 - Information about the specific medical needs of pupils
 - Access to parents' contact details
- 3.8. Each School will ensure that a trained First Aider is available during times when pupils and visitors are on the School premises out of school hours.
- 3.9. For all events, a First Aider will be appointed by the Event organiser and noted in the Event Risk Assessment. The nominated First Aider/School Nurse will take charge of the First Aid arrangements in the event of an incident and will administer treatment appropriate to their level of training. All accidents will be recorded in the same manner as they would be on a normal school day.
- 3.10. The Heads / Assistant Head (Pastoral) / Senior School Nurse are responsible for:
 - the overall development and monitoring of Individual Health Care Plans (IHCP).
 - ensuring that sufficient numbers of suitably trained staff are available to support pupils' medical needs at all times and that they are able to access all relevant information.

- ensuring that information regarding an individual pupil's medical condition is shared with appropriate staff on a need to know basis.

4. Health information

- 4.1. Health information for pupils is provided by parents when their children are enrolled in the School, and parents are requested to provide written consent for the administration of First Aid, medical treatment and medication.
- 4.2. Parents or guardians have primary responsibility for their child's health and should provide the school with accurate and up to date information about their child's medical conditions and medication. This may include appropriate medical evidence and/or advice relating to their child's medical condition.
- 4.3. The Health Information forms submitted by parents are reviewed by the School Nurses, who will ensure that iSAMS is updated according to the information provided. Annual reminders will be sent via email to parents asking them to inform the school if there have been any changes to their child's medical information.
- 4.4. The School Nurses are responsible for the ongoing review of pupils' confidential medical records and provision of essential medical information regarding allergies, recent accidents or illnesses, or other medical conditions which may affect a pupil's functioning at school. This information is kept confidential but may be disclosed to relevant staff if it is necessary to safeguard or promote the welfare of the pupil.
- 4.5. When a pupil is identified as having a long term or complex medical condition or health need, an Individual Health Care Plan will be produced for that pupil.

5. Individual Health Care Plans (IHCPs)

- 5.1. IHCPs help to ensure that we fully support pupils with medical conditions in school. They provide clarity about what needs to be done, when and by whom.
- 5.2. Plans should be drawn up in partnership between the School, parents and, where appropriate, healthcare professionals and the pupil themselves
- 5.3. The School's template IHCP can be found on the School Portal and paper copies of completed IHCPs are stored securely.
- 5.4. IHCPs will be reviewed at least annually, or more frequently as appropriate, if their condition or treatment changes.
- 5.5. Specific medical information contained within the IHCP is only shared with relevant staff when it is important for the wellbeing of the student whilst at school and on trips.
- 5.6. Where appropriate individual pupils will be given responsibility for keeping inhalers and auto injector devices with them, and this will be reviewed on a regular basis. The IHCP for anaphylaxis includes provision for a spare auto-injector device to be held in the Health Centre, Medical Room or School Office.

- 5.7 The School Nurses can be contacted for any information or advice on these specific conditions, and any other conditions a pupil may have, and offer training as needed.

6. Administration of Medication

6.1 Consent

- 6.1.1. Parental consent for the administration of over the counter (OTC) medication is requested on entry to the School via the Medical Form. The list of medication will always include paracetamol, and there will be provision for other medicines according to the child's age. Parents will be asked to confirm their agreement to staff administering those medicines in the event that their child should require it during the school day.
- 6.1.2. No pupil will be given medication without parental consent and only those medicines selected by the parents as recorded on iSAMS should be given. If there is no consent recorded, verbal consent may be obtained for that episode at the discretion of the School Nurse.
- 6.1.3. If a child is deemed to be Fraser competent, in that they understand the need and consent to accepting medication, then over the counter medication can be given without parental consent, providing that parents have not expressly refused consent.

6.2 Over the Counter (OTC) Medication

- 6.2.1 OTC medication can only be administered by a School Nurse or person with a First Aid certificate and should only be given to a child during the school day if there is a health reason to do so eg for pain relief or treatment of fever.
- 6.2.2 In the absence of a School Nurse, all First Aid trained staff should be aware of the correct procedure for issuing medication to a pupil, which includes checking the age of the child, parental consent and any known allergies. Medication should never be administered without first checking appropriate dosages and when the previous dose was taken.
- 6.2.3 No pupil under 16 should be given medicine containing aspirin unless prescribed by a doctor.

6.3 Prescription Medication

- 6.3.1 Where clinically possible, medicines should be prescribed in dose frequencies which enable them to be taken outside school hours.
- 6.3.2 Prescribed medicines should only be administered at school when it would be detrimental to a child's health not to do so and, in this event, written instructions should be provided by the parent or guardian via the relevant form at each school stating the name and class of the pupil, together with the dose and time of day it should be given.
- 6.3.3 Pupils receiving medication should be made aware of when and where they should attend at the prescribed times during the course of medication to receive their treatment. For younger pupils either the child's key worker or form teacher will assume responsibility for timing of dosages.

- 6.3.4 All medicines supplied to the School by parents should be in date, labelled, provided in the original container as dispensed by the pharmacist and include instructions for administration, dosage and storage.
- 6.3.5 If staff are in any doubt over the procedure to be followed, the parents will be contacted before action is taken.
- 6.3.6 If a pupil refuses their medication, this will be recorded and reported to parents.
- 6.3.7 Parents/pupils should collect all medicines when they are no longer required, date expired or at the end of each term as applicable. In the event that they are not collected at this time or within 14 days of contacting parents, the School Nurse/designated First Aider may then take the medication to the nearest pharmacy for safe disposal.

6.4 Storage of Medication

- 6.4.1 All medication brought into school should be formally received by the School Nurse or designated First Aider and stored safely and securely in a locked cupboard or fridge in accordance with individual product instructions.
- 6.4.2 If a pupil is prescribed a controlled drug, unless otherwise agreed as part of an IHCP, it should be securely stored in a locked, non-portable container and only named staff should have access.
- 6.4.3 All medicines should be stored in the original container in which they were dispensed, together with the prescriber's instructions for administration.
- 6.4.4 Where appropriate, individual pupils will be given responsibility for carrying emergency medication and relevant devices (such as inhalers and auto injector devices) with them to ensure quick and easy access. In other cases, the equipment will be kept suitably labelled, at the Health Centre/Medical Room or by School Office staff. The school will consider the age of the pupil, safety of other children and medical advice from the prescriber in reaching this decision and this will be reviewed on a regular basis.

6.5 Record Keeping

- 6.5.1 All medication administered must be documented and recorded accurately in the medication book or on the appropriate form as applicable at each school and written records kept in accordance with the School's normal practices.
- 6.5.2 School Nurses will also document this information together with any consultations on the pupil's individual health record on iSAMS. First Aiders will record this information using a paper system as appropriate.
- 6.5.3 The time that medication is administered should always be documented, and for EYFS two staff signatures should be recorded.
- 6.5.4 Where proprietary medicine has been given, parents will be notified of the time and dose administered and any relevant forms signed as applicable at each school.

6.6 Administration of Medication Away from School

- 6.6.1 Prior to any school trip or educational visit, parents will be asked to complete a consent form online via parent portal. This form will indicate whether a pupil is taking medication and give staff permission to supervise its administration.
- 6.6.2 A First Aid kit containing over the counter medicines will be provided for residential trips as appropriate. This would usually be limited to analgesia and antihistamines.
- 6.6.3 Any other pupil medications should be given to the Trip Organiser/First Aid trained staff with instructions on administration from the parents and/or Health Centre with information as to the reason for giving and any medical conditions.
- 6.6.4 Medication should be stored in a secure container and the normal administration procedure followed, which includes the accurate recording of any medicines administered whilst on the trip.

7. First Aiders

- 7.1 First Aiders will give immediate First Aid to pupils, staff or visitors and, where necessary, ensure that an ambulance or other professional medical help is called.
- 7.2 All First Aid trained staff should read and be aware of this policy and ensure it is followed in relation to the administration of First Aid.
- 7.3 All First Aiders must have completed a recognised and accredited training course and must hold a valid certificate of competency.
- 7.4 The School will keep a record of all trained First Aiders, what training they have received and when this is valid until.
- 7.5 First Aiders are to ensure that their First Aid certificates are kept up to date through liaison with the School Nurse, Head Teacher or designated person as appropriate and undergo refresher training at least every 3 years to maintain their qualification.
- 7.6 All First Aid trained staff will also undertake in-house anaphylaxis awareness training annually.
- 7.7 An up to date list of all First Aiders is available in each school Reception, and in specified locations around the Schools. This list is also available on Google Drive.

8. Procedure in the Event of an Accident or Injury

- 8.1. If an accident occurs, then the School Nurse/First Aider should be called immediately to assess the situation, examine the injured person and decide on the next course of action.
- 8.2. First Aid would normally be administered in the Health Centre or Medical Room, or where practicably possible. **This does not apply if there is any indication that the**

injury is one which could be exacerbated by movement such as injuries to the neck or back. If in doubt, the casualty should not be moved until professional medical assistance can be provided.

8.3. In the event of someone sustaining an accident or injury, it is the School Nurse or First Aider attending the incident who is in charge and his/her instructions or requests to other members of staff should be followed. It is the duty of other staff present to assist the School Nurse/First Aider in any way possible including helping to secure the immediate area of the casualty from intrusion of other people.

8.4. In the event that School Nurse/First Aider does not consider that they can adequately deal with the presenting injury or condition by the administration of First Aid, then they should arrange for the injured person to access appropriate medical treatment without delay. This may involve calling for an ambulance or making arrangements to transport the injured person to A&E or other appropriate medical services.

8.5. Basic First Aid should be carried out as necessary prior to transferring the casualty to the Health Centre or Medical Room, whilst awaiting an ambulance or making arrangements to transport the injured person to A&E or other appropriate medical services.

8.6. Calling an Ambulance

8.6.1. Staff should always dial 999 and request an ambulance in the event of an obvious medical emergency and/or serious injury. This may include:

- a severe allergic reaction
- unconsciousness or fitting
- concussion or other significant head injury
- difficulty in breathing and/or chest pain
- other symptoms of a severe asthma attack, eg exhaustion, collapse
- severe loss of blood
- severe burns or scalds
- the possibility of a serious fracture.

8.6.2. Reception/School Office should be informed and arrangements made via the Caretaker, Maintenance Team or member of SLT as appropriate, for the ambulance to have access to the accident site.

8.6.3. Parents will be contacted immediately.

8.6.4. The injured person should not be moved if there is any suspicion that doing so could exacerbate their injuries. In cold, wet weather, it may be necessary to keep them warm and dry with a blanket or item of clothing. Foil blankets are available from the Health Centre or Medical Room and in larger first aid kits.

8.6.5. The School Nurse/First Aider will normally be responsible for accompanying any pupil in the ambulance in the event that it has not been possible to contact the pupil's parent or legal guardian in time. This member of staff will also stay with the pupil in hospital until their parent or guardian arrives and the Head or Assistant Head (Pastoral) should be informed.

9. Transfer to Hospital when Emergency Ambulance not indicated:

- 9.1. If hospital treatment is needed for a pupil, but an ambulance is not necessary, their parents should be contacted to collect their child and take them directly to hospital.
- 9.2. If it is felt an ambulance is not required and parents are unavailable, the School Nurse or First Aider if possible, but if not another member of staff, should accompany the pupil to hospital in a taxi.
- 9.3. For safeguarding reasons, staff should not use their own cars to take injured pupils to hospital unless there is an exceptional reason for doing so and, if they do, a second adult should accompany them. Where possible, pupils should travel in the back of the vehicle and a member of SLT should be informed as soon as is practicable.
- 9.4. If an ambulance is required (or parents are unavailable), the School Nurse (or First Aider in their absence) should accompany the pupil to hospital, and the pupil's parents should be informed.
- 9.5. Health information forms detailing a pupil's medical history and emergency contact numbers are kept in the Health Centre/Medical Room. Where possible, a copy of these should accompany the pupil to hospital. If paper records cannot be accessed from the Health Centre/Medical Room, some details can be accessed from iSAMS via Reception.
- 9.6. Staff accompanying a pupil to hospital cannot give consent to medical treatment. Consent can only be given by the patient, their parents or the Courts. In an emergency situation, medical staff will act in the best interests of the pupil if they are unable to contact their parents.

10. First Aid procedures for pupils with anaphylaxis, asthma, epilepsy and diabetes

- 10.1. The information held by the School will include details of pupils who need to have access to inhalers, auto injector devices (Epipens), injections or similar and all staff are made aware of where to access information identifying those pupils with anaphylaxis, diabetes and epilepsy. General health information that teachers need to be aware of within the school setting is accessed via 'Health Notes' on the iSAMS system.
- 10.2. First Aid trained staff should follow the guidance taught on recognised and accredited First Aid courses. Further guidance and protocols can be found via the following links:

Anaphylaxis

<https://www.nhs.uk/conditions/anaphylaxis/treatment/>

In following this guidance, the pupil's own auto injector pen should be used where available, otherwise the schools hold a stock of emergency auto injectors, which can be used with parental consent when a pupil of Year Seven or above is not able to access his or her own.

Asthma

<https://www.nhs.uk/conditions/asthma/asthma-attack/>

In following this guidance, the pupil's own inhaler should be used if possible, otherwise the schools hold stock salbutamol inhalers which can be used with parental consent when a pupil is not able to access his or her own.

Diabetes

<https://www.nhs.uk/conditions/type-1-diabetes/type-1-diabetes-in-children/>

Epilepsy

<https://www.nhs.uk/conditions/what-to-do-if-someone-has-a-seizure-fit/>

11. Procedure in the Event of Illness

- 11.1. Where there is a School Nurse on site, pupils and staff may visit the School Nurse in the Health Centre or Medical Room during school hours.
- 11.2. If a pupil is unwell during lessons then they should consult the member of staff in charge, who will assess the situation and decide on the next course of action.
- 11.3. Depending on the provision at the School, the pupil will be assessed by either the School Nurse or First Aider/Form Teacher who will provide treatment as required and decide on the next course of action.
- 11.4. Where necessary, the pupil will be accompanied to see either the School Nurse or First Aider in the Health Centre or Medical Room as appropriate.
- 11.5. If the School Nurse or First Aider judges that a pupil is too unwell to remain in school, parents will be contacted and asked to collect their child. Upon their arrival, either the School Nurse or First Aider will recommend next steps to the parents.
- 11.6. It is the responsibility of the parents to arrange for the collection of the pupil by a responsible adult.
- 11.7. For older pupils, parental consent is required if travelling alone and parents should confirm arrival immediately on return home.
- 11.8. Sixth Form students travelling home alone using own transport should only do so if it is deemed safe by the School Nurse or designated First Aider and with parents' consent. They should confirm arrival immediately on return home.
- 11.9. If emergency services are called, parents will be contacted immediately and the guidance followed as outlined in Section 8.
- 11.10. In the case of infectious illness, it may be necessary for a parent to collect their child and School will take necessary steps to prevent the spread of infection. Some illnesses require ongoing exclusion, and guidance from Public Health England on infection control in schools will be followed. See appendix for information on specific infectious diseases.
- 11.11. On occasions, it may be necessary to contact Public Health England for advice and support on managing outbreaks.

11.12. School will follow guidance for notifiable illness and will report to Public Health England and Ofsted if a pupil or staff member becomes infected.

12. Provision of First Aid for School Trips/Off-site Activities

12.1. Staff planning educational visits or off-site activities should consider the level of First Aid cover that will be required. Only official consent forms may be used and it is the responsibility of the Trip Leader to ensure that they are collected in a timely manner.

12.2. Staff should also consider whether any reasonable adjustments need to be made to enable pupils with medical needs to participate fully and safely on school trips. This may require a Risk Assessment taking account of any steps needed to ensure that pupils with medical conditions are included.

12.3. A list of pupils going on the trip should be given to the School Nurse or designated First Aider by the Trip Leader at least a week in advance, from which a trip pack will be generated identifying pupils with specific medical needs. This information, together with parents' contact details, will be given to the Trip Leader and any other members of staff on the trip that need to be aware. This information must be signed for, and any member of staff accessing this data is responsible for its confidentiality and safe return.

12.4. A First Aid kit should be taken when pupils leave the school on organised trips or for off-site activities and only the School First Aid kits should be used. In the event of a trip where a Risk Assessment indicates that extra items/equipment might be required, these items should be carried separate to the First Aid kit.

12.5. First Aid kits for any off-site activities are kept in the Health Centre or Medical/First Aid Room and should be requested from the School Nurse or designated First Aider with one week's notice. They must be signed for on collection and returned to the Health Centre or Medical Room directly after the trip.

12.6. Parents are expected to provide appropriate sun protection for their children in the form of high factor sunscreen and hats and are responsible for ensuring all necessary vaccinations are up to date by speaking with their GP or Practice Nurse prior to the trip. For EYFS, please refer to additional sunscreen policy.

12.7. In the event of a pupil presenting with an injury or condition during a school trip which the First Aider does not consider they can adequately deal with, they should arrange for the injured person to access appropriate medical treatment without delay. This may involve calling for an ambulance or taking the pupil to the nearest A&E department, minor injury unit or other appropriate medical services. Any incident of treatment must be reported to the School Nurse on return to school and any after-care followed up.

13. Provision of First Aid for Sporting Events and Away Fixtures

13.1. Staff supervising sports fixtures should have access to a First Aid kit appropriate to the activity they are supervising. Medical bags for away fixtures can be obtained from the School Nurse or designated First Aider and should be returned regularly for restocking.

- 13.2. A player who has an open or bleeding wound must leave the playing area until such time as the bleeding is controlled and the wound is covered or dressed.
- 13.3. Disposable gloves must be worn by all staff when dealing with bleeding or spillage of body fluids, no matter how small, and disposed of appropriately.
- 13.4. Sponges and water must not be used at the sports field. Only fresh water should be used to irrigate wounds and in the event of a wound requiring further cleaning alcohol free wipes or gauze and fresh water/saline should be used.
- 13.5. If an injury or incident occurs and it is deemed that it would be harmful for the pupil to continue playing, the referee shall require the player to leave the field to be medically examined. Medical treatment should be sought from the host school First Aid personnel. In the event that the injury cannot be dealt with adequately, arrangements should be made for the injured person to access appropriate medical treatment without delay. This may involve calling for an ambulance or taking the pupil to the nearest A&E or minor injury unit. Any incident of treatment must be reported to the School Nurse/School Office on return to school and any after-care followed up. All injuries should be recorded in the same manner as a normal school day.

14. First Aid boxes/bags

- 14.1. First Aid boxes are marked with a white cross on a green background and are located in the Health Centre or Medical Room of each school as well as key areas where accidents are most likely to happen. For further information regarding specified locations for each individual school, please refer to the relevant appendix.
- 14.2. First Aid trained staff and/or Heads of Department are responsible for monitoring the contents of First Aid boxes and ensuring that they are replenished as needed.
- 14.3. First Aid boxes should be taken to the School Nurse or designated First Aider, who will ensure that the First Aid box is properly re-stocked. This should be done at least termly or at the request of individual departments as and when First Aid boxes are used. The School Nurse or designated First Aider will examine the First Aid box(es) at this point, and otherwise regularly, in order to dispose of items safely once they have reached their expiry date.
- 14.4. A typical First Aid box/bag will include the following but contents will vary depending on the size and location of the kit, with sports First Aid bags being the most extensively stocked and containing an emergency salbutamol inhaler which can be used in the event of an asthmatic pupil or staff member not having their own inhaler with them:
 - First Aid at Work leaflet
 - Triangular bandage
 - Assorted adhesive dressings
 - Disposable gloves
 - Bag containing pieces of gauze
 - Alcohol free wipes
 - Plasters of assorted sizes
 - Eye pad
 - Assorted bandages
 - Adhesive tape

- Safety pins
- Burn gel sachets
- Steristrips
- Scissors
- Cold compresses
- Mini resus guard
- Foil blanket

- 14.5. **Emergency salbutamol inhalers:** Where a medical bag contains an inhaler, this should be used with the aerochamber provided. To avoid possible cross infection, the aerochamber should not be re-used but can be given to the pupil or staff member for future personal use. The inhaler itself can usually be re-used provided it is cleaned after use. This involves removing the canister and washing the plastic inhaler housing and cap in warm running water and leaving to dry in a safe, clean place. The cannister should then be returned to the housing and the cap replaced and the inhaler returned to the medical bag. The School Nurses can assist with this as needed.
- 14.6. School minibuses: The School's minibuses should have a prominently marked First Aid box on board which is readily available for use and which is maintained in good condition and replenished as necessary.
- 14.7. Off-site activities: A First Aid box should be taken when pupils leave the school on organised trips or for off-site activities including sports events. First Aid boxes/bags for any off-site activities are kept in the Health Centre or Medical Room and should be requested with one week's notice if possible.

15. Automated External Defibrillators (AEDs)

- 15.1. RGS has a number of AEDs located across the four school sites. Please refer to the relevant appendix for their exact location in each school.
- 15.2. AEDs are designed to be used by any person following the step by step instructions.
- 15.3. An AED should only be used where a person is thought to be in cardiac arrest. It should not be used where a person is conscious, breathing and/or his or her heart is beating.
- 15.4. Resuscitation Council (UK) Guidelines (2015) state that the absence of normal breathing continues to be the main sign of cardiac arrest in a non-responsive patient. The presence or absence of a pulse is recognised to be difficult to judge even by trained healthcare staff.
- 15.5. If a person is found to be in cardiac arrest, the first person on the scene should immediately call 999 and summon the help of the School Nurse or a First Aider to commence CPR whilst waiting for the nearest AED to be brought to the scene.
- 15.6. The person applying the AED should ensure that the area surrounding the victim is clear when it advises "stand clear" as the shock will be administered automatically. He/she should continue to follow AED instructions until the emergency services arrive.

- 15.7. Regular checks of AEDs will be undertaken monthly by either the School Nurses or designated First Aider and logged in the booklet located inside the case of the machines.
- 15.8. Pads and batteries will be obtained and replaced as needed by the School Nurses or designated First Aider in accordance with checks and shelf-life dates specified.

16. Hygiene and Infection Control

- 16.1. All Staff should take precautions to avoid infection and to follow basic hygiene procedures such as regular hand washing.
- 16.2. The First Aider should take the following precautions to avoid risk of infection:
 - Cover any cuts and abrasions on their own skin with a waterproof dressing;
 - Wear personal protective equipment (PPE) including disposable, non-powdered vinyl or latex-free CE-marked gloves and disposable plastic aprons where there is a risk of splashing or contamination with blood/body fluids. Goggles should also be worn if there is a risk of splashing to the face;
 - Use devices such as face shields, where appropriate, when giving mouth to mouth resuscitation;
 - Wash hands after every procedure.

For assessment and management of specific infections including Covid-19, please refer to Appendix E.

- 16.3. If the First Aider suspects that they or any other person have been contaminated with blood or other bodily fluids, wash with soap and running water or irrigate the area as appropriate and seek medical advice.
- 16.4. **Cleaning of blood and body fluid spillages:** All spillages of blood, faeces, saliva, vomit, nasal and eye discharges should be cleaned up immediately, ensuring correct use of PPE. When spillages occur, clean using a product that combines both a detergent and a disinfectant. Use as per manufacturer's 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 appropriately. Spillage kits are available for blood spills are available from the Health Centre or Medical Room.
- 16.5. **Sharps:** eg needles should be discarded immediately into a sharps bin conforming to BS 7320 and UN 3291 standards. Sharps bins must be kept off the floor (preferably wall-mounted) and out of reach of children.
- 16.6. **Sharps injuries and bites:** If skin is broken as a result of a used needle injury or bite, encourage the wound to bleed and wash thoroughly using soap and water. Contact GP or attend local A&E or Minor Injury Unit immediately.

- 16.7. **Laundry:** PPE should be worn when handling soiled linen and children's soiled clothing should be bagged to go home, never rinsed by hand. Soiled linen where applicable should be washed separately at the hottest wash the fabric will tolerate.

17. Accident reporting and record keeping

- 17.1. **Accident report forms:** In the event of an accident or injury requiring First Aid, the relevant member of staff should complete an Accident Report form on the same day or as soon as is reasonably practical after the incident. As much detail as possible should be supplied when reporting the incident including a description of the nature of the event and what First Aid was given. What happened to the injured or ill person immediately afterwards should also be recorded. Further details of the process for accident reporting at each individual school can be found in the relevant appendix. Records will be retained in accordance with this guidance and in line with the School's normal practices.
- 17.2. If a follow-up investigation is requested for any incident, the Facilities and Compliance Manager will carry out an investigation to determine the cause and make any recommendations for measures to be put in place to prevent a re-occurrence.
- 17.3. **Notifying parents:** In the event of serious accident, injury or illness, parents will be informed as soon as practicable. The member of staff in charge at the time should decide how and when this information should be communicated, in consultation with the Head or other member of SLT if necessary.
- 17.4. **EYFS pupils:** The School will inform parents of any accidents or injury or First Aid treatment that is given to pupils in the EYFS setting on the same day or as soon as is reasonably practicable.
- 17.5. **Reporting to Ofsted and child protection agencies:** The School will notify Ofsted, ISI and Worcestershire Children First, as appropriate, of any serious accident, illness or injury to, or death of, a pupil while in the School's care. This should happen as soon as is reasonably practicable, and no later than 14 days of the incident occurring.
- 17.6. **Reporting to HSE:** Schools are legally required to report certain types of incidents under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR) Further information on how and what to report to the HSE can be found at <http://www.hse.gov.uk/riddor/resources/htm>. The Facilities and Compliance Manager will inform the HSE of any RIDDOR reportable accidents, injuries and diseases for all four RGS schools.
- 17.7. All records will be retained in accordance with the School's normal practices and forms kept for a minimum of 3 years or if the person injured is a minor (under 18), until they are 21 years old.

18. Immunisations

- 18.1. It is the School policy to facilitate the immunisation of children as recommended in the National Child Health Programme. Information about immunisations and vaccines can be obtained from: www.nhs.uk/conditions/vaccinations/

18.2. The School Nurse or designated First Aider will liaise with the local Immunisation Team and make arrangements for these to be carried out during the school day. All vaccinations given at School will be documented on the pupil's iSAMS record. This will be undertaken by the School Nurse, First Aider or School Office as appropriate at each school.

19. Monitoring

19.1. The Heads, Assistant Head (Pastoral) and Senior School Nurse will regularly monitor and review the School's systems for the provision of First Aid and medical care and any trends in accidents, injuries and illnesses in order to identify any change needed.

20. Insurance

20.1. The Governing Body will ensure that there is adequate insurance in place which appropriately reflects the level of risk at the School.

20.2. All staff required to provide First Aid, support to pupils with medical conditions and administer medicines are covered by the School's liability insurance. A copy of the relevant insurance policy is available to all staff on request.

Created: April 2021 to replace the existing Medical Policy.

Endorsed: The Strategy Group, DSL and RGSW Nurses.

Next Review: April 2022

Appendix A – RGS Worcester

1. Medical and First Aid Provision

- 1.1. School Nurses: Mrs Charlotte Glasson (Senior School Nurse) and Mrs Nicola Gardner are based in the School's Health Centre and are available to treat illnesses and injuries that occur during the school day. Both are registered with the Nursing and Midwifery Council and evidence of current registration can be found on the NMC website.
- 1.2. Health Centre: is located on the ground floor of Whiteladies and is open daily between the hours of 8.30am and 4.30pm. It is used for the provision of medical treatment, including First Aid, when required and has essential First Aid facilities and equipment as well as a relaxation room. The School Nurses can be contacted in the Health Centre on extension 222, via Reception or on the emergency mobile number: 07880 439473. In the event of the School Nurse not being available, Reception should be contacted to identify the nearest available First Aider.
- 1.3. First Aiders: a list of all First Aiders is available in the Staff Room, Reception, Health Centre and on Google Drive.

2. First Aid and Medical Equipment

- 2.1. First Aid Boxes/Bags: These are located in the Health Centre, key locations around the School including high risk areas and at least one in every department. The First Aid boxes/bags should be brought to the Health Centre to be restocked as and when required or as a minimum checked termly.
- 2.2. AEDS: These are located as follows:
 - Whiteladies – Outside the Head's PA's office
 - Whitstones - Reception
 - Performing Arts Centre – Foyer
 - Tom Savage Hall - Main entrance
 - Flagge Meadow – Entrance of Pavilion
 - St Oswald's – Entrance to main building
- 2.3. Emergency Auto Injector Devices: These are located as follows:
 - Health Centre
 - Main kitchen
 - Performing Arts Centre – kept in the same cupboard as the AED
 - Flagge Meadow – kept in the same cupboard as the AED
 - St Oswald's – kept in the same cupboard as the AED
 - Boat House
 - Tom Savage Hall
- 2.4. Emergency Salbutamol Inhalers: These are located as follows, as well as in each medical bag used for the supervision of sports events and fixtures (both home and away), training and any sport related co-curricular activities.

- Health Centre
- Performing Arts Centre – kept in the same cupboard as the AED
- Flagge Meadow – kept in the same cupboard as the AED
- St Oswald's – kept in the same cupboard as the AED
- Boat House
- Tom Savage Hall

3. Accident Reporting and Record Keeping

- 3.1. All accidents are triaged by the member of staff dealing with pupil, colleague or visitor or sent to the School Nurse for assessment. An Accident Form is completed as necessary which includes description, time and date, location, accident, the First Aid delivered and the outcome.
- 3.2. The member of staff present in the event of a significant injury must fill in the appropriate Accident Form that should then be taken to the Health Centre. All other forms are completed by the Nurse as required. There are separate forms for staff and pupils. These forms are signed by the person completing it.
- 3.3. For an accident / incident involving a pupil: The Accident Form should be given to the School Nurse who will then pass it on to the Assistant Head (Pastoral). Once reviewed, the form is returned to the School Nurse who will ensure the following:
- The original is filed in the Health Centre Accident Folder.
 - A copy is filed in the pupil's medical records.
 - A second copy is sent to the Facilities and Compliance Manager if the Assistant Head (Pastoral) has requested a follow-up investigation.
- 3.4. For an accident / incident involving a member of staff or visitor: The Accident Form should be reviewed by the Deputy Head and returned to the School Nurse who will ensure the following:
- The original is filed in the School Nurse Accident Folder
 - A copy is sent to the Director of Finance and Operations (DFO) for review. The copy is destroyed by the DFO if no further action required, or forwarded to the Facilities and Compliance Manager if a follow-up investigation has been requested.

4. Administration of medicine

- 4.1. All medications are stored in a locked cupboard/fridge in the Health Centre and are administered by the School Nurse or First Aider.
- 4.2. Spare Adrenaline Auto-Injectors held in the Health Centre for pupils with anaphylaxis are stored in clearly labelled boxes on the top of the white cupboard in the medical room of the Health Centre, so are accessible at all times. These boxes also contain individualised care plans. Spare inhalers for pupils are stored in a generic box on the top of the same cupboard and each one is clearly labelled with the pupil's name.

5. Sport Fixtures

- 5.1. First Aid provision for the sports fixtures that are high-risk is provided by an external First Aid provider who is responsible for administering First Aid to pupils taking part in the

fixtures. Accidents and injuries are reported and recorded in the same way as for a normal school day or fixture without the external First Aiders.

- 5.2. Medical bags for away fixtures contain an emergency salbutamol inhaler and aero chamber for use in the event of an asthmatic pupil or staff member not having their own inhaler with them.

6. Day Trips

- 6.1. Medical details, relevant care plans, GP and parental contact details will be provided by the School Nurse and staff sign to acknowledge receipt and responsibility of confidential records. On return safe disposal of confidential documents will be undertaken by the Nurse and recorded accordingly.
- 6.2. First Aid bags and relevant pupils' own medication, including spare auto injectors and inhalers, will be obtained from the Health Centre.

7. Residential Trips

- 7.1. Medical details, relevant care plans, GP and parental contact details will be provided by the School Nurse and staff sign to acknowledge receipt and responsibility of confidential records. On return safe disposal of confidential documents will be undertaken by the Nurse and recorded accordingly.
- 7.2. Prescribed medication from home which needs to be taken will be handed in to the School Nurse or Trip Leader prior to the trip. It must be in its original packaging with details of dose and guidance of time to be given. Parents will complete and sign a consent form and the medication will be given by a First Aider and accurately recorded on the form during the trip.
- 7.3. First Aid bags and pupils' own medications will be collected from the Health Centre for safe storage during the trip.
- 7.4. OTC medications will be provided for administration as required for pupils whose parents/carers have given consent and any medication given recorded on the accompanying form provided stating date, time and signature of person administering. This documentation will be returned to the Nurse and added to the pupil's file.

8. Safe Disposal of Body Fluids

- 8.1 The member of staff in charge of dealing with the incident is in charge of overseeing the safe and appropriate removal of body fluid spillages. Body Fluid disposal kits are located in the Health Centre and can also be provided by the Maintenance Team.

Appendix B – RGS The Grange

1. Medical and First Aid Provision

- 1.1 School Nurses: Mrs Alison Odam and Miss Phoebe Brighton are based in the School Nurse Office and are available to treat illnesses and injuries that occur during the school day. Both are registered with the Nursing and Midwifery Council and evidence of current registration can be found on the NMC website.
- 1.2 School Nurse Office: is located on the ground floor of RGS The Grange opposite the Old Hall and is open daily between the hours of 8.00am and 4.00pm. It is used for the provision of medical treatment, including First Aid, when required and has essential First Aid facilities and equipment. The School Nurses can be contacted in the Office on extension 699, via Reception or on the walkie talkies. In the event of the School Nurse not being available, Reception should be contacted to identify the nearest available First Aider.
- 1.3 First Aiders: A list of all First Aiders is available in the Staff Room, Reception, Nurses Office and on Google Drive.

2 First Aid and Medical Equipment

- 2.1 First Aid Boxes/Bags: These are located in the School Nurses Office and around the school in the following locations:

- Early Years
- DT Room
- Outside the Nurses Office
- Pavilion
- After School care hold a separate bag for each year group
- First Aid bags are taken out onto the playground during break time

The First Aid boxes/bags should be brought to the School Nurse Office to be restocked as and when required.

- 2.2 AED: These are located as follows:

- Exit from the lunch hall, near the Fire Exit door
- Outside the Astro Pavilion

- 2.3 Emergency Auto Injector Devices: All relevant pupils have 2 prescribed Auto-Injectors in school. These are located as follows:

- School Nurse Office
- Individuals Classroom or Carried by the pupil

2.4 Emergency Salbutamol Inhalers: These are located as follows:

- School Nurse Office

2.5 Pupils own inhalers: These are located as follows:

- School Nurse Office
- Carried by the pupil

3 Accident Reporting and Record Keeping

3.1 All accidents are triaged by the member of staff dealing with pupil, colleague or visitor or sent to the School Nurse for assessment. An accident form is completed as necessary which includes description, time and date, location, accident, the first aid delivered and the outcome.

3.2 The member of staff present in the event of a significant injury must fill in the appropriate accident form that should then be taken to the Nurses Office. All other forms are completed by the nurse as required. There are separate forms for staff and pupils. These forms are signed by the person completing it.

3.3 For an accident / incident involving a pupil:
All accident forms are sent home to parents and separate Head Injury Advice forms as appropriate. For Pre-school children parents are phoned in advance or informed via the 'Parent Communication App' that their child has an accident form. Where possible, when the child is collected from school, the form is handed directly to the parent.

3.4 Accident Forms: The Deputy Head will review accident / incident forms, determine whether a follow up investigation is required and notify the Headmaster of accident/incident if required. Once reviewed, the form is returned to the School Nurse who will ensure the following:

- A copy is filed in the Health Centre Accident Folder
- A copy is filed in the pupil's medical records
- A copy is sent to the Facilities and Compliance Manager if the Deputy Head has requested a follow-up investigation

3.5 For an accident / incident involving a Member of Staff or Visitor: The Accident Form should be reviewed by the Deputy Head and returned to the School Nurse who will ensure the following:

- The original is filed in the School Nurse Accident Folder
- A copy is sent to the Director of Finance and Operations for review. The copy is destroyed by DFO if no further action required, or

forwarded to Facilities and Compliance Manager if a follow-up investigation has been requested.

4 Administration of medicine

- 4.1 All medications are stored in a locked cupboard/fridge in the School Nurses Office and are administered by the School Nurse or First Aider.
- 4.2 Two medication consent forms are available, one for long term administration eg eczema creams and one for short term administration. In order for medication to be administered written consent must be provided by parents/carers on the appropriate form.
- 4.3 The signature of person administering the medication and time given are to be recorded in a timely manner. For EYFS time given and 2 signatures must be provided by the person administering and a witness.
- 4.4 Pupil specific Adrenaline Auto-Injectors / Anaphylaxis kits and Inhalers are stored in Orange Clip boxes on the wall in the Nurses room so are accessible at all times. These boxes also contain individualised care plans.

5 Sport Fixtures

- 5.1 Medical details and care plans will be provided by the School Nurse and staff sign to acknowledge receipt and responsibility of confidential records. On return safe disposal of confidential documents will be performed by the nurse/ teacher & recorded accordingly.
- 5.2 First aids bags and relevant pupil's own medication including Auto-Injectors and Inhalers will be obtained from the Nurses office.
- 5.3 Schools where sport fixtures are being held will be contacted in advance to provide details of pupils attending with food allergies.

6 Day Trips

- 6.1 Medical details, care plans, GP & Parent contact details will be provided by the School Nurse and staff sign to acknowledge receipt and responsibility of confidential records. On return safe disposal of confidential documents will be performed by the nurse/ leader of the trip & recorded accordingly.
- 6.2 First aids bags and relevant pupil's own medication including auto injectors and inhalers will be obtained from the Nurses office.

7 Residential Trips

- 7.1 Medical details and care plans will be provided by the School Nurse and staff sign to acknowledge receipt and responsibility of confidential records. On return safe disposal of confidential documents will be performed by the nurse/ leader of the trip & recorded accordingly.
- 7.2 Prescribed medication from home which needs to be taken will be handed into the School Nurse prior to the trip. It must be in its original packaging with details of dose and guidance of time to be given.
- 7.3 First aids bags and pupils' own medications will be collected from the Nurses Office for safe storage during the trip.
- 7.4 Paracetamol, Ibuprofen, Piriton and Anthisan will be provided for administration as required for pupils whose parents/carers have given consent.
- 7.5 Any medication given will be recorded on the form provided stating date, time and signature of person administering. This documentation will be returned to the nurse.

8 RGS The Grange Holiday Club

- 8.1 A medication consent form is signed by parents/carers for any medication to be administered. Prescribed medication must be provided in original packaging stating child's name, dose and instructions for administration and stored securely in the Nurses Office.
- 8.3 Completed Medication Consent forms are filed in the Holiday Club office with a copy being sent to the Nurses if the pupil normally attends RGS The Grange.
- 8.4 First Aid is provided by trained First Aiders only.

9. Safe Disposal of Body Fluids

- 9.1 The member of staff in charge of dealing with the incident is in charge of overseeing the safe and appropriate removal of body fluid spillages. Body Fluid disposal kits are located in the dining hall and the Nurses Office.

Appendix C – RGS Springfield

1 Medical and First Aid Provision

- 1.1 First Aiders: RGS Springfield has at least two First Aiders (3-day St John Ambulance First Aid at Work) on site during school hours and all staff hold First Aid qualifications for working with older children or those in EYFS. School Nurses are on duty at RGSW should the need arise.
- 1.2 A list of all First Aiders is available in the School Office (Reception), the Staff Room and on Google Drive.
- 1.3 School Medical Room: There is one Medical Room at RGS Springfield located between Dragonflies classroom and kitchen, which has a sink, attached toilet and small day bed and chair. This may be used for the provision of medical treatment, including First Aid, when required and has essential First Aid facilities and equipment as well as stock for First Aid kits.

2. First Aid and Medical Equipment

2.1 First Aid Boxes/Bags:

At RGS Springfield, First Aid boxes are located in each classroom as well as the School Office. The member of staff in charge of First Aid supplies, currently Mrs Cathy Carr, is responsible for monitoring, maintaining and replenishing First Aid supplies, and boxes are checked annually by the Nurses at RGS.

2.2 AED: This is located as follows:

- In the cupboard in the School Hall

2.3 Emergency Auto Injector Devices: All relevant pupils have 2 prescribed Auto-Injectors in school. These are located as follows:

- School Office

2.4 Emergency Salbutamol Inhalers: These are located as follows:

- School Office

2.5 Pupils own inhalers: These are located as follows:

- Individual Classrooms or carried by the pupil

3. Accident Reporting and Record Keeping

- 3.1 All accidents are triaged by the member of staff dealing with pupil, colleague or

visitor or a second opinion is sought from another member of staff. An Accident Form is completed as necessary which includes description, time and date, location, accident, the First Aid delivered and the outcome. There are separate separate forms for staff and pupils. These forms are signed by the person completing it. Forms are located in the metal filing drawers in the office near the photocopier.

3.2 The member of staff present in the event of a significant injury must fill in the appropriate Accident Form which should then be taken to the Office. All other forms are completed by the First Aider as required.

3.3 For an accident / incident involving a pupil:

- All Accident Forms can be found in the School Office and are sent home to parents for signature with one copy returned for school records.
- Separate Head Injury Advice forms are sent home as appropriate.
- For Pre-school children, parents are phoned in advance or informed via Seesaw that their child has an Accident Form. Where possible, when the child is collected from school, the form is handed directly to the parent.
- If there is any concern about the injury, or the child, parents should be phoned.

3.4 Accident Forms: The Headmistress will review Accident / Incident Forms, determine whether a follow up investigation is required. Once reviewed:

- A copy is filed in the Accident Folder
- A copy is filed in the pupil's records
- A copy is sent to the Facilities and Compliance Manager if the Headmistress has requested a follow-up investigation

3.5 For an accident / incident involving a member of staff or visitor: The Accident Form should be reviewed by the Headmistress who will ensure the following:

- The original is filed in the Accident Folder
- A copy is sent to the Director of Finance and Operations (DFO) for review. (The copy is destroyed by the DFO if no further action required, or forwarded to the Facilities and Compliance Manager if a follow-up investigation has been requested.)

4. Administration of Medicine

4.1 All medications are stored in a locked cupboard/fridge in the First Aid room and Staff Room and administered by the member of staff. Forms detailing medication given are located in the cupboard for staff signature and spares kept in the Office.

4.2 Any medication brought in by a parent must be in its original box or container and clearly labelled with the child's name and dosage.

- 4.3 Two medication consent forms are available, one for long term administration eg eczema creams and one for short term administration. In order for medication to be administered, written consent must be provided by parents on the appropriate form.
- 4.4 The signature of person administering the medication and time given are to be recorded in a timely manner. For EYFS, time given and two signatures must be provided by the person administering and a witness.
- 4.5 Pupil specific Adrenaline Auto-Injectors / Anaphylaxis kits and Inhalers are stored in the medical cupboard in the Reception so are accessible at all times. These boxes also contain Individualised Care Plans.
- 4.6 All other medications are stored in locked cabinets or the Staff Room fridge.

5. Sport Fixtures

- 5.1 Medical details and care plans will be provided by the Office and staff sign to acknowledge receipt and responsibility of confidential records. On return, safe disposal/storage of confidential documents will be performed by the teacher and recorded accordingly.
- 5.2 First Aid bags and relevant pupil's own medication, including Auto-Injectors and Inhalers, will be obtained from the Office or class teachers. Sports staff should check each pupil has their medication and has given it to the member of staff.
- 5.3 Schools where sport fixtures are being held will be contacted in advance to provide details of pupils attending with food allergies.

6. Day Trips

- 6.1 Medical details, care plans, GP and parent contact details will be provided by the School Office and staff sign to acknowledge receipt and responsibility of confidential records. On return, safe disposal/storage of confidential documents will be performed by the Office and recorded accordingly.
- 6.2 First Aid bags and relevant pupil's own medication, including auto injectors and inhalers will be obtained from the class teacher.
- 6.3 All trips involving Early Years must be accompanied by a paediatrically trained member of staff. Medical information such as known allergies must be recorded on all Risk Assessments.

7. Residential Trips

- 7.1 Up to date information will be sought from parents in advance of each trip. Medical details and care plans will be provided by the School Office and staff sign to acknowledge receipt and responsibility of confidential records. On return, safe disposal of confidential documents will be performed by the School Office and recorded accordingly.
- 7.2 Prescribed medication from home which needs to be taken will be handed in to the Trip Leader/Designated First Aider upon departure. It must be in its original packaging with details of dose and guidance of time to be given.
- 7.3 First Aid bags and pupils' own medications will be collected from the School Office for safe storage during the trip.
- 7.4 Paracetamol, Ibuprofen, Piriton and Anthisan will be provided for administration as required for pupils whose parents have given consent.
- 7.4 Any medication given will be recorded on the form provided stating date, time and signature of person administering. This documentation will be returned to parents at the end of the trip for prescribed medication.

8. Safe Disposal of Body Fluids

- 8.1 The member of staff in charge of dealing with the incident is in charge of overseeing the safe and appropriate removal of body fluid spillages. Body Fluid disposal kits are located in the Medical Room and the School Office.

FURTHER GUIDANCE FOR STAFF

9. Health Centre

9.1 The Health Centre is located at RGSW. There are two qualified nurses there who are on duty/call from 8am until 4.30pm.

10. General First Aid

10.1 On arrival at RGS Springfield all staff will complete a basic First Aid course, paediatric First Aid course as soon as it is practically possible to run one.

10.2 Staff are not expected to be experts and, if in doubt about any medical condition, should contact the Nurse at RGSW for advice.

10.3. Any head injury must be investigated carefully and the child monitored closely. If there is any concern, then parents should be informed and the child taken to see a medical practitioner or attend A&E.

10.4. At least three staff will hold St John Ambulance First Aid at Work qualifications.

11. Serious Accidents

11.1 In the event of a serious accident during the day, the Headmistress should be informed. Alternatively a runner should be sent to the Office to explain what has happened, where it has happened and whether an ambulance should be called.

12. Process for Calling an Ambulance

- Phone 999, 112 may be called from a mobile phone to access any emergency service.
- Report the name of the casualty, the nature of the injury and the location of the school RGS Springfield, Britannia Square, Worcester WR1 3DL. Advise ambulance of entry to the site and Office of need to get gates open quickly.
- Someone must stay with the child - keep calm and be reassuring. Keep the child warm. Give no medication, liquids, food etc.
- Send an adult to the gates to direct the ambulance on arrival.

13. Procedure in the Event of Illness

- From 8.30 am – 3.30 pm each Class Teacher is initially responsible for their Class.
- The Class Teacher can administer minor First Aid and medication as per parental consent. If further consultation is required, they should seek the advice of the Appointed Persons. Each Class Room will have a small medical pack and spillage pack.
- If a child needs to go home, if possible consult Head of RGS Springfield. The School Secretary will telephone parents. Any medication given should be documented on the appropriate form and parents informed.

Appendix D – RGS Dodderhill

1. Medical and First Aid Provision

- 1.1 First Aiders: RGS Dodderhill has a Duty First Aider on site during school hours. An alternative qualified First Aider is assigned the Duty First Aider in their absence.
- 1.2 A list of all First Aiders is available in the entrance to Hillcourt House (Reception), entrance to the Goodman Building, entrance to the Coach House, entrance to the Atrium, entrance to the Maths/Science Block, the Link, the Staff Room and on Google Drive.
- 1.3 School Medical Rooms: There are two medical rooms at RGS Dodderhill. There is one on the ground floor of the Goodman Building (opposite Nursery) and one located on the first floor of the Science/Maths Block. They are used for the provision of medical treatment, including First Aid, when required and have essential First Aid facilities and equipment. The First Aiders can be contacted by radio or in the Office on extension 550. In the event of the Duty First Aider not being available, Reception should be contacted to identify the nearest available First Aider.

2. First Aid and Medical Equipment

- 2.1 First Aid Boxes/Bags:
At RGS Dodderhill, First Aid boxes are located in each of the Medical Rooms and at key locations around the School, including high risk areas. The Site Supervisor/Office Admin staff are responsible for monitoring, maintaining and replenishing First Aid Boxes.
- 2.2 AED: This is located as follows:
 - In the Link opposite the Sports Hall
- 2.3 Emergency Auto Injector Devices: All relevant pupils have two prescribed Auto Injectors in school. These are located as follows:
 - School Reception
 - Individual's classroom or carried by the pupil
- 2.4 Emergency Salbutamol Inhalers: These are located as follows:
 - School Reception
- 2.5 Pupils' own inhalers: These are located as follows:
 - School Reception
 - Carried by the pupil

3. Accident Reporting and Record Keeping

- 3.1 All accidents are triaged by the member of staff dealing with pupil, colleague or visitor or sent to the Duty First Aider for assessment. An Accident Form is completed as necessary which includes description, time and date, location, accident, the First Aid delivered and the outcome.
- 3.2 The member of staff present in the event of a significant injury must fill in the appropriate Accident Form, which should then be taken to the Reception. All other forms are completed by the First Aider as required. There are separate forms for staff and pupils. These forms are signed by the person completing it.
- 3.3 For an accident / incident involving a pupil:
All accident forms are sent home to parents.
Separate Head Injury Advice forms are sent home as appropriate.
For Pre-school children, parents are phoned in advance or informed via the 'Parent Communication App' that their child has an Accident Form. Where possible, when the child is collected from school, the form is handed directly to the parent.
- 3.4 Accident Forms: The Headmistress will review accident / incident forms, determine whether a follow up investigation is required. Once reviewed:
- A copy is filed in the Pupil Accident Folder
 - A copy is filed in the pupil's medical records
 - A copy is sent to the Facilities and Compliance Manager if the Headmistress has requested a follow-up investigation
- 3.5 For an accident / incident involving a Member of Staff or Visitor: The Accident Form should be reviewed by the Headmistress who will ensure the following:
- The original is filed in the Staff/Visitor Accident Folder
 - A copy is sent to the Director of Finance and Operations (DFO) for review. (The copy is destroyed by the DFO if no further action required, or forwarded to Facilities and Compliance Manager if a follow-up investigation has been requested.)

4. Administration of medicine

- 4.1 All medications are stored in a locked cupboard/fridge in the School Office and administered by the Duty First Aider.
- 4.2 Two Medication Consent forms are available, one for long term administration eg eczema creams and one for short term administration. In order for medication to be administered, written consent must be provided by parents/carers on the appropriate form.

- 4.3 The signature of person administering the medication and time given are to be recorded in a timely manner. For EYFS time given and two signatures must be provided by the person administering and a witness.
- 4.4 Pupil specific Adrenaline Auto-Injectors / Anaphylaxis kits and Inhalers are stored in the medical cupboard in the Reception so are accessible at all times. These boxes also contain individualised care plans.
- 4.5 All other medications are stored in locked cabinets or a locked fridge.

5. Sport Fixtures

- 5.1 Medical details and care plans will be provided by the Duty First Aider and staff sign to acknowledge receipt and responsibility of confidential records. On return, safe disposal of confidential documents will be performed by the nurse/ teacher and recorded accordingly.
- 5.2 First Aid bags and relevant pupils' own medication, including Auto Injectors and Inhalers, will be obtained from the Reception.
- 5.3 Schools where sport fixtures are being held will be contacted in advance to provide details of pupils attending with food allergies.

6. Day Trips

- 6.1 Medical details, care plans, GP and parent contact details will be provided by the School Office and staff sign to acknowledge receipt and responsibility of confidential records. On return, safe disposal of confidential documents will be performed by the nurse/ leader of the trip and recorded accordingly.
- 6.2 First Aid bags and relevant pupils' own medication including Auto Injectors and inhalers will be obtained from the School Office.

7. Residential Trips

- 7.1 Medical details and care plans will be provided by the School Office and staff sign to acknowledge receipt and responsibility of confidential records. On return, safe disposal of confidential documents will be performed by the School Office and recorded accordingly.
- 7.2 Prescribed medication from home which needs to be taken will be handed into the School Office prior to the trip. It must be in its original packaging with details of dose and guidance of time to be given.

- 7.3 First Aid bags and pupils' own medications will be collected from the School Office for safe storage during the trip.
- 7.4 Paracetamol, Ibuprofen, Piriton and Anthisan will be provided for administration as required for pupils whose parents/carers have given consent.
- 7.5 Any medication given will be recorded on the form provided stating date, time and signature of person administering. This documentation will be returned to the Nurse.

8. Safe Disposal of Body Fluids

- 8.1 The member of staff in charge of dealing with the incident is in charge of overseeing the safe and appropriate removal of body fluid spillages. Body Fluid disposal kits are located in the dining hall and the School Office.

Appendix E – Assessment and Management of suspected coronavirus cases during the COVID-19 Pandemic

Any pupil, staff member or visitor who becomes unwell whilst in school with a new and persistent cough, high temperature or loss of or change in their normal sense of taste or smell must be sent home and advised to self-isolate in line with latest Public Health Guidance and provision made to obtain a test as detailed below.

In an emergency

- If the pupil, staff member or visitor appears seriously ill, or their life is at risk, call 999. Anyone with Covid-19 symptoms should not be asked to visit their GP, pharmacy, urgent care centre or hospital.
- If a First Aider needs to approach within 2 metres to assess an individual who is thought to have had any symptoms of Covid-19, PPE should be worn as detailed below.
- In the event of an individual with symptoms of Covid-19 collapses:
 - Assess the patient but do not put your face close to theirs
 - If they are unresponsive and not breathing, call for help if available
 - Ask a helper to call 999 and then fetch the nearest AED while you start CPR
 - If no help is available use a hands-free speaker on a phone to speak to ambulance control while you start CPR
 - Before starting CPR use a towel or piece of clothing and lay it over the mouth and nose of the casualty
 - Perform chest compressions but do not give rescue breaths
 - Continue chest compressions until an AED is ready to be used, or an ambulance arrives

Isolation Procedures for suspected cases

- Any staff or visitors displaying any clear symptoms should go home immediately and an RGS Covid-19 Suspected/Confirmed form completed by the School Nurse or designated First Aider.
- For pupils, arrangements should be made for the individual to be collected by parents/legal guardian and taken home immediately and an RGS Covid-19 Suspected/Confirmed form completed.
- While awaiting collection, pupils should be directed to the designated isolation room in each school. This should be behind a closed door and have a window opened for ventilation wherever possible and all staff and pupils should be aware of its' location as below:
 - RGSW – Health Centre (Whiteladies) and additional isolation rooms are available in the Music Practice Rooms in AO
 - RGS Springfield – Medical room
 - RGS The Grange – Office next to First Aid Room
 - RGS Dodderhill – Designated changing room
- If no isolation room is available or is full, the suspected case should be directed to an area which is at least 2 metres from other people.

- If they need to go to the bathroom while waiting to be assessed or collected, they should use a separate bathroom if possible, which should be cleaned and disinfected using standard cleaning products before being used by anyone else.
- Personal Protective Equipment (PPE) must be worn by staff caring for the suspected case while they await collection if a distance of 2 metres cannot be maintained. (Such as for a very young child or a child with complex needs).
- PPE includes:
 - fluid-resistant surgical face masks (also known as Type IIR)
 - disposable gloves
 - disposable plastic aprons
 - eye protection (for example a face visor or goggles)
- The PPE that must be used when caring for someone with symptoms of coronavirus (COVID-19) is:
 - a face mask worn if a distance of 2 metres cannot be maintained
 - if contact is necessary, then gloves, an apron and a face mask should be worn
 - eye protection if a risk assessment determines that there is a risk of fluids entering the eye, for example, from coughing, spitting or vomiting
- PPE should be disposed of carefully in line with the guidance on 'Waste' below.
- Everyone should wash their hands thoroughly for 20 seconds after any contact with someone who is unwell.

Advice on self-isolation and testing

- Advice should be given to the parent/guardian of the suspected case, or directly to a member of staff or visitor, regarding self-isolation in line with the latest Public Health England advice:

<https://www.nhs.uk/conditions/coronavirus-covid-19/self-isolation-and-treatment>
- They should arrange a Covid-19 swab test online via the NHS testing and tracing for coronavirus website: <https://www.gov.uk/get-coronavirus-test> or over the telephone via NHS 119 for those without access to the internet. All children can be tested, including under 5.
- When they are informed of a positive or negative result, they should inform the school of this as soon as possible.
- In the event of a confirmed positive test contact:
 - Department for Education on 08000 468687 and select the option for reporting a positive case. Lines are open Monday to Friday 8.00am until 6.00pm and Saturday and Sunday 10.00am until 4.00pm; and
 - Inform Worcestershire County Council, Local Outbreak Response Team (LORT): 01905 845 491 lines are open Monday to Sunday 9.00am until 6.00pm.

- Out of Hours: Public Health England 01384 679031
- For reporting of other concerns including large numbers of suspected cases or linked suspected cases:
 - Use: <https://capublic.worcestershire.gov.uk/testandtracepublic/schooleducation>

Cleaning Procedures:

- Disposable gloves and an apron must be worn for cleaning an area after a person with symptoms has left the area.
- All surfaces that the symptomatic person has come into contact with should be cleaned and disinfected, including all potentially contaminated and frequently touched areas such as bathrooms, door handles, grab rails in corridors and stairwells.
- Use household detergent and disposable cloths or paper roll and disposable mop heads to clean all hard surfaces, floors, door handles and sanitary fittings.
- Any cloths and mop heads used must be disposed of and should be put into waste bags as outlined below.

Waste

- Personal waste from symptomatic individuals and waste from cleaning of areas where they have been (including PPE, disposable cloths and used tissues):
 - should be put in a plastic rubbish bag and tied when full
 - the plastic bag should be placed in a second bin bag and tied
 - this should be put in a suitable and secure place and marked for storage until the individual's test results are known.
- Hands should be washed with soap and water for 20 seconds after all PPE has been removed.
- This waste should be stored safely and securely and not placed in communal areas until negative test results are known or the waste has been stored for at least 72 hours.
- If the individual tests negative this can be disposed of immediately in the normal waste.
- If Covid-19 is confirmed the waste should be stored for at least 72 hours before disposal in the normal waste.

Laundry

- Wash items in accordance with the manufacturer's instructions using the warmest water setting possible and dry items completely. Potentially contaminated items do not have to be washed separately. To minimise the possibility of dispersing virus through the air, do not shake dirty laundry prior to washing.
- Clean and disinfect anything used for transporting laundry with your usual products, in line with the cleaning guidance above.