



## Brentwood School

### First Aid Policy

<b>Policy Owner:</b>	Deputy Head Pastoral and DSL Prep School Deputy Head Pastoral and DSL Senior School		
<b>Relevant to:</b>	Whole School (3–18)		
<b>Relevant Legislation/Guidance:</b>	<a href="#">Independent School Standards Regulations (2014)</a> <a href="#">National Minimum Standards for Boarding (2022)</a> <a href="#">EYFS Statutory Framework (2025)</a> <a href="#">DfE: First aid in schools, early years and further education</a> <a href="#">The Health &amp; Safety (First Aid) Regulations 1981</a> <a href="#">The Health &amp; Safety at Work etc Act 1974</a> <a href="#">The Management of Health &amp; Safety at Work Regulations 1999</a>		
<b>Last reviewed by:</b>	SLT February 2025		
<b>Last approved by and date:</b>	Health & Safety Committee 25th February 2025		
<b>Last Updated:</b>	February 2025		
<b>Next review due:</b>	March 2026		
<b>Current version published:</b>	4th March 2025		
<b>Circulation:</b>	All staff	Governors	Website
<b>Related &amp; supporting documents:</b>	Administration of Medicines	Allergy Management Policy	Health & Safety Policy
	Reducing the risk of Respiratory infection	Risk Assessment Policy	Safeguarding Policy
	Trips and Visits Policy		

## FIRST AID POLICY

### Contents:

1. Legal Obligations	3
2. Procedure for children who are ill or infectious.	3
3. Provision of First Aid Facilities	3
a. How the requirement is assessed	3
b. Treatment Rooms	4
c. First Aid Equipment	4
d. Medical Staff	4
e. Qualified First Aiders	5
4. First Aid Arrangements	5
a. During Term Time	5
b. Outside of Term Time and School Hours	6
c. For Accidents or Injuries on the School Playing Fields	7
d. For Weekend Events	7
e. On Trips and Visits	7
5. The Recording of First Aid and Accidents	7
6. Boarding House Procedures	7
8. Procedure for Dealing Safely with Spillage of Body Fluids	8
9. Recognising and Responding to Medical Emergencies	8
APPENDIX A: Location of first aid equipment and boxes	8
APPENDIX B: HSE Minimum Recommended Contents Of First Aid Boxes	11
APPENDIX C: Emergency First Aid Procedure And Contacts	12
APPENDIX D: Accidents And Emergencies On The School Playing Fields	14
APPENDIX E: Accident Reporting Procedures	16
APPENDIX F: Procedure For The Medical Care And Treatment Of Boarders	18
APPENDIX G: Procedures For Dealing Safely With Spillage Of Body Fluids	22
APPENDIX H: Recognising And Responding To Medical Emergencies	24

## 1. Legal Obligations

As an employer, Brentwood School has a statutory obligation, under **The Health & Safety (First Aid) Regulations 1981**, to provide the necessary equipment and facilities to enable First Aid to be rendered to employees if they become ill or are injured at work.

The School also has a clear obligation to ensure that non-employees (specifically pupils and visitors) are considered when the levels of First Aid provision are set. **The Health & Safety at Work etc Act 1974, section 3**, gives legal duties to ensure the health, safety & welfare of those not in our employ and **The Management of Health & Safety at Work Regulations 1999, regulation 3**, specifies the requirement to carry out risk assessments, which must include all persons on site. The School is also required to administer First Aid in a timely and competent manner, supported by the effective implementation of a first aid policy as set out in the Independent School Standard Regulations Part 3 paragraph 13.

In addition to the statutory requirements, the **Department of Education's** Good Practice Guide for Schools sets out minimum levels of First Aid provision expected in educational establishments.

## 2. Procedure for children who are ill or infectious.

Where a child appears unwell in the morning, they should be kept at home, as this helps to prevent the spread of infection. A child should not attend an outing from School if they are unwell. It is School policy to follow Public Health England exclusion guidance, at the discretion of School Medical Staff, in respect of communicable diseases:

<https://www.gov.uk/government/publications/health-protection-in-schools-and-other-childcare-facilities>.

In the Preparatory School, the School's procedure for children who are ill is advised to parents on joining the school and is also outlined in the Parent Handbook.

## 3. Provision of First Aid Facilities

### a. How the requirement is assessed

All the arrangements for the provision of First Aid are predicated on the basis of risk assessments. These risk assessments incorporate the following considerations:

- The size and split nature of the School site.
- The accessibility to the emergency services.
- Pupil numbers and age ranges.
- Staff or pupils with disabilities or special health needs.
- Hazardous activities and substances, eg: IT workshops, Science laboratories, swimming pool, and Maintenance Department workshops.
- Out of normal hours activities and trips and visits.
- Boarding houses.

## b. Treatment Rooms

The School provides First Aid facilities in the following locations during term time:

- Senior School: the Sanatorium (Medical Centre) is housed on the ground floor of the Cunliffe Building.
- Prep School: The Medical Room is on the ground floor of the Higgs building.

These medical facilities comply with the Approved Code of Practice relating to the Health & Safety (First Aid) Regulations 1981 and the Education (School Premises) Regulations 1996.

## c. First Aid Equipment

First Aid boxes, emergency medication and wheelchairs are sited at key locations throughout the School (see Appendix A). In addition to First Aid boxes located in buildings, the School also has travelling First Aid containers for use during any off-site activities. These containers can be requisitioned from the Sanatorium staff when required.

All school teams' sports bags are equipped with First Aid kits and all minibuses have a First Aid container on board. The minimum recommended contents of the various First Aid containers are detailed in Appendix B.

In areas with specific risks, such as Science laboratories, eyewash stations are established.

The School has 6 defibrillators (AEDs). These are located as follows:

1. **Pavilion.** External wall facing Sports fields – 24 hour access
2. **Senior School Dining Hall.** External wall to the right of diners entering the hall – 24 hour access.
3. **Heseltines.** External Wall of Heseltines Changing Room – 24 hour access
4. **Prep.** Externally mounted on fence by Astroturf (This Unit has supplementary pads suitable for use with very small children) – 24 hour access
5. **Prep.** Externally mounted on the side wall of the Stable Block (This Unit has supplementary pads suitable for use with very small children) – 24 hour access
6. **Courage Hall.** Behind Reception – Access available when Courage Hall Reception is open
7. **Courage Hall.** External Wall by entrance – 24 hour access

Defibrillators do not require any training to use. There are clear instructions on how to attach the defibrillator pads in their containers. They assess the heart rhythm and will only allow a shock to be administered if it is needed.

## d. Medical Staff

In the school treatment rooms (Sanatorium (Senior school) and Medical room (Prep School)), First Aid is administered by qualified nursing staff who are also the School's appointed persons and a School Matron and Matron's Assistant respectively. They will:-

- Take charge during term time when someone is injured or becomes ill
- Look after the first aid equipment e.g. restocking the first aid boxes

- Ensure that an ambulance or other professional medical help is summoned when appropriate.

Emergency First Aid procedures and contact details are provided in Appendix C.

#### e. Qualified First Aiders

There are over 150 trained first aiders on the staff including staff trained in paediatric first aid. In addition to this, sport centre staff are also first aid qualified.

At least one qualified person is available at the Senior School and Prep School sites whenever children are present.

Given the pupil population of the School and the number of employees on the site, the minimum number of First Aiders required to be on the site, in addition to the qualified nursing staff, is as follows:

Main School: 10

Prep School: 2

Early Years Foundation Stage (EYFS) requirements stipulate that there must be at least one trained Paediatric First Aider on duty at all times when pupils are present, including break times and on outings. The Director of the EYFS ensures that Paediatric First Aid training is approved by the local authority and is consistent with guidance set out in the practice guidance for the EYFS.

Brentwood School will ensure that minimum levels of First Aid cover are always maintained by ensuring that qualifications are renewed every three years and that new First Aiders are appointed when staff turnover necessitates.

## 4. First Aid Arrangements

### a. During Term Time

Staff communicating with the Sanatorium by telephone should have the following information available so that the Nurse can carry out a preliminary assessment prior to leaving the Sanatorium:

1. Can the injured party walk to the Sanatorium? Calling out the Nurse for minor injuries delays treatment for other members of the School community.
2. The Nurse will ask for the nature of the injury to ensure that the correct medical items are brought to the scene. The precise location of the injured person is vital.
3. In an emergency when the patient has, for example, severe chest pains, difficulty breathing, or is unconscious, the emergency services (999) must be called first, followed by the Sanatorium Nurse. The caller must state that it is an emergency and an ambulance has been called already.
4. Staff members should keep the area clear as much as possible, pupils should not be allowed to stand over the injured party.
5. Pupils or staff should be sent to the main entrance of the building where the casualty is located to direct San staff to the correct location inside.

All new pupils and staff are advised how to get help in the event of an accident as part of their induction into the School. There are First Aid notices around the School and First Aid boxes are clearly marked.

In the event of injury or illness to a pupil, employee or visitor, the following procedures must be applied:

- If a person is lying on the ground and may be seriously hurt – **DO NOT MOVE THEM**. Try to make them comfortable and stay with them if possible. Assess the situation, if in obvious need of hospital treatment e.g. a fractured leg, summon an ambulance and inform the Sanatorium/Prep School Matron. **DO NOT** attempt to transport a person to hospital unless designated so to do by a qualified person. The Nurse or Matron will inform parents where necessary.
- For minor injuries (cuts/grazes/sprains) pupils or employees should be sent to the appropriate Medical room accompanied by a responsible person (this may be another pupil). If the casualty cannot walk because of the injury, please request the use of a wheelchair by contacting the Sanatorium (Senior School) or Medical Room (Prep school). A wheelchair should not be requested if the casualty is able to walk.
- If a pupil feels unwell it is the responsibility of the Form Tutor/Class Teacher or member of staff on duty to establish the cause. Unless it is an emergency, and where deemed necessary the pupil should be sent to the medical room/Sanatorium. Senior school pupils must be sent with a San slip. Sanatorium staff do not need to be notified first in the case of minor ailments. If the Nurse/Matron feels that symptoms indicate a more serious illness, then she will inform the parents and either the Deputy Head Pastoral in the Senior School or the Head of the Prep School, as appropriate, and, where necessary, arrange for the pupil to be taken to hospital.

#### b. Outside of Term Time and School Hours

Whilst the School population is greatly reduced out of normal term time hours, First Aid provision is still required for employees and visitors. In the event of injury or illness to a visitor or member of staff, the following procedures must be applied:

- If a person is lying on the ground and may be seriously hurt – **DO NOT MOVE THEM**. Try to make them comfortable and stay with them if possible. Assess the situation, if in obvious need of hospital treatment e.g. a fractured leg, summon an ambulance and inform the Bursar. **DO NOT** attempt to transport a person to hospital unless designated so to do by a qualified person.
- For minor injuries (cuts/grazes) employees or visitors should go to the Sports Centre (Tel: 01277 243344) as a qualified First Aider is on duty there during opening times.

Whenever the Sports Centre is open to visitors, the following First Aid facilities are available:

- Qualified First Aiders.
- First Aid boxes.
- Means of contacting the emergency services where necessary.
- Defibrillator

- Spare Adrenaline Auto Injector pens (AAls)
- Spare Reliever Inhaler

Staff working alone or in remote locations should always notify a colleague of their whereabouts and have access to a telephone.

In the event of a serious accident, an investigation will be carried out by the Bursar or a senior member of staff nominated by the Bursar.

#### **c. For Accidents or Injuries on the School Playing Fields**

Procedures are detailed in Appendix D.

#### **d. For Weekend Events**

Additional First Aid cover may be provided for sporting fixtures and other school events by an external organisation, EAS Medical. Assurances are obtained from the organisation in relation to its safer recruitment practices and the qualifications of its staff. EAS Medical retains a written record of all treatment given and provides accident reports to the School in the event of an injury to a pupil or visitor.

#### **e. On Trips and Visits**

First Aid arrangements are set out in the School's Educational Trips & Visits Policy, which is available on the school website.

### **5. The Recording of First Aid and Accidents**

A record must be kept of any First Aid administered to employees, pupils or visitors.

Where there has been an accident or injury, the accident reporting procedures in Appendix E must be followed. Records of all accidents and injuries are reviewed regularly by Senior Management to identify trends and minimise the likelihood of recurrence.

If a child suffers anything more than a superficial injury, if they become unwell, or if there are any worries or concerns about their health during normal school hours a member of the nursing team will contact parents or guardians. Out of normal school hours parents will be contacted by the teacher in charge. In the Early Years Foundation Stage (EYFS) parents are informed of any accidents or injuries sustained by the child whilst in the School's care and of all First Aid treatment given.

### **6. Boarding House Procedures**

Boarding pupil medical procedures are set out in Appendix F. These are also included in the Boarding House Handbooks made available to pupils, their parents and guardians and all Boarding House staff. These procedures are in accordance with the requirements of the National Minimum Standards for Boarding Schools, September 2022, and aims to ensure that

the physical and mental health and emotional well-being of boarders is promoted and supported.

## 7. Administration of Medicines

The Administration of Medicines protocol is available on the School website.

## 8. Procedure for Dealing Safely with Spillage of Body Fluids

The procedure is detailed in Appendix G

## 9. Recognising and Responding to Medical Emergencies

Information is collected and stored on the School's reporting system (iSAMS) relating to pupils' known medical conditions and this is made available to staff as appropriate.

Guidance is provided in Appendix H for providing immediate medical support to pupils, employees and visitors in the event of the following emergencies:

- Asthma attack
- Diabetic Emergencies
- Epileptic seizure
- Anaphylactic shock

Any questions on any aspects of the policy set out in this document should be relayed to the School's Health and Safety Officer.

### APPENDIX A: Location of first aid equipment and boxes

FIRST AID BOXES – SENIOR SCHOOL SITE					
Location	No. Of Boxes	Location	No. Of Boxes	Location	No. Of Boxes
Reprographics	1	History Office	1	DT dept	5
Headmaster's Reception	1	6th Form Pastoral Office	1	Classics dept (2nd floor Cunliffe)	1
Food Tech Department	2	Hough House	1	Languages (Allison-3rd yr office)	1



Grounds Team	8	Mill Hill	1	Fencing	2
2nd Year Office	1	1st Year Office	1	History Office	1
Bursary	1	P.E.	12 (mix of blue/orange bags, 5 bum bags)	Porters & Mini bus	3 mini bus, 2 green boxes, 1 plaster box
Exams Office	1	Maintenance	5 hard boxes, 5 material bags	Gardens	4 (inc eye wash box)
Library	1	English Dept	1	Old School House	1
Huddleston (Music/Drama)	2	IT Office	1	Laundry	1
Science block	6	Art Department	7	Lost property	1

#### FIRST AID BOXES – PREP SCHOOL SITE

Building/Department	Number	Location
Hall/Kitchen	1	Hall
Higgs Prep 3-7	1	Accessibility Toilet (+1 in fire grab bag)
	1	Staff Room Foundation
	1	First Floor landing
	2	(Trips and Visits supply) Accessibility toilet
Middleton Hall Prep 7-11	1	Nurse's Office
	1	Porters' Office
Trips and Visit supply	7	Nurse's office
North Prep	1	Reception (+1 in fire grab bag)
	1	First floor landing
	1	Second Floor landing
South-Prep	1	Ground Floor
	1	Second floor landing
	1	Wraparound
Stable Block	1	Staff room

WHEELCHAIRS	
Sanatorium	1
Courage Hall	1
Heseltines	1
Stable block	2

DEFIBRILLATORS	
<b>Pavilion.</b> External wall facing Sports Fields	24 hr access
<b>Senior School Dining Hall.</b> External wall to right of diners entering the hall	24 hr access
<b>Heseltines.</b> External wall of Heseltines Changing Rooms	24 hr access
<b>Prep.</b> Externally mounted on fence by Astroturf Tennis Courts (this unit has supplementary pads suitable for use with very small children)	24 hr access
<b>Prep.</b> Externally mounted on the side wall of the Stable Block (this unit has supplementary pads suitable for use with very small children)	Prep School hours
<b>Courage Hall</b> Reception	When Courage Hall reception is open.
<b>Courage Hall</b> External Wall by entrance	24 hour access

SPARE GENERIC ADRENALINE AUTO-INJECTOR (AAI) & RELIEVER INHALERS	
PREP SCHOOL	SENIOR SCHOOL
Medical Room (Ground Floor Higgs Building)	Dining Hall
Higgs Building (Ground floor – Forest School use)	Sanatorium
Foundation – Staff room	Heseltines – Staff changing room
North Building – 2nd floor (Food tech)	Headmasters Reception
North Building – Main Reception	Food & Nutrition Department
Dining Hall	Courage Hall Staff room
PE Department (Stable block)	

## **APPENDIX B: HSE Minimum Recommended Contents Of First Aid Boxes**

All First Aid boxes are marked with a white cross on a green background. All are inspected biannually by the Sanatorium staff during May/June and November/December. The HSE recommended minimum provision for each First Aid box, where there is no special risk identified, is as follows:

- A leaflet giving general advice on First Aid.
- Four medium (12cm x 12cm) and 1 large (18 cm x 18 cm) dressing
- Two sterile eye pads and bandages
- Two individually wrapped triangular bandages (preferably sterile).
- Six safety pins.
- 2 x 20 assorted waterproof plasters
- 20 x Saline cleansing wipes
- 1 x Microporous Tape x 5 mtr
- 6 pairs Powder – Free Nitrile Gloves
- 2 x Finger Dressings
- 1 x Revive Aid Mouth to Mouth Resuscitator
- 1 x Emergency Thermal Blanket
- 1 x Burn Dressing 10cm x 10 cm
- 1 x Small Tuff Cut Scissors
- 1 x Conforming Bandage x 4.5mtr

Tablets/medicines of any description **must not be** placed in First Aid boxes. Staff who use items from a First Aid box are requested to advise the San team so that the box can be replenished.

### **MINIMUM RECOMMENDED CONTENTS TRAVEL KITS WHICH INCLUDE SCHOOL TEAM SPORTS BAGS AND MINIBUS CONTAINERS**

- A leaflet giving general advice on First Aid.
- 1 x Medium Dressing 12cm x 12cm
- 1 x Large Dressing 18cm x 18cm
- 1 x Triangular Bandage 90cm x 90cm x 127cm
- 2 x Safety Pins
- 1 x Eye Pad & Bandage
- 10 x Assorted Waterproof plasters
- 4 x Saline Cleansing Wipes
- 1 x Microporous Tape 2.5cm x 5mtr
- 1 x pair Powder Free Nitrile Gloves
- 1 x Revive Aid Mouth to Mouth Resuscitator
- 1 x Emergency Thermal Blanket
- 1 x Sterile Eye Wash (250ml)
- 1 x Burn Dressing 10cm x 10cm
- 1 x Small tuff cut scissors
- 1 x Conforming Bandage 7.5cm x 4.5mtr

The Facilities Manager has responsibility for the hiring and general upkeep of the School's minibuses, will ensure that:

- The contents of the containers comply with the above.

- The container is prominently marked as a First Aid container, is suitable for the purpose of keeping the contents in good condition and is readily available for use.

CCF and trips first aid kits should be supplied according to the risk assessment e.g. a ski trip will require a storm kit and warm items whereas a food studies trip would require a burns kit.

### **APPENDIX C: Emergency First Aid Procedure And Contacts**

If a person is lying on the ground and may be seriously hurt – **DO NOT MOVE THEM.** Try to make them comfortable and stay with them if possible. Assess the situation, if in obvious need of hospital treatment e.g. a fractured leg, summon an ambulance and inform the Sanatorium/Prep School Nurses/Sports Centre. **DO NOT** attempt to transport a person to hospital unless designated so to do by a qualified person.

#### **IN AN EMERGENCY CONTACT THE EMERGENCY SERVICES**

**Tel: 999**

#### **During Term Time:**

*Senior School:*

Sanatorium: Monday to Friday – 0800 – 1800

**Contact no:**

ext 222

*Prep School:*

Matron: Tracey Fay & Assistant Matron: Virginia Janavicius

Monday to Friday – 0800 – 1700

ext 600

Night-Time Sanatorium Sister Angell or Sister Clemison

Duty Nurse's mobile phone – Sister Angell

Duty Nurse's mobile phone – Sister Cleminson

Duty Nurse's mobile phone – Sister Putney

Available to staff

Available to staff

Available to staff

Available to staff

*The on-call Nurse (for boarding pupils out of School hours and during term time) will always be within*

*30 minutes travelling time to the School.*

#### **During Holiday Periods and Out of School Hours:**

*Brentwood School Sports Centre:*

ext 361 or 01277 243344

Monday to Friday                      0630 – 2200

Saturday                                  1000 – 2000

Sunday                                    0900 – 1800

#### **EMERGENCY DEFIBRILLATION RESPONSE:**

**The School has seven defibrillators as detailed in Section 3c and Appendix A. Using a defibrillator does not require training. Where required the defibrillator should be used without delay with further assistance being summoned by dialling 999.**

## **APPENDIX D: Accidents And Emergencies On The School Playing Fields**

The following guidelines are for use in the event of an emergency when activities are taking place on the School playing fields. For all Senior School sporting events the Director of Sport, Director of Co-Curricular Activities and the Sports Centre Manager are the designated co-ordinators. For Preparatory School 3-11 events on the Playing Fields the designated co-ordinators are the Prep Director of Sport and Director of Early Years respectively.

Guidelines cannot cover every eventuality, consequently the teacher in charge or event organiser will have to assess the situation at the time. **If there is ever any doubt about what to do, call for an ambulance/paramedic.**

For sporting fixtures or other events where EAS Medical have been contracted to provide cover, they will liaise with the teacher in charge in the event of an emergency and supply the Director of Sport with a record of all first aid provided.

When called to the School, an ambulance will automatically go to the Bayman Gate in Middleton Hall Lane. They will then be directed to the scene by School staff.

### **Use during normal School hours.**

- Ambulance access to the Heseltine Playing Fields is via the gate by the Groundsmans Compound in Middleton Hall Lane. There is no access via Priests Lane.
- Ambulance access to the Shenfield Road Playing Fields is via Shenfield Road Car Park..
- There is a key for this gate held in the Sports Centre reception and the Porters carry a key at all times.
- Dependent on the severity of the accident the member of staff in charge will:
  - Contact the Sanatorium Nurse. The Nurse is on duty, Monday to Friday, 8.00am to 6.00pm. At all other times she can be contacted via mobile phone, numbers of which are published and displayed in staff common rooms.
  - Either contact the emergency services or make arrangements to take the patient to Hospital, depending on the state of the injured person. **DO NOT** attempt to transport a person to hospital unless designated to do so by a qualified person and that your insurance covers this.
  - In the event of a mobile telephone or walkie-talkie not being available, contact with the appropriate personnel can be made either by using the telephone in Mill Hill House, the Groundsmans Hut or by sending a runner to the Porters Lodge.

### **Authorised use out of School hours**

- Sports Centre staff must ensure that the organiser of the event has made provision for emergency contact with Courage Hall either by telephone – contact number to be issued – or by runner.
- A first aid kit will be carried to all events by the hirer, although with the exception of very basic aid, first aid will only be administered if there is a member of the party that has been trained to carry it out.
- Emergency services, if called, will be directed to the scene of the accident via the Groundsman's entrance in Middleton Hall Lane.

- The gate key for the entrance in Middleton Hall Lane or Shenfield Road must always be easily accessible by Sports Centre staff when hirers are using those playing fields.
- In addition to a key being held in the Sports Centre reception all Sports Centre Duty Managers have been issued with a key.

**Unauthorised use.**

- Emergency services, if called, should initially contact the Sports Centre.
- If, for any reason this is not possible, contact the out of hours security team on **07958 580 229**.

Signs have been erected at strategic points on the playing fields to inform the public that they are on private property. The sign also gives the external telephone number of the Sports Centre to be contacted in the event of an emergency.

If an accident should occur, regardless of whether it is in or out of School hours, and the emergency services are called, a report must be completed on the School's online reporting system. The Health & Safety Officer should be notified so that, if necessary, the HSE can be informed.

## APPENDIX E: Accident Reporting Procedures

A record must be kept of any First Aid administered to employees, pupils or visitors. The following procedures are in place to ensure that accurate records are maintained:

- All First Aid administered by the Sanatorium Nurses or Prep Nurses is recorded on iSams. This is reviewed termly by the Deputy Head Pastoral or Head of the Prep as appropriate, and initialled as evidenced.
- Where the injury is a result of an accident or incident, or requires further medical attention, this should be recorded as soon as practicable on the School's online reporting system.
- The Sports Centre Manager retains the accident reports relating to the Sports Centre and external lettings. Where Sports Centre staff administer first aid treatment to Brentwood pupils, a copy of the first aid form shall be emailed to the Sanatorium staff for incorporation with their records.
- A summary of reported accidents will be submitted by the H&S Officer and the Sports Centre Manager to the H&S Committee on a termly basis, including details of any first aid cases requiring notification to the HSE.
- It is important that First Aid records and accident reports are reviewed regularly so that trends (including bullying or hazardous areas) may be identified and the likelihood of recurrence minimised.
- As the School has more than 10 employees it is a legal requisite to hold these records for a **minimum of 3 years**.
- Under the **Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR)**, some more serious accidents must be reported to the HSE within 10 working days.

All such accidents will, in the first instance, be recorded via the School's online reporting system. The Health & Safety/Facilities Officer ext 383/380 **must be contacted immediately if the accident is serious or whenever the emergency services are called by the School**. If they deem that a report to RIDDOR is required, this can be done on-line via the HSE website. The H&S Officer will report fatal and major injuries to the HSE by telephone).

All accidents requiring the removal of a pupil from a lesson or to hospital from the games field should be reported immediately to the Senior Deputy Head (Pastoral) or other member of the SLT is not available and accident forms completed and distributed as directed.

In the event of a serious accident, including death, an investigation will be carried out by the Bursar, with the member(s) of staff/ witnesses involved.

All incidents reported to the HSE are also relayed to the Governing Body by the Bursar.

It is a legal requirement to notify the local child protection agency of any serious accident or serious injury to, or the death of, any child in the Early Years Foundation Stage whilst in the School's care and act on any advice given.

## **APPENDIX F: Procedure For The Medical Care And Treatment Of Boarders**

### **Medical records**

Fully completed and signed medical forms must be received by the School before a student can be admitted to the Boarding House.

The boarders' medical notes and a record of the administration of all medication, treatment and first aid to boarders are held securely in iSAMS (with permissions restricted to the medical team).

Following a consultation with the School Doctor, the boarder's medical record will be updated electronically in iSAMS.

### **Access to in-school medical care**

The boarders have 24-hour access to a qualified nurse who is a member of the Senior School nursing team. During the school day, the Sanatorium (SAN) is open from 08:00 until 18:00. Outside these hours, there is an on-call nurse available to provide medical advice for boarders via the House staff and to visit the Boarding House if necessary.

Out of school hours when in the care of the Boarding Houses, if a boarder doesn't feel well, has an injury or needs medical advice, they should go immediately to the Houseparent or Duty House Tutor who will either contact the SAN staff or help with minor ailments, headaches, colds etc.

### **Access to a GP**

All boarders are registered with the New Surgery. Dr. Sattar, the School Doctor, or another Doctor from the surgery, should she not be available, holds weekly surgery sessions for boarders. At other times, appointments can be made via the surgery.

Surgery details:

The New Surgery, 8 Shenfield Road, Brentwood, CM15 8AB

Tel: 01277 218393

Boarders attending the doctor's surgery will be accompanied to their appointment by a member of staff unless they are Sixth Formers.

### **Collection of prescriptions**

If a boarder has been prescribed medication by the School Doctor, the prescription will be sent electronically by the New Surgery to Pharmachoice Pharmacy. The Pharmacy will contact the SAN and the nurse on duty will collect the prescription. The nurse must sign a form confirming that she has checked the prescribed medication with the prescription. If there are any errors, the pharmacist must be notified immediately. The Boarding House staff will be made aware of any new medications prescribed and the reasons why, and instructions on administration given, or a self administration form will be completed if deemed necessary.

### **Access to Counselling Services**

In addition to the pastoral team in school, including boarding staff, boarders have access to the School Counsellor and external counselling and mental health support, e.g. Emotional



Wellbeing and Mental Health Service (EWMHS). Referrals for support from the School Counsellor are made via the Head of Year.

They also have access to a range of medical services, provided through [‘The New Surgery’](#) and other external support services, including:

[The Young Peoples Counselling Service](#) – 15B Shenfield Road, The Hermitage site Brentwood, Essex CM15 8AG or 01277 230831.

Opening times Monday to Thursday 9am – 9pm.

[Therapy For You](#) (for young people aged 17 and above) – Pride House, Christy Close, Laindon, Basildon, SS15 6EA 01268 739128.

Opening times Monday–Friday 08.30am–6pm.

### **Medical Appointments**

If a boarder is required to attend a medical appointment e.g. dentist, optician or hospital appointment, it is primarily the responsibility of the Boarding House staff to organise this appointment with the boarder and escort them to this appointment. If Boarding House staff are unable to do this, they can liaise with the SAN team for assistance and, if required, the nurses can help. If nurses are needed to leave school grounds for the appointment, this will be authorised by the Senior Deputy Head (Pastoral) or other senior member of staff in her absence.

### **Medication and Treatment**

This procedure should be read in conjunction with the Whole School Administration of Medicines Protocol.

- When a boarder develops a chronic condition or disability, individual medical needs will be discussed with the parents or guardian at the earliest opportunity. The SAN Nurses will work with the boarder’s health-care specialist, with the agreement of parents, to administer a Care Plan.
- If a parent of a boarder has any concerns over their child’s medical needs, they should contact the Houseparent who will advise the SAN.
- Parents of boarders must inform the School if their child is taking any medication that is not prescribed by the School Doctor.
- Any medication that is brought to school by a boarder should be accompanied by a doctor’s verification letter and shown immediately to the Houseparent or a School Nurse. The School medical staff can then monitor the use of that medication. Prescribed medicines are given only to the boarder to whom they are prescribed
- Any medicine that is brought into school by a boarder that is neither supported by a doctor’s note nor recognisable as an over-the-counter medication will not be allowed to be used. In such cases, the medicine will be locked away securely and only returned when the boarder is due to return home.
- Some over-the-counter medicines are available for Boarding House staff to administer when they consider it necessary or when a boarder requests it. Such medication might include painkillers such as paracetamol. These are stored in a locked cupboard.
- All medication must be handed in to the Houseparent and collected at the appropriate time.

- In certain circumstances, such as ongoing medical needs, boarders are deemed competent to self-administer medication under the instruction of SAN nurses and with the knowledge of the Houseparent where written parental consent has been received and risk assessed.
- In the event of a medical emergency, the Boarding staff will contact 999 and then inform the Houseparent and SAN. The parent (and guardian as appropriate) will then be contacted.
- If a boarder presents themselves at the SAN with a concern that requires an examination of an intimate part of their body then the nurse will arrange for a chaperone in the form of another nurse, appropriate member of the pastoral team or their parent/guardian to be present.
- If a boarder becomes unwell during the day they will stay at the SAN until the nurse assesses that they are well enough to return to class or if they need to return to the Boarding House. The boarder can return to the Boarding House, with suitable supervision in place, during the school day if they are well enough not to have to go home or to a guardian, otherwise the boarder will need to remain in the SAN until they are collected by a parent or their guardian. The School's register is to be updated accordingly on iSAMS.

#### **Out of school care by a parent or guardian**

If a boarder is unable to stay in the Boarding House because of an illness, which may put other boarders at risk due to infection, or the boarder is clinically too unwell to be looked after in a school setting as judged by health care professionals, then the parent or guardian will be contacted to collect the student. The student should not return to the Boarding House until they are well enough to do so.

#### **Care of sick/unwell boarders at the Boarding House**

The boarder will be assessed initially by boarding staff and, for minor ailments, treated with simple over-the-counter medicines. The boarder will then be monitored at regular intervals by duty staff. Boarding House staff will contact the duty nurse if further advice is needed.

The Duty nurse will come to the Boarding House to assess and treat the boarder as required following a discussion between the nurse and the boarder/Boarding House staff. The nurse is able to make an appointment at short notice for boarders to see the school Doctor if need be. A decision will be made as to whether the boarder will continue being cared for in the Boarding House or if alternative arrangements need to be made, depending on the boarder's clinical status and the level of support required.

Before accepting a student back to the Boarding House following surgery or serious illness, the appropriate care and timescales will be discussed between the parent and/or guardian, the Houseparent and the SAN nurse on duty.

#### **Outbreak of illness in one or both of the Boarding Houses that requires a boarder or boarders to be in isolation**

All boarders have single-occupancy, ensuite rooms. If a boarder has an illness requiring them to isolate, they can be cared for, and supervised by the boarding staff on duty in the Boarding House, under the guidance of the nursing team, until the guardian or parent can collect them.

If there is more than one boarder who is required to isolate, the boarding staff will work closely with the SAN nurses to manage the outbreak of illness. This will include ensuring that scrupulous attention must be paid to personal hygiene, including hand washing, and increased cleaning regimes put in place. Laundry will be treated separately. Appropriate PPE will be worn and disposed of in the correct manner. All medical records must be kept updated and the patients reviewed regularly by the nurses. The School Doctor will be contacted if needed for further advice/support.

In the event of a significant numbers of boarders becoming unwell, all the School nurses on duty will support the Boarding House staff, make full assessments/observations of symptoms and treat patients as per the relevant protocols, depending on the symptoms; an agency nurse or nurses may need to be employed temporarily to provide in-school medical care for day students. If an infectious/communicable disease is suspected, the local Public Health England team must be contacted (Tel: 0300 303 8537) and their advice for further management followed.

### **Confidentiality**

The confidentiality and rights of boarders as patients are appropriately respected. This includes the right of a boarder deemed to be 'Gillick Competent' to give or withhold consent for their own treatment.

Where possible, and where there is no concern that to do so may put the boarder at risk of significant harm, it is the School's practice to involve parents in any significant medical issues.

With all medical and nursing matters, the House staff and School Medical Team will respect a boarder's confidence except on the very rare occasions when, having failed to persuade that boarder or his or her authorised representative, to give consent to divulge, the doctor or nurse considers that it is in the boarder's best interests or necessary for the protection of the wider school community to breach confidence and pass information to a relevant person or body.<sup>1</sup>

Where there are potential Child Protection issues, confidentiality can never be promised and the Houseparent and Designated Safeguarding Lead (Deputy Head, Pastoral) will be advised without delay.

---

<sup>1</sup> *Boarding Schools' Association Briefing Paper no.4 Medical Protocols and Practice*

## **APPENDIX G: Procedures For Dealing Safely With Spillage Of Body Fluids**

Spillages of body fluids potentially pose a health risk so should be cleaned up as quickly as possible. During the normal school day the Facilities Manager will arrange for the cleaning team to safely remove such spillages. At the Prep site this may also be carried out by the portering team depending on availability.

Some vulnerable departments within the Senior School (Sciences) are issued with appropriate kits to deal with body fluids. The Porters department has an Emergency Spillage Compound, which can also be utilised.

Spillages that occur in the Prep are dealt with by teaching assistants, teachers, Matron or the porters depending on location and timing.

### **Method:**

- Wear disposable gloves (single use) & apron
- Use disposable paper towel to mop up excess spillage
- All disposable items must be placed in plastic bags, sealed & placed in the waste bin.
- Area should be cleaned with either bleach & disinfectant or Emergency Spillage Compound
- Wash and dry hands thoroughly using soap & paper towel.

### **Soiled clothing:**

- Do not manually rinse/soak soiled items
- Flush any solid material (vomit/faeces) into the toilet, carefully avoiding any splashing.
- Place in a sealed, waterproof bag for parents to collect.
- In the boarding houses use the pre wash cycle, followed by hot wash
- Wash hands with soap & dry with paper towel.

## **APPENDIX H: Recognising And Responding To Medical Emergencies**

### **ASTHMA ATTACK**

If a pupil has an asthma attack:

- Ensure that the reliever (blue) inhaler is taken if prescribed
- Send for a Nurse/Matron
- Stay calm & reassure the child
- Ensure the child sits upright & slightly forward
- Loosen any tight clothing
- Encourage slow deep breaths

Minor attacks should not interrupt the pupil's involvement in the School day and they should return to activities when they have fully recovered.

### **DIABETIC EMERGENCIES**

The two symptoms of diabetes are *Hypoglycaemia (low blood sugar) & Hyperglycaemia (high blood sugar)*

#### **Causes of Hypoglycaemia:**

- Inadequate amounts of food eaten missed or delayed
- Too much or too intense exercise
- Excessive insulin
- Unscheduled exercise

#### **Recognition of Hypoglycaemia:**

- Onset is SUDDEN
- Weakness, faintness or hunger
- Palpitation (fast pulse) tremor
- Strange behaviour or actions
- Sweating, cold, clammy skin
- Headache, blurred vision, slurred speech
- Confusion, deterioration levels of response leading to unconsciousness
- Seizures

#### **Treatment of Hypoglycaemia:**

- Call or send for a Nurse/Matron or First Aider
- Ensure the child eats a quick sugar source e.g. glucose tablet or fruit juice
- Wait 10 minutes and if the pupil feels better, follow with a carbohydrate snack e.g. biscuit, cereal bar
- Once recovered, allow to return to normal school activities.
- A Nurse must always be informed so that parents/guardian can be notified
- **If the child becomes drowsy & unconscious and the situation is LIFE THREATENING, an ambulance must be called.**

#### **Causes of Hyperglycaemia:**

- Too much food
- Too little insulin
- Decreased activity
- Illness
- Infection
- Stress

**Recognition of Hyperglycaemia:**

- Onset is over time – hours or days
- Warm dry skin, rapid breathing
- Fruity sweet smelling breath
- Excessive thirst and increasing hunger
- Frequent passing of urine
- Blurred vision
- Stomach ache, nausea, vomiting
- Skin flushing
- Lack of concentration
- Confusion
- Drowsiness that could lead to unconsciousness

**Treatment for Hyperglycaemia:**

- Call or send for a Nurse or First Aider
- Encourage pupil to drink water or sugar free drinks
- Allow child to administer extra insulin
- The pupil should rest before resuming activities if well enough to do so.
- A Nurse must always be informed so that parent/guardian can be notified.

**EPILEPTIC SEIZURE**

A tendency to brief disruption in the normal electrochemical activity of the brain which can affect people of all ages. There are 3 levels of epileptic seizure:

- **Tonic Clonic Seizure (grand mal).** The pupil may make a strange cry & fall suddenly. Muscles first stiffen and then relax and jerking and convulsive movements begin which can be quite vigorous. Saliva may appear around the mouth and the child may be incontinent.
- **Complex and Partial Seizures (temporal lobe seizures).** These occur when only a portion of the brain is affected by excessive electrical discharge. There may be involuntary movements such as twitching, plucking at clothing or lip smacking. The child may appear conscious but be unable to speak or respond during this form of seizure. Ensure the safety of the child and move away from any dangers. Speak calmly to the child and stay with them until the seizure has passed.
- **Absence (petit mal).** This can pass unnoticed. The child may appear to daydream or stare blankly. There are very few signs that a child is in seizure. These types of episodes if frequent can lead to serious learning difficulties as the child will not be receiving any visual or aural messages during those few seconds.

**Procedure for an Epileptic Seizure  
(Grand Mal)**

- KEEP CALM – Let the seizure follow its own course; it cannot be stopped or altered.
- Ask other pupils to leave the room. Ask a responsible pupil to fetch another adult and contact a Nurse/Matron.
- Note the time of the seizure
- Protect the child from harm. Only move them if in immediate danger. If possible, move objects that may cause injury away from the immediate area.
- As soon as possible (normally post fit) place the child on their side – this does not have to be recovery position but just so the tongue can fall forward and excessive saliva can drain out of the mouth.
- Support the head and stay with the child until completely recovered.
- Talk quietly to the child and reassure but do not try to restrain any convulsive movements.
- Do not put anything in the mouth or offer drinks until fully recovered.
- The Nurse/Matron will take control when in attendance.

**ANAPHYLACTIC SHOCK** *(please also see Allergy Management Policy)*

Susceptible individuals may have an allergic reaction to triggers that can result in a life threatening situation. In an anaphylactic reaction chemicals are released into the bloodstream that widen the blood vessels and narrow the air passages. Blood pressure falls and breathing becomes impaired. The throat and tongue can swell thus increasing the risk of hypoxia (lack of oxygen in the blood)

**Triggers:**

- Skin or airborne contact with particular materials
- Injection of a specific drug
- Insect bite
- Ingestion of, or contact with certain foods, e.g. nuts, fish, dairy foods

**Recognition:**

- Anxiety
- Widespread blotchy skin
- Swelling of the tongue & throat
- Puffiness around the eyes
- Impaired breathing

**Serious symptoms:**

- Cold, clammy skin
- Blue-grey tinge around lips
- Weakness/dizziness
- Rapid shallow breathing

**Progress further:**

- Restlessness
- Aggressiveness
- Gasping for air
- Unconsciousness

**TREATMENT:**

- Call or send for a Nurse/Matron or First Aider
- Locate auto adrenaline injection (epi-pen) for pupils
- If serious symptoms appear, administer adrenaline via the epi-pen immediately if prescribed.
- The Nurse will take control when in attendance.
- **If in doubt, call for an ambulance/paramedic.**