



# **QUEEN ELIZABETH GRAMMAR SCHOOL**

## **Junior School**

### **First Aid and Medical Procedures**

This document details local procedures at QEGS Junior School. It should be read in conjunction with the WGSF First Aid Policy, The Health and Safety Policy and Child Protection Policies.

# **Arrangements for First Aid at QEGS Junior School**

## **Personnel**

QEGS School Nurse: - ext 313.

School Medical Officer: School Dr

## **Appointment of First Aiders**

All teaching and support staff at Junior School have first aid training. Any newly appointed staff will attend first aid training at the earliest opportunity.

Anyone requiring first aid as a result of injury or illness, should be assessed by their teacher or teaching assistant and if necessary sent or taken to the School Nurse at the Health Centre. Students will always be escorted across by a member of staff or fellow student, depending on the nature of the issue and will take their journal. If the School Nurse is unavailable, the school office or first aid trained staff will assist.

Parents/guardians will be alerted to any first aid administered, either by a written record in their journal; or verbally, depending on the nature of the injury. If a head injury, parents will also be given a head injury advice sheet.

## **First Aid Equipment**

There is a fully equipped Health Centre at the Senior School main building which Junior School boys have access to. It is manned by the School Nurse.

First Aid boxes are positioned strategically around the school and so are available at all times for staff to use, including a playground first aid bag. The School Nurse regularly checks the contents of the boxes and bags. If first aid supplies are seen to be running low or expiry dates reached, staff inform the School Nurse so that they can be replenished. First aid bags are also available for school trips from the office or the School Nurse.

Emergency spare ventolin inhalers are kept strategically in the school and an emergency spare adrenaline auto-injector pen is kept in the staff room first aid cupboard. These are additional supplies to boys own devices provided from their GP, and are only to be used when their own device cannot be accessed quickly. (See appendix 2).

A defibrillator (AED) is positioned outside the School Office. The School Nurse is responsible for checking and maintaining the device and its consumables.

## **Calling for an ambulance**

Where an injury or illness is an emergency, an ambulance must be called. The decision to call for an ambulance is the responsibility of the first aider attending the casualty. The call may be delegated by them to another member of staff assisting. In an emergency situation time is of the essence and emergency services must be summoned without delay. Time must not be wasted seeking the authority of the School Nurse, the Head, or other members of the Senior Team, though they should be informed as soon as is feasibly possible. The person making the call must give details of the casualty, the injury and the situation in school. Members of staff should be directed to strategic

points in order to direct the ambulance to the right place. Staff should endeavour to protect the privacy and dignity of the casualty by redirecting pupils away from the scene.

## **Record keeping**

Health Questionnaires are sent to the parents of all boys as part of the admissions package, on their entry to the school. They are then kept securely at the Health Centre and separate from general student files; their content being confidential. Only information relevant to supporting students' wellbeing at school will be added to SIMS by the School Nurse.

A short health update questionnaire, which includes consent for administration of non-prescribed medication, is sent to all parents annually by the School Nurse. Information generated from these forms is added to SIMS. The forms are stored securely at the Health Centre.

A daily log of all students/staff/visitors attending the health centre is logged by the School Nurse on an Excel spreadsheet. Only the School Nurse has access to these and they are password protected. These records will be kept for the proceeding five years. Anonymous data may be used to assess trends.

Staff will complete the accident book if any minor first aid is administered at playtime. A copy is put into the student's journal, to be given to parents.

## **Data Storage**

We ensure that pupils' personal data, including any information relating to their individual needs, assessments and interventions is maintained securely at all times. (General Data Protection Regulation: May 2018). For more information on the way personal data is stored and processed refer to the Privacy Notices and Data Protection Policies.

## **Arrangements for supporting students with medical needs and administering medicines at Junior School**

The School Nurse does a staff briefing at the start of each new academic year on training to use the defibrillator; anaphylaxis and use of adrenaline auto-injector pens; and also updates staff on any medical concerns that the boys may have. This is done at other times of the year, in addition, if required.

## **Supporting students who have long term medical conditions**

If a boy has a specific medical condition and requires additional support at school, a health care plan will be drawn up with the parent and the School Nurse, in conjunction with health care specialists, if required. This will outline staffs' role; any treatments and medication required while at school or on a school trip; any measures to be taken in an emergency; and what information must be shared with other staff who may care for the child. Risk assessments will be carried out as deemed necessary, involving Deputy Head, Estates Manager and the School Nurse.

A copy of the care plan will be stored on SIMS. Staff are reminded that any information shared is confidential. Health care plans are reviewed by the School Nurse at least annually; more frequently if changing needs require it.

## Administering medications

Whilst it is not appropriate for staff at Junior School to care for sick children, who should be at home until they are well enough to return to the school, we will agree to administer short term medication as part of maintaining their health and wellbeing or when they are recovering from an illness. In many cases, it is possible for the boy's GP to prescribe medicine that can be taken at home in the morning and evening. As far as possible, administering medicines will only be done when it would be detrimental to the child's health if not given in the setting. If a boy has not had the medication before, it is advised that the parent keeps the child at home for 48 hours to ensure that there is no adverse effect, as well as to giving time for the medication to take effect. Long term medication requirements will be supported by a care plan, as highlighted above.

The School Nurse is responsible for administering medication to children in the school.

### Procedure for administering medication

- Children taking medication must be well enough to attend school.
- Medication provided must be in date, stored in its original container, and clearly labelled.
- Parents give prior written permission for the administration of medicines which should include:
  - Full name of child;
  - Name of medication;
  - Dosage to be given in the setting;
  - How the medication should be stored and expiry date should be checked;
  - Any possible side effects that may be expected should be noted; and
  - Signature of parent and date.
- The administration is recorded accurately each time it is given in their journal, including:
  - Name of medication;
  - The date and time of dose;
  - And signed by person who administered the medication.

### Storage of Medicines

- All medication is delivered to, and stored safely in a locked cupboard or fridge, at the Health Centre; except for asthma inhalers, which students should have access to at all times.
- The School Nurse ensures medicine is handed back at the end of each day, if required.
- Staff are informed of medication storage at their induction.
- If the administration of medication is to be given by another member of staff, and requires medical knowledge, individual training will be provided by the School Nurse.
- No children may self-administer. Where children are capable of understanding when they need medication, for example with asthma, they should be encouraged to tell their teacher what they need. However, this does not replace staff vigilance in knowing and responding when a child requires medication.
- As above, children with asthma will have access to their reliever inhaler at all times, as per their care plans. Depending on their age, and ability to recognise when and how to use their inhaler properly. This should be kept either on them, or in their classroom. It must be taken to PE/games lessons and kept 'pitch-side', not in changing rooms. Staff will support students to do this. A personal spare inhaler can be kept at the Health Centre for them if parents request this.

- Adrenaline auto-injector pens and/or antihistamines prescribed for pupils with allergies are kept safely in the Health Centre and a spare device is kept in the staff room. These medications will be taken by staff if the child leaves the premises for planned activities/trips, along with accompanying care plans. Catering staff are informed of any children with food allergies.

## **Medication provision for children taken ill or injured during the school day**

Only medication provided by parents as outlined above will be administered, except in circumstances when a child is injured or becomes ill during the school day, and parents have signed prior consent on the annual health update form. Therefore, unless parents chose to opt out of this provision, the School Nurse will use her clinical judgement as to whether a specific medication is required e.g calpol. If the School Nurse is unavailable, any other staff will discuss their concern with parents, before administering any medication. The child will be questioned as to whether they have already received any medication at home that day, and records will be checked beforehand for allergies. This service would not be seen as an alternative to parental responsibility to collect their ill or injured child when requested by school staff. Parents will be alerted to any medication administered, either by a written record in their journal; or verbally, depending on the nature of the illness/injury.

## **Managing medicines on trips and outings**

- When trips are planned, parents are asked to complete trip consent forms, which includes health updates and instructions for any additional support/medications required while away. Staff will discuss any relevant requirements with the School Nurse to accommodate a child's needs.
- Any medication that may be required while on a trip for a boy, is provided by parents with written instruction, and is collected and stored by the trip leader.
- If a boy on medication had to be taken to the hospital, the child's medication is taken with them.

## **Equal Opportunities**

We believe all pupils in the school should have equal opportunities and equal access to health support, giving them the opportunity to learn and make progress, enabling them to fulfil their potential. All pupils are respected for their individuality and have their talents recognised, valued and nurtured. The aim of the School Health Service is to offer pupils opportunities to develop in an environment free from prejudice and discrimination against age, disability, gender reassignment, race, religion and belief, sex, sexual orientation (as outlined as 'protected characteristics' in the 2010 Equalities Act).

**Appendix : Position of Emergency Spare inhalers and adrenaline auto-injector pens at Junior School.**

**Ventolin Inhalers**

Downstairs changing room	School Nurse is responsible for replacing these when expiry dates reached. Teachers will let the School Nurse know if they have needed to use one of the spare inhalers.
Swimming Pool Office	
JS Games Pavillion	
Staff room	
Forest schools First aid bag	
Outdoor Education First aid bag	

**Adrenaline Auto-injector pens (Epipen)**

Staff room First Aid Cupboard	School Nurse is responsible for replacing these when expiry dates reached.
Health Centre inner corridor: 'Epipen cabinet' which is kept unlocked and therefore available at all times	