



THE BUCHAN SCHOOL

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KING WILLIAM'S COLLEGE

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# King William's College, The Buchan School and The Buchan Nursery

## First Aid Policy

Issue date: 01/17  
Last Review Date 07/20  
Next Review: 07/22

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# FIRST AID POLICY

## 1. INTRODUCTION & AIMS

- 1.1 King William's College ("the School", which for the purposes of this Policy includes The Buchan School and The Buchan Nursery), recognises the importance of rapid treatment in the event of accident or illness and whilst we make every effort to minimise the risk of accidents, we recognise that they may still occur. The School is committed to providing adequate and appropriate First Aid Training throughout all areas of the school. House staff and sports coaches are required to complete basic First Aid training as part of a three-yearly cycle of Inset provision. All accidents in the school are recorded and records are kept in the Bursary. All staff in the Buchan Nursery will be Paediatric First Aid Trained.
- 1.2 The purpose of this policy is therefore:
- To provide effective, safe First Aid cover for pupils, staff and visitors
  - To ensure that all staff and pupils are aware of the system in place
  - To provide awareness of Health & Safety issues within school and on school trips, to prevent, where possible, potential dangers or accidents
- 1.3 The Governing Body is responsible for the health and safety of its employees and anyone else on the school premises. This includes:
- Arrangements for First Aid
  - Number of First Aiders/appointed persons
  - Number and location of First Aid containers
  - Arrangements for offsite activities and visits
  - Out of school hours arrangements
- 1.4 The Governing Body should ensure that insurance arrangements provide full cover for claims arising from actions of staff acting within the scope of their employment.
- 1.5 In practice, most of the day to day functions are delegated to the Principal who is responsible for ensuring that the policy is put into practice, and that Parents are aware of the School's health and safety policy, including arrangements for First Aid. A list of current First Aiders is available at reception, the boarding houses and the KWC Medical Centre/Buchan Medical room.

## 2. RESPONSIBILITIES OF SCHOOL STAFF

### 2.1 First Aiders/Nursing Staff will:

- Ensure that their qualifications are always up to date. Training must be completed every 3 years. This is monitored by the Bursary and HR Manager.
- Always attend a casualty when requested to do so and treat the casualty to the best of their ability in the safest way possible. This includes wearing gloves where any loss of blood or body fluid is evident and calling for help from other First Aiders or Emergency Services
- Help fellow First Aiders at an incident and provide support during the aftermath
- Act as a person who can be relied upon to help when the need arises
- Ensure that their portable first aid kits are adequately stocked and always to hand
- Insist that **any** casualty who has sustained a significant head injury is seen by professionals at the hospital, either by sending them directly to hospital or by asking parents to pick up a child to take them to hospital; ensure that parents are aware of **all** head injuries promptly.
- Recommend that any casualty who requires anything more than a plaster should be reviewed in an Accident and Emergency department. If there is significant pain/dislocation/fracture/blood loss an ambulance should be called
- Ensure that a child who is sent to hospital by ambulance is: **EITHER** accompanied in the ambulance at the request of paramedics **OR** followed to the hospital by a member of staff to act in loco parentis if a relative cannot be contacted **OR** met at hospital by a relative (Nursing Staff need not be the member of staff to accompany the casualty to hospital, however, an appropriate person should be sent)
- At KWC and The Buchan, keep a record of each pupil attended to, the nature of the injury and any treatment given by sending an email to [medical@kwc.im](mailto:medical@kwc.im)
- In the case of an accident, an Accident Form must be completed by the appropriate person and passed to the Bursar.
- Ensure that everything is cleared away, using gloves, and every dressing etc. be put in a yellow bag for contaminated/used items and sealed tightly before disposing of the bag in a bin. Any bloodstains on the ground must be washed away thoroughly. No contaminated or used items should be left lying around.

### 2.2 The Senior Leadership Team will:

- Ensure that there is always a qualified first aid person available on each school site
- Ensure that all accidents are reported on a “Reporting of an Injury or Dangerous Occurrence” (RIDDOR) form.
- Monitor and respond to all matters relating to the health and safety of all persons on school premises.
- Ensure all new staff are made aware of First Aid procedures in School.
- Ensure that relevant insurances are in place.

### 2.3 The School Nurses will:

- Ensure that first aid cover is available throughout the “Day School” hours of the working week at KWC and The Buchan.
- Ensure that they always obtain the history relating to a pupil not feeling well, particularly in the cases of headaches, to ensure that no injury has caused the pupil to feel unwell
- At the start of each academic year, provide staff with a list of pupils who are known to be asthmatic, anaphylactic, diabetic, epileptic or have any other serious illness. The accuracy of this is reliant on the information provided by the parents.
- Ensure that all First Aid kits around the school are kept adequately stocked where possible. Staff are asked to bring First Aid kits to the Medical Centre each term for audit and restocking. See appendices for locations

- Maintain an electronic file of up to date medical consent forms for every pupil in each year and ensure that these are readily available for staff responsible for school trips/outings. The accuracy of this is reliant on the information provided by the parents.
- Ensure that all visits to the Surgery are recorded on iSAMS, minor grazes are treated and the child sent back into School. A deeper cut, any wound to the face, allergic reactions and anything which is not a commonplace minor injury is reported to the parent/carer via telephone

#### 2.4 **TEACHING STAFF** will:

- Familiarise themselves with the first aid procedures in operation and how to contact Nursing Staff. They will also ensure that they know who the current First Aiders are. Most of the teaching staff have at least the emergency first aid at work qualification.
- All Buchan Nursery staff are Paediatric First Aid trained and will carry out routine First Aid for members of their classes.
- Be aware of specific medical details of individual pupils when published by the Nursing Staff/Nursery Manager
- Ensure that their pupils are aware of the procedures in operation
- Never move a casualty until they have been assessed by a qualified First Aider unless the casualty is in immediate danger
- If required, send for help to the Nursing Staff as soon as possible either by a person or telephone, ensuring that the messenger knows the precise location of the casualty
- Reassure, but never treat a casualty unless staff know the correct procedures; such staff can obviously start emergency aid until a First Aider arrives at the scene or instigate simple airway measures if clearly needed
- Send a KWC/Buchan School pupil who has minor injuries to the KWC Medical Centre/Buchan Medical Room if they are able to walk, where the Nursing Staff will see them; this pupil should be accompanied by a fellow pupil, or in the case of very young children, a member of staff. Buchan Nursery pupils must always be accompanied.
- Send a KWC/Buchan School student who feels generally 'unwell' to the KWC Medical Centre/Buchan Medical Room, unless their deterioration seems uncharacteristic and is causing concern. Contact the Nursing Staff to come to the casualty if concerned
- Ensure that they have a current medical consent form (including contact details of each pupil's own GP) for every pupil that they take out on a residential school trip which indicates any specific conditions or medications of which they should be aware.
- Have regard to personal safety
- Report all accidents to themselves at work to The Bursar.

#### 2.5 **OFFICE STAFF** will:

- Call for Medical Team, unless they are a First Aider themselves, to treat any injured pupil
- Support the First Aiders/Medical Team in calling for an ambulance or contacting relatives in an emergency
- **NOT** administer paracetamol or other medications

### 3. **The KWC Medical Centre**

- 3.1 The KWC Medical Centre is staffed by qualified nursing personnel during the normal school day and during home sports fixtures. The Duty Nurse is on call to the boarding houses at all other times. Notices detailing Medical Centre arrangements are issued to all teaching and non-teaching staff on an annual basis by the Medical Centre staff.

- 3.2 Staff First Aiders complete a training course approved by the School. In the absence of the Nursing Staff, they give immediate help to casualties with injuries or illness and those arising from specific hazards at the School. When necessary, they ensure that an ambulance or other professional medical help is called.
- 3.3 Students may visit The KWC Medical Centre unaccompanied during break or lunch times. If a student is unwell during a lesson, then that pupil should ask their teacher for written permission. If a student wishes to go to The KWC Medical Centre at the end of a lesson, they should seek written permission from the teacher whose class they are due to attend. All visits to The KWC Medical Centre are recorded on iSAMS and record the date, time, student name, nature of the illness/injury and details of the treatment given. Where it is deemed necessary, Nursing Staff will contact parents/guardians by telephone as soon as possible so that the children can be collected and taken home. Parents/guardians are contacted if there are any doubts over the health or welfare of a pupil.

### **The Buchan School**

- 3.4 The Buchan Medical room is staffed by qualified nursing personnel from 8am to 5pm, Monday to Friday.
- 3.5 Staff First Aiders complete a training course approved by the School. In the absence of the Nursing Staff, they give immediate help to casualties with injuries or illness and those arising from specific hazards at the School. When necessary, they ensure that an ambulance or other professional medical help is called.
- 3.6 At least one member of staff in the EYFS setting holds a qualification in Paediatric First Aid.
- 3.7 If a student wishes to visit the medical room they must first seek permission from a teacher or other adult. They will be accompanied to the medical room either by a member of staff or by a fellow pupils (depending upon the medical issue). Pre-Prep pupils must always be accompanied by a member of staff. Where a pupil cannot be moved for medical reasons, the Duty Nurse (where possible) will visit the child in the setting.

### **The Buchan Nursery**

- 3.8 All Buchan Nursery staff are Paediatric First Aid trained.
- 3.9 Routine First Aid will be carried out by nursery staff.
- 3.10 In cases of emergency, Buchan Medical Room duty nurse may be called for advice and/or assistance.
- 3.11 Buchan Nursery pupils visiting the Buchan Medical Room must always be accompanied by a member of staff.
- 3.12 If a child becomes ill during the nursery day, the parents will be contacted and asked to pick up their child as soon as possible. During this time, the child will be cared for in a quiet, calm area with their key person.

## **4. First Aid**

- 4.1 Staff INSET takes place at regular intervals for all staff and a list of those trained in first aid is maintained by the HR Manager. First Aid training must be renewed every three years. Additionally, First Aid training is provided to many pupils.

- 4.2 The main duties of First Aiders are to give immediate first aid to students, staff or visitors when necessary and to ensure that the Duty Nurse or other professional medical help is called as appropriate. Emergency contact numbers and procedures are published in Boarding Houses, Offices and other areas of the school.
- 4.3 First Aid kits are available in key areas and in school vehicles. They are also obtainable on request from the School Medical Centre for taking on sports and educational trips off site. These kits are regularly checked and maintained by the appropriate personnel in the Medical Centre at the end of each term.
- 4.4 At the Buchan Nursery, the First Aid box is checked frequently for the restock of used items/out of date sterile items. This is kept in an accessible place out of the reach of children.

## 5. Location of First Aid Kits at King William's College

*Revised* Thursday, 30 July 2020

Site	Comments	Checked
Principal's Office	In PA's Office	Yes
Stenning	Year Head Office	Yes
5 <sup>th</sup> Form Centre	Year Head Office	Yes
6 <sup>th</sup> Form Centre	Year Head Office	Yes
Performing Arts Centre	Music Office	Yes
Jackson House	Duty Office	Yes
Colbourne House	Duty Office	Yes
School House	Duty Office	Yes
Large Art Room	On wall, inside door	Yes
Pottery Dept	On wall (plus two large eyewash bottles)	Yes
Design and Technology	On wall, inside door	Yes
Cookery Dept	On wall. Blue plasters plus Burn Gel	Yes
IT Lab	In Office	Yes
IT Tech's Office/Library	On shelf	Yes
Physics Lab 1		Yes
Physics Lab 2		Yes
Chemistry Lab 1		Yes
Chemistry Lab 2		Yes
Biology Lab Upstairs		Yes

Biology Lab Downstairs		Yes
Bragg Lecture Theatre		Yes
Bursary	Kitchen	Yes
Sports Office	Gym/Pool	Yes
Main Sports Pavilion	In Home Side changing room	Yes
Function Box	In Domestic Bursar's office	Yes
External Games Event Box	Groundsman's PE Store	Yes
Groundsman's Garages	On wall	Yes
Tractors x 2	On request and DOT check	Yes
Junior House	Hallway	Yes
CCF Rifle Range	On request through SSI	Yes
Pool Pump Room	Large Eyewash x 2	Yes
Carpenter's Workroom		Yes
Painter's Workroom		Yes
Boiler Room		Yes
Electrician's Office		Yes
Maintenance Office		Yes
Main Kitchen	Blue plasters etc.	Yes
Servery	Blue Plasters etc.	Yes
Laundry Room	Plus Burn gel	Yes
Mini Buses x 2	On request and DOT check	Yes
Blue and Red Sports Bags. For tours	With Director of Sport, On request	Yes
Large Green Sports bag. For Tours	On request	Yes
Extra Large Green Grab Bag	Medical Centre. Restocked after use	Yes
Various Small Trip Bags	Medical Centre. Restocked after use.	Yes

## Location of First Aid Boxes at The Buchan School

Pre-Prep Staff Room	On wall behind the door, also bum bag for playground duty	
Music/Drama Building	One in the Kitchen and One Upstairs	
Pre-Prep	Upstairs corridor, on the wall; P1 classroom, Drum Room and Kitchen	
Staff Room Kitchen, Main School Building	Upstairs	
Maintenance Workshop		
Holt Wing	Art Room, Library, Sport's Cupboard, Technology/Science Lab, Children's Kitchen and Pavilion.	

## Location of First Aid Boxes at The Buchan Nursery

The First Aid box is kept in the office, accessible at all times and out of reach of the children.

### 6. Automatic Defibrillators

6.1 There are two Automatic Defibrillator at KWC, one situated at the entrance to The Bursary and one in the Medical Centre (Jackson House). There is a separate policy on the use of the AED. The AED at The Buchan School is located in the dining room.

### 7. List of First Aid trained personnel

7.1 All staff, pupils and visitors to the School are informed as appropriate of the First Aid arrangements. Notices are clear and easily understood and displayed in prominent places. Induction programmes include First Aid information and it is also included in staff and parent handbooks.

7.2 All staff, students and visitors should know how to contact a First Aider from any area.

7.3 At the Buchan, the list of first aid trained staff is on display in Reception, staff rooms and the medical room.

7.4 All staff in the Buchan Nursery are Paediatric First Aid trained.

### 8. Hygiene and Infection Control

8.1 If any body fluid (e.g. blood, urine, vomit) has been spilled, the area must be disinfected as soon as possible after the occurrence and the following procedures should be followed:

- Avoid getting bodily fluid on yourself
- A body fluid disposal kit is available from the Medical Centre
- Wear single disposable gloves



- All contaminated material to be placed in yellow waste bags (contaminated waste) and sent for incineration

8.2 The School provides staff with PPE according to the need of the task or activity. Staff must wear PPE to protect themselves and the children during tasks that involve contact with bodily fluids. PPE is also provided for domestic tasks. Staff are consulted when choosing PPE to ensure that all allergies and individual needs are supported and this is evaluated on an ongoing basis.

8.3 Injuries from needles, broken glass etc...may result in blood-borne infections and staff must take great care in the collection and disposal of this type of material. For the safety and well-being of all employees, any staff member dealing with needles, broken glass etc... must treat them as contaminated waste. If a needle is found, it must be disposed of in the sharps bin, available in the KWC Medical Centre/Buchan Medical Room.

8.4 The School Nurse liaises with the School Doctor in this matter.

## 9. Reporting Accidents and Record Keeping

9.1 All accidents are reported on a "Reporting of Injuries, Diseases and Dangerous Occurrences Regulations" (RIDDOR) form. In the case of a minor injury or accident, the form must be submitted to the Medical Centre within 24 hours of the incident. Copies will then be sent to the Bursar. In the case of a major injury or accident, the Principal, or in his/her absence the Deputy Heads, must be informed within two hours of the incident. Parents and/or Guardians are informed by telephone wherever possible. Relevant records are kept for a minimum of three years. The School has to make regular declarations of accident records to the Isle of Man government. All accidents are reviewed at Health and Safety committee meetings to reduce the likelihood of a recurrence.

9.2 The School keeps a record of treatment given by First Aiders including:

- The date, time and place of incident
- The name of the injured or ill person
- Details of the injury or illness and the First Aid given
- What happened to the person immediately afterwards – for example, went back to class
- Name and signature of the First Aider dealing with the incident

**In the case of any serious or significant incident, the Parents are contacted by telephone.**

## 10. Dealing with emergencies, accidents and injuries

These guidelines are designed to enable staff to cope correctly with a medical emergency in the crucial few minutes between the decision to summon Sister and her arrival on the scene.

- If an accident occurs, the member of staff in charge should assess the situation and decide on the next course of action, which may involve immediately calling for an ambulance. Sister should be called for as soon as possible
- Emergency 999 help is sent for if any condition is deemed to be life threatening. An ambulance call would also be raised for all serious injuries, bleeding, respiratory distress or any such condition that the carer felt was outside of their remit of competency
- Staff should seek to reassure the casualty, make the casualty comfortable and take responsibility for managing the situation

- If an ambulance is called, arrangements should be made to ensure that any pupil is accompanied in the ambulance, or followed to the hospital, by a member of staff who will stay with that pupil until such time as the parent/guardian arrives. Parents/guardians will be contacted by telephone as soon as possible
- If a Buchan Nursery student requires emergency care in hospital, the Social Care Registrations and Inspections Department must be notified as soon as possible. Serious accidents will also be reported to the Social Care Registrations and Inspections Department.
- At the Buchan Nursery, parents must be shown the accident report, informed of any first aid treatment given and asked to sign it on the same day, or as soon as reasonably practicable afterward.
- The Head of Nursery reviews the accident forms at least half termly for patterns, e.g. one child having a repeated number of accidents, a particular area in the nursery or a particular time of day when most accidents happen. Any patterns will be investigated and steps to reduce risks will be put in place.

## 11. Students with particular medical conditions at KWC

The KWC Medical Centre will update iSAMS with information about medical circumstances which require special notice.

**Specific medical conditions/allergies at The Buchan** - The Duty Nurse will compile and publish to staff a list of any pupils (with photograph) whose medical circumstances require special notice. The list is on display in both of the staff rooms, cookery room, P1 class room, medical room, on first aid boxes in several of the music rooms, Form 1 class room, and in the school kitchen. These are regularly checked and updated by the Duty Nurse.

**Specific medical conditions/allergies at The Buchan Nursery** – The Nursery Manager will distribute information about specific medical conditions and allergies to relevant departments as necessary.

### 11.1 Asthma

**The School has a separate Asthma Policy.**

All diagnosed asthmatics should carry their inhalers on their person. Spares are held in the KWC Medical Centre/Buchan Medical Room. For pupils under the age of 7, the member of staff in charge of the activity carries the inhaler as per the School's Asthma Policy.

If an asthmatic pupil becomes breathless and wheezy or coughs continually:

- KEEP CALM, it is treatable
- Let the pupil sit down in the position that they find most comfortable. Do not make them lie down
- Let the pupil take their usual reliever treatment and encourage them to breathe slowly and deeply
- Wait 5 – 10 minutes
- If the symptoms disappear, the pupil can go back to what they were doing
- If the symptoms continue, summon Sister
- Under no circumstances should a member of staff leave the pupil unattended

### 11.2 Epilepsy

This is caused by a temporary malfunction in the brain's biochemistry and it is usually controlled by medication. There are two principal forms of seizure:

### 1. **Petit Mal/Absence**

No specific aid is required, but the seizure should be noted and reported to the Medical Centre. The student will be unaware of the seizure. Symptoms: the pupil looks blank, stares and may have a slight twitching or blinking for a few seconds.

### 2. **Grand Mal/Convulsive**

This is alarming for the onlooker but not normally harmful for the pupil except in case of injury. The aim is to protect the student from injuring him or herself during the seizure and then provide care once he or she has regained consciousness. Be aware of the effect on other pupils who may be frightened. Warning signs: the pupil may cry out, their body stiffen and then fall to the floor. This would be followed by convulsions. Alternatively the seizure may begin with an "aura" or warning, e.g. visual, auditory. The pupil will be unconscious or only semi-conscious, and may well be incontinent. He or she may salivate, and the saliva could be flecked with blood (if tongue or cheeks have been bitten). The seizure may last a few minutes.

- Try to ease fall and then stand away
- Clear a space around the student, removing any objects on which they may hurt themselves
- Keep other pupils away – prevent gathering and staring
- If possible, loosen clothing around the neck and place something soft under the head
- Do not try to restrain the convulsive movements
- Do not leave the pupil on their own
- Summon Nursing Staff

When the seizure has passed, open the airway and check breathing. Place into the recovery position and note the duration of the seizure. It is vital to be reassuring and supportive during this period.

### 11.3 **Diabetes – Hypoglycaemia and Hyperglycaemia**

A complication may be caused by either too much or too little glucose in the blood stream.

**Hyperglycaemia** (high blood sugar) general symptoms: warm, dry skin, rapid pulse and breathing. Fruity/sweet breath and excessive thirst. If untreated, drowsiness, then unconsciousness.

- Summon Nursing Staff
- If the pupil is unconscious, place into the recovery position
- Monitor and record vital signs – response, pulse, and breathing
- Arrange urgent transport to hospital

**Hypoglycaemia** (low blood sugar) general symptoms: weakness, faintness, or hunger. Palpitations and muscle tremors. Change in mood. Sweating and cold, clammy skin. Pulse may be rapid and strong. Deteriorating level of response.

- Summon Nursing Staff
- Give the pupil a sugary drink, sugar lumps or other sweet food; or their own glucose gel and help them take it

- If the pupil responds quickly, give more food or drink
- Rest until recovered
- If consciousness is impaired, DO NOT give food or drink

#### **11.4 Anaphylaxis**

Any known anaphylaxis pupils are encouraged to take responsibility for their condition and carry their own epipens at all times. Spares can be held in the Medical Centre. Symptoms may include anxiety, increased pulse, puffy eyes, swelling of face/neck, difficulties breathing, red and blotchy rash.

- Summon Nursing Staff

At the Buchan, the Individual allergy action plans and Epipens are kept easily accessible in the medical room for Prep pupils. The Pre-prep and Buchan Nursery pupils have an individual named Epipen bag which is kept in their classroom and travels around school with the pupil and the accompanying member of staff.

### **12 Food Safety and Play (Particularly at The Buchan School and Buchan Nursery)**

**12.1** Children are supervised during meal times and food is adequately cut up to reduce choking. The use of food as play material is discouraged. However, as we understand that learning experiences are provided through exploring different malleable materials, the following may be used.

- Playdough
- Cornflour
- Dried Pasta, rice and noodles

These are risk assessed and presented differently to the way it would be presented for eating (e.g. in trays). Food items may also be incorporated into the role play area to enrich the learning experiences for children, e.g. fruits and vegetables. Children will be fully supervised during these activities.