

SECTION 7.2 - FIRST AID AND MEDICAL EMERGENCIES

Introduction

This section sets out the School's policy on dealing with first aid and medical emergencies and ensures the timely and competent administration of them. This policy covers the whole school including the EYFS.

School Medical Support

During term time, from Monday to Friday, between 0800 – 1730 hrs first aid cover is provided by a qualified on-site nurse (currently this role is shared by three qualified nurses and qualified bank nurses if required). From 1730 – 0800 hrs and on weekends, immediate first aid is provided by duty staff and the "on-call" qualified nurse, who is contactable by mobile phone. The "on-call" nurse can provide advice and is within 20 minutes' drive of School in case required to come onto school site to assess an unwell student.

For school trips, the teacher in charge is to contact the School Health Centre to identify any students with known medical needs and to obtain a portable first aid kit to include medication/student's emergency medication to take with them. Annually, all staff in charge of school trips, are to read and sign the administration of medication on school trips form in the health centre.

Student Illness

Students who are ill should be referred to the School Nurse by being sent to the Health Centre and, if necessary, accompanied by another student. Staff are asked to check later with reception or the HC when students do not turn up on the grounds that they are 'at the Health Centre' as it is not at all unknown for students to excuse themselves from lessons. Any absence from lessons should be checked by the member of staff and if the student is unaccounted for this must be reported to reception.

Medical Emergencies

In the event of a medical emergency – e.g. unconscious, serious allergic reaction or severely injured person, or if in doubt and there is no one to consult, the member of staff should phone 999 or 112 to call an ambulance, render immediate assistance and then call the receptionist who will notify the health centre and be ready to direct the ambulance. In addition, the receptionist is to email the Head, Deputy Head, Deputy Head (Academic) and Bursar with the initial details of the accident. As soon as possible parents are to be informed once agreed by the Head/HC. Please note in the case of all suspected, neck or spinal injuries, the patient should not be moved until assessed by a nurse, doctor or paramedic. Once the emergency is dealt with, the health centre staff are to send an email to the Head, Deputy Head, Deputy Head (Academic) and Bursar with a summary of the event, adhering to confidentiality guidelines.

Accident reporting

When an accident occurs at school, an accident form is to be completed and handed into the Bursar. Accident reporting books can be found at reception, health centre and in the Junior school.

As above, parents are to be informed immediately via telephone of any accident which occurs involving their child at school. Further information such as head injury advice from the health centre is to be emailed to the parents.

Telephone Numbers

School Nurse (Health Centre):	Health Centre: 01252 797424 Out of hours: phone Health Centre and it automatically diverts to duty nurse
School Doctor:	01252 793183. Open 0830-1800 hrs (last appointment 1730 hrs)
School Reception:	792561 internal extension: 159
Hospitals Frimley Park Hospital, Frimley (Paediatric Accident and Emergency)	01276 604604
The Royal Surrey County Hospital (Accident and Emergency Department), Guildford	01483 571122
Haslemere Minor Injuries Unit open 0900-1700 hrs	01483 782334
Out of hours GP/NHS 111	111

Other Emergencies and Injuries

For other emergencies and injuries, the following guidance should be followed:

Cuts and Grazes

- Cover with something clean and send to Health Centre.

Larger bleeding wounds

- Cover with something clean, apply pressure and elevate limb. Send for school nurse to attend.

Sprains and possible fractures

- Apply cold compress and immobilise, again elevate if possible, and send to Health Centre/call for School Nurse.

Epileptic Fit

- A person will usually have a feeling that they may recognise prior to having a seizure. Please ensure the person is kept safe during the fit and put in the recovery position once possible to do so. All fits no matter how short in duration should be reported immediately to the school nurse.

Head Injury

- Apply cold compress as soon as possible. Document any relevant information to hand over to nursing/medical staff. All persons who sustain a head injury need to be assessed by the school nurse. If a spinal injury is suspected, do not move the person and await

medical help.

Also see Frensham Heights School Head Injury Policy, which is Section 7a in the Staff Handbook on the M Drive for further information.

Heat Exhaustion

- Keep in cool place, loosen clothing, give sips of water. Inform school nurse.

Drowning

- Remove from water without risking your own life, follow **D R A B rules of RESUSCITATION** if necessary and call for medical help. Keep patient warm. Put in recovery position if breathing normally.

DANGER: Make sure the area is safe
RESPONSE: Are they conscious?
AIRWAY: Open the airway
BREATHING: Check for breathing.

Diabetic Hypo (Low blood sugar)

- Person feels dizzy, may lose consciousness: they need sugar quickly. Should have own supply of Dextrose tablets, or sugary snack, take immediately, will need added carbohydrates, send to Health Centre as soon as possible.
- Dextrose tablets are kept in HC and all boarding houses.

Allergic Reaction

Anaphylaxis is a severe allergic reaction (such as to nuts and to wasp stings). It is important to recognise their symptoms which may vary but may include one or several of the following:

- a metallic taste or itching in the mouth
- generalised flushing of the skin
- nettle rash (hives) anywhere on the body
- swelling of the face, throat, tongue or lips
- difficulty in breathing resulting from this
- flushed complexion
- abdominal cramps and nausea
- a rise in heart rate
- collapse or unconsciousness
- wheezing or difficulty in breathing.

Serious allergic reactions will necessitate emergency admission to hospital and therefore an ambulance should be called immediately.

Anaphylaxis Treatment

Adrenaline auto-injectors (AAI) such as EpiPen, Jext or Emerade are prescribed for those believed to be at risk of an anaphylactic reaction. Adrenaline acts quickly to constrict blood vessels, relax smooth muscles in the lungs to improve breathing, stimulate the heartbeat and help to stop swelling in and around the person's airway.

Year 7 students and above - 2x prescribed auto adrenaline injector (AAI) devices to be kept with the student at **all times**.

Students in Yr6 and below store their AAI in a designated place agreed with the year teacher in their usual classroom and take it with them to other areas of school eg sports hall/dining room.

There are generic AAI devices on school site. These are situated in:

- Health Centre
- Servery – catering
- Roberts House
- Main House
- Hamilton House

The student's AAI or generic AAI should be given immediately by appropriately trained members of staff. There is a list of student's names in the anaphylaxis emergency boxes in the places listed above to whom the generic pen can be given to in case of emergency.

Allergy/anaphylaxis and AAI training raining is covered during the "Emergency First Aid at work training" and annual updates offered to all staff

See Frensham Heights Anaphylaxis Policy, which is Section 7b in the Staff Handbook on the M Drive for further information.

Asthma

Moderate Asthma Attack: feels breathless or tight in the chest (younger children may express this feeling as a tummy ache), is coughing with exertion or at rest and may have an audible wheeze BUT will look well and can speak normally.

Severe Asthma Attack: will look unwell & pale, breathing will be rapid and laboured, too breathless to speak in complete sentences will be coughing at rest. The student may have nasal flaring and have a blue tinge around the lips. The student may NOT be wheezy if the asthma is very severe.

Action:

Severe Asthma Attack:

- Have someone call 999 while at the same time someone else starts caring for the student: if in school, call the school nurse 01252 797424 but don't wait for the nurse if you have the student's reliever inhaler available
- Encourage the student to sit upright & slightly forward in a supported position (leaning over back of chair)

- Encourage the student to take slow, deep breaths
- Remove cap from blue reliever inhaler (Ventolin) & shake thoroughly
- Attach inhaler to spacer and make a good seal around the mouthpiece with the student's lips.

There are spacers for emergency use kept on the 'grab shelf' in the back corridor to the Health Centre and in the emergency asthma boxes in the boarding houses. If spacer unavailable, still use inhaler & have the student hold breath for 10 seconds between actuations and shake inhaler before each actuation

Dose

- One puff into spacer & have pupil take at least 4 deep breaths, holding each breath for several seconds and then breathing out slowly
- Take the inhaler out and shake again
- One puff into spacer & have pupil take at least 4 deep breaths, holding each breath for several seconds and breathing out slowly
- Continue giving one puff every 1-2 minutes up to 10 puffs in total
- Further puffs can be given as necessary while awaiting the ambulance
- Notify parents

Moderate Asthma Attack:

Encourage the student to sit upright & slightly forward in a supported position (leaning over back of chair)

- Encourage slow, deep breaths
- Remove cap from blue reliever inhaler (Ventolin) & shake thoroughly
- Attach inhaler to spacer & ensure a good seal around the mouthpiece with the student's lips
- There are spacers for emergency use kept on the 'grab shelf' in the back corridor to the Health Centre and in all of the emergency asthma boxes in the boarding houses. If spacer unavailable, still use inhaler & have student hold breath for 10 seconds between actuations and shake inhaler before each actuation

Dose

- One puff into spacer & the student to take at least 4 deep breaths, holding each breath for 10 seconds and then breathing out slowly
- One puff into spacer & have the student take at least 4 deep breaths, holding each breath for 10 seconds and breathing out slowly
- Repeat for a total of 4 puffs over 5-10 minutes
- If the student has not improved but has no symptoms of a severe attack, notify parents
- Notify parents if the student has to use his/her inhaler more than every 4 hours.

Emergency Asthma boxes

There are 6 emergency asthma boxes located around the school

- Health Centre
- Hamilton House
- Main House
- Roberts House
- Sports Pavilion
- PE office

See Frensham Heights Asthma Policy, which is Section 7c in the Staff Handbook on the M Drive for further information.

Tooth Loss

Press back into socket, and tell student to bite on it, or put into glass of milk (not straight from fridge) and see dentist as soon as possible. Inform HC.

Location of First Aid Boxes

Minibuses x4	Music
FMU	Science prep room
Reception Desk	Science lab 4
HH	Bursary
RH	Y4-6 x2
MH	Library
Nursery	Art office x2
Junior Reception	Nevill Hall
Junior Library	Middle School Office
Housekeeping	Gym/Fitness Suite
PE Office	Drama Studios x2
Aldridge x2	Swimming Pool
History office	Pavilion

Eye Wash Solutions

ART CENTRE
SCIENCE LABORATORIES
FACILITIES MANAGEMENT UNIT

In an emergency, particularly where chemical contamination of the eye has occurred, prolonged irrigation is essential and the eye wash solution may run out. It is acceptable in such situations to attach a rubber tube to the tap and continue gentle irrigation.

Cleaning of blood and body fluid spillages

All spillages of blood, faeces and vomit, should be cleaned up immediately (always wear personal protective clothing, such as gloves and aprons). Never use mops for cleaning up blood and body fluid spillages – use disposable paper towels and discard clinical waste in an orange clinical waste bag and dispose of the bag in the clinical waste bin in the bin store. A spillage kit is available in junior school, all boarding houses, health centre and housekeeping. (Haz tab granules found in each kit should be sprinkled on any bodily fluid spillage immediately and housekeeping informed).

First Aiders

At least one qualified first aider is to be on school site when students are present. The following members of staff are trained in first aid and require updates every 3 years:

Registered Nurses - BLS/Anaphylaxis training

	Pass date:	Expiry Date:
Carys Willman	14/11/2017	13/11/2020
Charlotte Lee	14/11/2017	13/11/2020
Debbie Huddleson	03/11/2017	02/11/2020
Nikki Condren (Bank Nurse)	01/04/2016	31/03/2019

First Aid At Work

	Pass Date:	Expiry Date:
Andy Spink	30/06/2015	29/06/2018
Sian Owens	30/06/2015	29/06/2018
Lucy Fox	30/06/2015	29/06/2018
Jo Dalziel	30/06/2015	29/06/2018
David Lloyd	30/06/2015	29/06/2018
Jack Scullion	30/06/2015	29/06/2018
Christine Barrett	30/06/2015	29/06/2018
Debbie Huddleson	03/11/2015	02/11/2018
Carys Willman	08/12/2016	07/12/2019
Charlotte Lee	08/12/2016	07/12/2019
Debbie Hunt	08/12/2016	07/12/2019
Sarah Dedman	08/12/2016	07/12/2019
Clive Esterhuysen	08/12/2016	07/12/2019
Nick Oram Tooley	08/12/2016	07/12/2019
Becks Scullion	16/01/2018	15/01/2021
Will Paskell	16/01/2018	15/01/2021
Dan Pullen	16/01/2018	15/01/2021
Richard Arthur	16/01/2018	15/01/2021
Lisa Kathenes-McGuigan	16/01/2018	15/01/2021
Kate Flanagan	16/01/2018	15/01/2021
Andrew Sheppard	16/01/2018	15/01/2021
Nigel Day	22/02/2018	21/02/2021

Emergency First Aid At Work

	Pass Date:	Expiry Date:
Hester Benham	08/12/2016	07/12/2019
Alex Allen	05/01/2018	04/01/2021
Rachel Greenfield	05/01/2018	04/01/2021
Kerry Phipps	05/01/2018	04/01/2021
Josh Edwards	05/01/2018	04/01/2021
Paul Allams	05/01/2018	04/01/2021
Matt Burns	05/01/2018	04/01/2021
Michael Hoy	05/01/2018	04/01/2021
Colette Hill	05/01/2018	04/01/2021
Sarah Jackson	05/01/2018	04/01/2021
Amy Lee	05/01/2018	04/01/2021
Brendan Horstead	05/01/2018	04/01/2021
Rosemary Giraudet	05/01/2018	04/01/2021
Gary Webster	05/01/2018	04/01/2021
William Ditan	05/01/2018	04/01/2021

Exploration Medicine**Pass Date: Expiry Date:**

Lisa Kathenes-McGuigan	09/02/2016	08/02/2019
Michele Rickett	09/02/2016	08/02/2019
Louise Moore	09/02/2016	08/02/2019
Nicola O-Donnel	09/02/2016	08/02/2019
Nick Arnell	09/02/2016	08/02/2019
Lynn Goodburne	09/02/2016	08/02/2016
Amanda McCallum	29/06/2016	28/06/2019
Charlie Bennett	29/06/2016	28/06/2019
Emma Wyld	29/06/2016	28/06/2019
Andrew Fisher	03/02/2017	02/02/2020
Lyam Atterbury	03/02/2017	02/02/2020
Sally Heighington	03/02/2017	02/02/2020
Megan Skipper	15/01/2018	14/01/2021

Paediatric First Aid**Pass Date: Expiry Date:**

Carys Willman	24/11/2017	23/11/2020
Charlotte Lee	19/01/2018	18/01/2021
Debbie Huddleson	23/02/2018	22/02/2021
Nic Hoskins	09/10/2015	08/10/2018
Caroline Rand	09/10/2015	08/10/2018
Sanya Birch	23/09/2015	22/09/2018
Louise Dixon	23/05/2016	22/05/2019
Liz Waite	23/05/2016	22/05/2019

