



Ruthin School

FIRST AID POLICY	
Version	
Effective from	May 2020
Extent of Policy	Ruthin School
Policy Owner	IMR
Governor	Tracey Kerrigan
Review by	September 2021
Frequency of Audit	Annual
Circulation	
Publication	Website

First Aid Policy

If your child is unwell or infectious please keep him/her at home and telephone the School Office on the first day of illness. An ill child will not be happy in school, and may infect others.

If a day pupil suffers anything more than a trivial injury or becomes unwell in School we will telephone you and ask you to collect your child.

Everyone in School has access to our Medical Room which is led by the School Nurses. They are responsible for any medical care or first aid that your child may require during the school day, or at other times when the School is open. There is a qualified nurse on duty in the Medical Centre from 8.00am to 5.00pm every day, or at other times when children are in school, who is available to administer first aid, to deal with any accidents or emergencies, or if someone is taken ill. The School Doctor holds weekly surgeries in School.

FIRST AID AT RUTHIN SCHOOL

First Aiders

Wherever possible a member of staff who is qualified in first aid, accompanies our pupils on their visits out of school. He or she will administer first aid if your child suffers an injury during an outing, and will, if necessary, call an ambulance. There is always a qualified First Aid person on site.

First Aid Notices

Lists of members of staff who are qualified as First Aiders, and lists of those who have been trained as Appointed Persons, are displayed on notice boards around the school. Their training is reviewed every three years.

First Aid Boxes

First aid boxes are placed in all the areas of the school where an accident is considered possible or likely (such as the Sports Hall, or the Science Department). We always take first aid boxes with us when groups of pupils go out of school on organised trips or to participate in sporting events. All First Aid box contents and expiry dates are checked by the designated First Aider for that area and, signed for weekly and if necessary, replenished. The check list of contents is individual for each area and attached to the First Aid box.

The contents list of each First Aid kit is dependent on its location but the general list can be seen in Appendix 1.

Access to First Aid

All new pupils (and staff) are given information on where to go for help in the event of an accident as part of their induction into the school. The list of locations for each First Aid kit can be seen in Appendix 2. The bodily fluids procedure can be seen in Appendix 3.

CALLING AN AMBULANCE

If someone at the School has an accident, staff are trained to summon medical help immediately. The School Nurse is normally responsible for summoning ambulance, and for escorting the pupil to hospital; but all staff are advised in their induction training that if she is unavailable, they should summon an ambulance themselves. If there is a head injury to a pupil and no nurse or First Aid trained person is available then an ambulance should always be called. A member of staff will always stay with a child in hospital until their parents have been contacted.

Emergency Medical Treatment

In accepting a place at the school, we require parents to authorise the Headmaster, or an authorised deputy acting on his behalf, to consent on the advice of an appropriately qualified medical specialist to your child receiving emergency medical treatment, including general anaesthetic and surgical procedure under the NHS, if we are unable to contact you in time.

OUR MEDICAL CARE

We send all new parents a medical questionnaire and ask you to complete it before your son or daughter joins the school. More details are given in our medical questionnaire policy - including the arrangements for boarders.

Medical Examinations and Immunisations

During their first term, all new pupils will receive a medical examination from the School Medical Advisor. You will be notified in advance and invited to attend. Your consent will be sought from time to time to your child receiving the routine range of immunisations recommended by the Department of Health for all children of his or her age.

Medical Records

We keep records of all treatment and immunisations that your child receives during his or her time at the school. We record all accidents and injuries to your child and of all medicines that are given to him or her. We will always tell you in writing if your child has received any form of medical treatment - however minor.

All medical records will be stored in the Medical Centre until your son/daughter's 25th birthday, when they will be securely destroyed. Access to these records is restricted to the Medical Staff. We keep records of all accidents and injuries, and have a procedure in place for ensuring that they are reviewed regularly in order, where possible, to minimise the likelihood of recurrence.

Medicines and Treatments Brought to School for Pupils

Please advise the School Nurses of any medication that you bring into the school for your child. If your son/daughter has a medical condition which necessitates regular access to medication, please inform the School Nurses, The Housemaster/mistress, or the Headmaster so that an appropriate regime can be devised. The relevant staff will be informed, in confidence, of any condition that is likely to affect him/her in any area of school life. We will work with you in making arrangements that work best for him/her.

For further information about healthcare please see the Healthcare Needs Policy including the Administration of Medicines Policy.

Appendix 1

The decision on what to provide will be influenced by the findings of the first-aid needs assessment. As a guide, where work activities involve low hazards, a minimum stock of first-aid items might be:

- individually wrapped sterile plasters (assorted sizes), appropriate to the type of work (hypoallergenic plasters can be provided if necessary);
- sterile eye pads;
- individually wrapped triangular bandages, preferably sterile;
- safety pins;
- large sterile individually wrapped unmedicated wound dressings;
- medium-sized sterile individually wrapped unmedicated wound dressings;
- disposable gloves (for advice on latex gloves please see Selecting latex gloves)

This is only a suggested contents list and each location may vary depending on the needs assessment.

Appendix 2

Location of First Aid Kits:

Main Office

Resource room

Dining Room

Café

Science Prep Rooms (with eyewash stations)

All Minibuses

Sports Hall (office)

Wynne House (office)

Ellis House (office)

Kenyon East (entrance)

Kenyon West (entrance)

Gladstone House (kitchen)

Trevor House (office)

Goodman House (adjacent to kitchen door)

Maintenance Pavilion (with eyewash station)

Laundry

Appendix 3

Body Fluid Spillage Policy

Blood and body fluids (e.g. faeces, vomit, saliva, urine, nasal and eye discharge) may contain viruses or bacteria capable of causing disease. It is, therefore, vital to protect yourself and others from the risk of cross infection. In order to minimise the risk of transmission of infection, both staff and pupils should practice good personal hygiene and be aware of the procedure of dealing with body spillages.

Staff Contact

- Facilities Manager to be contacted initially so that they can arrange for a member of their team to clean the area appropriately.
- The initial clean up of the situation should be carried out by the person(s) who is at the scene of the incident.
- In the event of a member of cleaning staff not being available then there are disposable clean up kits available in the Sick Bay.

Initial Clean Up Procedure

- Get some disposable gloves from the nearest First Aid kit.
- Place absorbent towels over the affected area and allow the spill to absorb. Wipe up the spill using these and then place in a bin (which has a bin liner).
- Put more absorbent towels over the affected area and then contact the Facilities Manager for further help.
- The bin that has had the soiled paper towels put in, then needs to be tied up and ideally double bagged and put in an outside bin.
- Any article of clothing that has got contaminated with the spill should be wiped clean and then put in a plastic bag and tied up for the parents to take home (in the case of day pupils).
- The area then needs to be cordoned off until cleaned.
- If a cleaner is not immediately available then a disposable cleaning kit will need to be used.
- If the spillage has been quite extensive then the area may need to be closed off until the area can be cleaned correctly.

Procedure for Blood and other Body fluid Spillage

- Gloves to be worn at all times.
- Any soiled wipes, tissues, plasters, dressings etc. must ideally be disposed of in the clinical waste bin (in Sick Bay). If not available then the glove being used needs to be taken off inside out so that the soiled item is contained within and placed in a bin which is regularly emptied.
- When dealing with a spillage, absorbent paper hand towels need to be placed on the affected area to absorb the spill.
- If a disposable spillage kit is available, then the instructions for use should be followed.
- If not, then contaminated paper towels need to be placed in a bin with a bin liner, tied up and ideally put in a yellow bin or put in another bin liner and put in an outside bin.
- The area must be cleaned with disinfectant following the manufacturer's instructions.

- A 'Wet Floor Hazard' sign then needs to be put by the affected area.
- The area should then be ventilated well and left to dry.
- All reusable cleaning up equipment then needs to be appropriately disinfected according to the manufacturer's instructions.
- Wash hands.
- All yellow bags to be disposed of in yellow bins as the school could potentially be fined if not adhered to.

Management of Accidental Exposure to Blood

Accidental exposure to blood and other body fluids can occur by:

- Percutaneous injury, e.g. from needles, significant bites that break the skin.
- Exposure to broken skin, e.g. abrasions and grazes.
- Exposure to mucous membranes, including the eyes and mouth.

Action to Take

- If broken skin, encourage bleeding of the wound by applying pressure – do not suck.
- Wash thoroughly under running water.
- Dry and apply a waterproof dressing.
- If blood and body fluids splash into your mouth – do not swallow.
- Rinse out mouth several times.
- Report the incident to a School Nurse and Senior Management.
- If necessary, take further advice from NHS Direct.
- An accident form will need to be completed and it may need to be reported to RIDDOR.