



# READING BLUE COAT SCHOOL

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## First Aid Policy

Reading Blue Coat School has a Medical Department located in the Bernard Inge Building, next to Main Reception. This is staffed by Sister Montgomery (RGN) and the Medical Department Assistant Mrs Simpson, who is First Aid trained and qualified.

In the main the Royal Berkshire Hospital provides A&E facilities.

The Medical Department is staffed by the Nurse or the Medical Department Assistant from 08.20 to 16.20 Monday to Friday in term time only. The duration of cover is extended when possible from 08.00 to 18.00 daily. Outside of these times:

- First Aid and Epipen trained staff will be present when school activities are taking place.
- Parents of pupils with medical conditions taking place outside these hours must inform the teacher responsible for these activities so that a proper risk assessment may be undertaken.

There are a number of members of staff who are trained and qualified as First Aiders and First Aiders, who are capable of administering first aid if, for example, your child is injured during sport. A list of these staff is at Enclosure 1. (See also the Health and Safety Policy: Qualified First Aiders).

All new pupils and staff are given information on where to go for help in the event of an accident, or feeling unwell, as part of their induction into the School.

There are First Aid notices displayed around the School (See also the Health and Safety Policy: First Aid). First Aid boxes are placed in several locations around the School. A list of these locations is at Enclosure 2.

First Aid bags are always taken on both school trips and when groups of pupils go out to participate in sporting events or for other School trips. (See also the Health and Safety Policy: First Aid Boxes) Sister Montgomery regularly checks the contents of the boxes/bags and she maintains the list of staff and their First Aid qualifications. (First Aid boxes and minibus boxes are checked before each term or if they are used. Trip bags are checked before issue and upon return. Sports first aid bags are checked before Autumn and Spring terms).

The School reports injuries in accordance with the RIDDOR. The School keeps records of all accidents and injuries and has a procedure in place for ensuring that they are reviewed regularly in order, where possible, to minimise the likelihood of recurrence. (See also the Health and Safety Policy: Reporting of Accidents). The School carries out risk assessments for School activities. (See also the Health and Safety Policy: Risk Assessments)

Accidents to pupils are recorded on the Accident Report Form at Enclosure 3. Staff always complete these forms to record the details of accidents involving pupils. The form is passed to the School Nurse on completion.

The function of the Medical Department is to care for the pupils and staff at the School at the onset of injury/illness and while they are on the School premises. Pupils and staff may be advised to go home, or consult their GP/hospital as appropriate. It does not provide an alternative to the pupils' GPs and therefore illness/injuries suffered away from School, or continuing beyond the date of onset, should seek treatment/advice from the GP or A&E Department in the usual way.

Pupils who are unwell should not be brought into School. This request comes not only with the pupil's interest in mind, but also to limit the spread of infection in the School generally. All pupils who have suffered with a temperature, diarrhoea or vomiting should not return to School until they have had 24 hours clear of symptoms.

It is the responsibility of the parents to inform the Medical Department of any medical problems as they occur while their son/daughter is at the School.

The School will always contact the parent if their child suffers anything more than a minor injury, or if he/she becomes unwell, or if we have any worries or concerns about his/her health. A record is kept of this contact. Parents should contact their son or daughter's tutor, or Sister Montgomery in the Medical Department at any time, if they wish to discuss any concerns that they may have relating to their child's health.

Pupils who become unwell during the school day should report to the Medical Department where a decision will be made as to whether or not the pupil should go home.

If contacted by the School and informed that their child is unwell parents are expected to arrange for the collection of their child from the School promptly, as School sick bay facilities are limited in this respect. Parents should ensure that the School Secretary has up to date contact telephone numbers at all times.

In normal circumstances, the decision to call for an ambulance will be taken by a member of the Medical Department or by a qualified First Aider who is attending the injured person. However, if one of the above is not available, for example outside normal hours, the emergency services should be called in the event of a serious injury.

## Temporary Disability

From time to time pupils may wish to come in to school with some temporary disability such as a leg in plaster. The School has a Disability and Accessibility plan but in short;

- If the pupil's Doctor is happy the pupil may come into school and move around normally, i.e. they can climb and descend stairs then the school is happy for them to return although they should inform the School Nurse about their injury. Just as they would do if they were off games or in any other way incapacitated.
- If the pupil is incapacitated in a more significant degree, i.e. they cannot climb or descend stairs or are restricted to a wheel chair, then they cannot access areas of the school safely, therefore in accordance with the School's Disability and Accessibility Plan the School must carry out a risk assessment and consider what adaption is reasonable. In this case the parent should contact the Deputy Head (Pastoral) or the School Nurse before the pupil returns.

## Pupils and Medication

Pupils may not carry any medication on them, apart from asthma inhalers and epipens. The Nurse may administer medicines that are available 'over the counter', consistent with the parental consent and signature on the Health Record form which is completed on entry to the School. Prescription medicines are not administered without written instructions from the parent. If pupils are taking specific prescribed medication for regular or occasional use e.g. hay fever remedies, parents should send in a supply of this medication to be stored in the Medical Department for the pupil's use. The medicine should be delivered to the Medical Department in its original dispensing box, clearly labelled with the pupil's name, dispensing instructions, expiry date and a covering letter from the parent. Pupils requiring short term medication i.e. a course of antibiotics, only need to bring in a lunchtime dose if the prescription is for administration more than 3x daily. Prescriptions for 3x daily administration can be administered at home thus:

- I before school,
- II at end of school day
- III before bed.

All medication being brought into School must be delivered to the Medical Department before the start of school i.e. 08.20-08.40.

Records are kept of any first aid treatment and medication given to any person attending the Medical Department.

## Serious Medical Conditions

Parents of pupils who have serious medical conditions should liaise with the School Nurse. Individual 'Medical Care Plans' are written for each pupil. Teachers of these pupils are made aware of the medical condition and advised how to respond if an emergency arises.

## School Trips

Parents of pupils with any medical conditions must inform the School, on the Educational Visits Consent Form so that a proper risk assessment may be undertaken. School trips are overseen by the trip leaders and therefore, in order to ensure that each trip leader is fully informed of the pupil's up to date medical information, parents will be asked to complete a consent form for each individual trip. The School Nurse will issue the trip leader with 'The Medical Care Plan' for any pupil with a serious medical condition.

## Requests for absence from PE/Sport for Medical reasons

All requests to be 'off games' for medical reasons should be brought to the Medical Department, and should be supported by a letter from home written by parent/guardian outlining the medical reasons for the request.

Details of times for pupils to attend the Medical Department can be found in the Pupils' Student Planner.

Pupils who are 'Off Games' for medical reasons are expected to remain in School until the end of the School day.

## Hygiene/Infection Control

Basic hygiene procedures must be followed by staff e.g. use of hand washing or a gel rub before attending to a pupil and between treating each pupil.

Single use disposable gloves (and aprons if available) must be worn when treatment involves blood or body fluids.

Any blood or body fluids on the ground must be washed away thoroughly or cleaned up by the caretaker or the cleaning staff. These people have access to body fluid disposal equipment and may be contacted via Reception or the Medical Office. No contaminated items should be left lying around

Dressings or equipment must be disposed of in a yellow clinical waste bag (or if not available be double-bagged) and sealed tightly before placing in the bin.

## Enclosures

1. List of First Aid Qualified Staff
2. Location of First Aid Kits
3. Accident Report Form

## Related Policies

**The School has the following policies that are related to this policy:**

- Drugs and Drug-testing Policy
- Health and Safety Policy
- Educational Visits Policy

## References

- DCFS "Guidance on First Aid for Schools"
- <http://www.teachernet.gov.uk/doc/4421/GFAS.pdf>
- Education (School Premises) Regulations 1996
- The Education (Independent School Standards) (England) Regulations 2003, S12003/1910
- ISI Regulatory Checklist (0907)
- [http://www.dh.gov.uk/en/Publicationsandstatistics/Publicationsandstatistics/Publications/PublicationsPolicyAndGuidance/DH\\_4006331](http://www.dh.gov.uk/en/Publicationsandstatistics/Publicationsandstatistics/Publications/PublicationsPolicyAndGuidance/DH_4006331)
- Ofsted "Reference Guide to the key standards in each type of social care service inspected by Ofsted", Reference 080117 of July 2008
- Reporting of Injuries Diseases and Dangerous Occurrences Regulations 1995 <http://www.hse.gov.uk.riddor/report/htm>

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## Enclosure 1

Surname	Forename	Qualification	Q Date Awarded	Expiry Date
Abbott	Katie	First Aid	13.04.2015	12.04.2018
Anderson	Kristina	First Aid	03.06.2015	02.06.2018
Baker	Mike	First Aid	03.06.2015	02.06.2018
Bamforth	Charlotte	First Aid	07.07.2016	06.07.2019
Bate	Chris	First Aider (at Work)	19.07.2016	18.07.2019
Bayliss	Kerry	First Aid	03.06.2015	02.06.2018
Bovingdon	Nick	First Aid	07.10.2015	06.10.2018
Bowler	Jonathan	First Aid	21.05.2014	20.05.2017
Budge	Mark	First Aid	09.06.2016	08.06.2019
Clark	Ben	First Aid	09.06.2016	08.06.2019
Cook	Simon	First Aider (at Work)	21.05.2015	20.04.2018
Cornish	Heather	First Aid	14.03.2016	13.03.2019
Cowell	Philip	First Aid	03.06.2015	02.06.2018
Crossland	Rebecca	REC 2	16.08.2015	15.08.2018
Dance	Claire	First Aid	21.05.2014	20.05.2017
Davies	Phil	First Aid	10.2013	10.2016
Dewar	Alison	First Aid	21.05.2014	20.05.2017
Edmondson	Robert	First Aid	09.06.2016	08.06.2019
Elzinga	Jesse	First Aid	30.09.2016	29.09.2019
Ennis	Richard	First Aider (at Work)	29.09.2015	28.09.2018
Evans	Natalie	First Aid	15.10.2015	14.04.2018
Forward	Lee	First Aid	03.06.2015	02.06.2018
Hayes	Des	First Aider (at Work)	25.01.2016	25.01.2019
Hayes	Elly	First Aid	04.07.2015	03.07.2018
Head	Sally	First Aid	09.06.2016	08.06.2019
Higgins	Gemma	First Aid	03.06.2015	02.06.2018
Holliday	Claire	First Aid	03.06.2015	02.06.2018
Jerstice	Michael	First Aid	09.06.2016	08.06.2019
Kelly	Gail	First Aid	03.06.2015	02.06.2018
Leigh	James	First Aid	03.06.2015	02.06.2018
Maddocks	Aran	First Aid	09.06.2016	08.06.2019
Magill	Kevin	First Aid	17.08.2015	16.08.2018
McConalogue	Theresa	First Aid	03.06.2015	02.06.2018
McFaul	Simon	First Aid	09.06.2016	08.06.2019
McGough	Harvey	First Aider (at Work)	19.11.2015	04.11.2018
Mitchell	Will	First Aid	21.05.2014	20.05.2017
Montgomery	Geraldine	"AED Training"	30.08.2016	29.08.2017
Montgomery	Geraldine	First Aider (at Work)	16.02.2016	15.02.2019
Montgomery	Geraldine	First Aid	13.03.2015	12.03.2018
Morton	George	First Aid	21.05.2014	20.05.2017
Nash-Wortham	William	First Aid	03.06.2015	02.06.2018
Pink	Mark	First Aid	09.06.2016	08.06.2019
Plowman	Gaby	First Aid	09.06.2016	08.06.2019
Rowe	Philip	First Aid	10.03.2014	09.03.2017
Selvester	Duncan	First Aid	21.05.2014	20.05.2017
Shuttleworth	Richard	First Aid	21.05.2014	20.05.2017
Simpson	Carol	First Aid	17.06.2015	16.06.2018
Slack	John	First Aid	09.06.2016	08.06.2019
Soord-Gurney	Oliver	First Aider (at Work)	17.07.2015	16.07.2018
Starr	Richard	First Aid	09.06.2016	08.06.2019
Stephens	Hugh	First Aid	09.06.2016	08.06.2019
Stewart	Malcolm	First Aid	09.06.2016	08.06.2019

<b>Surname</b>	<b>Forename</b>	<b>Qualification</b>	<b>Q Date Awarded</b>	<b>Expiry Date</b>
Stuart	Alasdair	First Aider (at Work)	17.07.2015	16.07.2018
Taylor	Robert	First Aid	09.06.2016	08.06.2019
Thomas	Peter	First Aid	09.11.2015	08.11.2018
Truman	Barbie	First Aid	03.06.2015	02.06.2018
van der Werff	Tanya	REC Level 4	10.11.2013	09.11.2016
Velchev	Mustafa	First Aider (at Work)	24.07.2015	23.07.2018
Voice	William	First Aider (at Work)	21.06.2016	14.06.2019
Walford	Tom	First Aid	03.06.2015	02.06.2018
Warde	Nick	First Aid	21.05.2014	20.05.2017
Wharton	Matt	First Aider (at Work)	19.11.2015	18.11.2018
Wise	Philip	First Aid	30.03.2015	29.03.2018
Yates	Scott	First Aid	15.06.2016	14.06.2019
Zambon	Jackie	First Aid	21.05.2014	20.05.2017

## Enclosure 2

<b>First Aid Boxes</b>		
<b>Quantity</b>	<b>Location</b>	<b>Equipment</b>
1	Boat House	First Aid Box (Orange)
1	Boat Truck	First Aid Box (Green)
1	Bursary Corridor	First Aid Box
1	CCF Office	First Aid Box
1	CCF Rifle Range	First Aid Box
1	Cleaners Shed	First Aid Box
1	Cricket Pavilion	First Aid Box
1	<b>1.</b> DT Department	First Aid Box
1	<b>2.</b> DT Department	First Aid Box
1	<b>3.</b> DT Department	First Aid Box
1	Groundsmens Staff Office	First Aid Box
1	IT Department	First Aid Box
1	Kitchens	First Aid Box
1	Maintenance Workshop Mess Rm	First Aid Box
1	Maintenance Truck HJ06 WGM	First Aid Box (Green)
1	<b>1.</b> Mini Bus YP63 MGZ	First Aid Box (Green)
1	<b>2.</b> Mini Bus GX16 NXL	First Aid Box (Green)
1	<b>3.</b> Mini Bus YP63 MGE	First Aid Box (Green)
1	<b>4.</b> Mini Bus GX16 NXK	First Aid Box (Green)
1	<b>5.</b> Mini Bus GX66 WLP	First Aid Box (Green)
1	Reception	First Aid Box
1	Staff Secretaries Office	First Aid Box
1	Science Block Ground Floor Prep Rm	First Aid Box

1	Science Block First Floor Prep Rm	First Aid Box
1	Sports Centre Ground Floor	First Aid Box
1	Sports Centre First Floor	First Aid Box
1	Sports Centre 'Grab Bag'	First Aid Bag (Yellow)
1	Staff Common Room (Messer)	First Aid Box
1	Swimming Pool	First Aid Box
1	Way Hall	First Aid Box
1	Library	First Aid Box
1	Richard Aldworth Building	First Aid Box
1	Brian Walsh Building	First Aid Box
1	RAF Bag (HJO)	



# Pupil Accident Report Form

## 1 School Nurse completes

(this area is to be completed by teacher/staff member if incident occurs out of hours, e.g. Trips, or Saturday fixtures)

Date of report		time: <input type="text"/>
Date of accident		
Student Name		
Date of Birth		

Tutor:

### Nature of Injury

## 2 Member of Staff completes (Staff in charge or discovering)

Staff Name		time: <input type="text"/>
Date of accident		
Location		

### Activity + details of action taken by staff member:

**Staff to email this completed form back to the Nurse within 48 hours.**

## 3 Form returned to School Nurse

### Entry of information by Nurse

Form emailed to:	Bursar; Second Master	date: <input type="text"/>
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#### 4 The Follow Up (to be completed by the Bursary)

**Possible cause of accident and recommendations to prevent reoccurrence**

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**Action taken  
(by whom & target date for completion)**

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Notifiable to HSE      yes/no

Signature

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Name (in blocks)

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Position

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