



MOUNT

ST MARY'S | BARLBOROUGH HALL

First Aid Policy

ISI Regulatory Code – 13a

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Linked Policies:

Review date: September 2020

Mount St Mary's College

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FIRST AID POLICY.

The First Aid Policy is for use at Mount St. Mary's College. It covers practical arrangements at the point of need, the names of the qualified first aiders at both sites, accident reporting, access to first aid equipment, arrangements for pupils with medical needs, hygiene procedures, and referral to RIDDOR and how to summon emergency services.

Any other policies referred to will be included in the appendices of this policy.

Health Centre.

During term time the Health Centre is staffed by qualified nurses. The opening hours are Monday to Friday 0800 – 1900, Saturday 1000 – 1800. On call for emergencies at all other times including overnight. If the nurses are away from the health centre during the day a message will be left on the door explaining how to contact them.

The nurses must hold a current registration with the NMC and ensure that they complete the necessary CPD to allow for re registration. It is the responsibility of the nurses to ensure that this is done.

First Aid Personnel.

There is a number of staff on site qualified in First Aid. The residential nurse is a first aid trainer and courses will be arranged in conjunction with the HR department to ensure there are adequate numbers of First Aid Personnel available.

It is the responsibility of the Governors as employers to ensure that enough first aiders are available in the College at any time and that training is made available as required.

It is acknowledged that undertaking a first aid course and acting as a first aider is entirely voluntary. No member of staff may be forced into this role and no member of staff will be penalised for not participating in a first aid course.

Current Staff qualified in first aid:

Rachel Craggs	Sports Studies	Activity First Aid	Oct 2019
Richard Stevenson	Barlborough Hall School	Activity First Aid	Oct 2019
Chloe Scott	Barlborough Hall School	Activity First Aid	Oct 2019
Graham Reid	CCF	First Aid at Work	Dec 2019
Samantha Coupe	Cover Supervisor	First Aid at Work	Dec 2019
Lynne Wallace	Cover Supervisor	First Aid at Work	Dec 2019
Sharon Clark	Catering	First Aid at Work	Dec 2019
Craig Deas	CCF	First Aid at Work	Dec 2019
Dovydas Taujanskas	Games	Activity First Aid	Nov 2021
Mark Wilson	Maths	Activity First Aid	Nov 2021
Wayne Storey	Transport	Emergency First Aid at Work	March 2022
Dave Buckley	Transport	Emergency First Aid at Work	March 2022

David Dearn	Transport	Emergency First Aid at work	March 2022
Dave Mitchell	Transport	Emergency First Aid at Work	March 2022
Francis Fishburn	Catering	Emergency First Aid at Work	March 2022
Lee Bexton	Maintenance	Emergency First Aid at Work	March 2022
M. Russell	Transport	Emergency First Aid at work	March 2022
Malcolm Wisniewski	Transport	Emergency First Aid at Work	March 2022
Mark Green	Transport	Emergency First Aid at Work	March 2022
Paul Turner	Transport	Emergency First Aid at Work	March 2022
Wayne Dodsworth	Grounds	Emergency First Aid at Work	March 2022

First Aid Equipment.

The Health Centre at Mount St. Mary's College consists of a surgery, two 2-bedded rooms, an isolation room with separate toilet, a surgery and a patient's toilet and shower.

First Aid boxes are available throughout the college and can be found in: The swimming pool; the gym; main school office; games department, library, headmasters office; staff common room; kitchen; science block; chaplaincy; 6th form area; all boarding houses; pavilion; music department and maintenance. All school buses have 1st aid kits.

It is the responsibility of the school nurse to ensure that these boxes are checked yearly. The school nurse will advise what is needed in the boxes but it is the responsibility of each department to purchase the necessary supplies. If requested the school nurse will order supplies and charge them to each department. Catering and CCF monitor and restock their own first aid kits.

An AED (Automated External Defibrillator) is available in the college. The AED is located outside the health centre. In an emergency any member of staff is able to make use of the AED. The AED is checked every week by the school nurse to ensure it is in working order.

When the AED is used it should be logged with the school nurse who will ensure that it is checked and recharged ready for the next incident.

Staff are advised to make use of the gloves in the first aid boxes when dealing with any 1st aid incident.

Medical Forms.

All parents/guardian of pupils attending Mount St. Marys' College are required to complete a medical form giving details of any medical conditions that their child may have. This ensures that their child can be properly cared for in case of emergency. Not completing a medical form may have serious consequences in the event of an accident or emergency.

Information from the medical form will be used to prepare an Individual Health Care Plan should this be required.

Completed medical forms will be stored securely in the health centre for a minimum of 7 years after the student has left the college.

Parents/carers will be asked to complete an annual consent form giving staff permission to administer first aid and ensuring that staff are aware of any new or evolving medical conditions.

Medical Cover.

Mount St. Mary's College is covered by Barlborough Medical Practice. The doctors only provide a service to boarders. It is recommended that all boarders are registered with this practice although students are able to choose another GP if they prefer. Appointments can be made via the health centre as required. Students may specify whether they see a male or female doctor. A chaperone will be provided for younger students if requested.

Medical Appointments.

Transport to see the doctor, dentist, optician etc will be arranged by the health centre for any of the boarders requiring this. Transport may be provided by a school chaperone. These are members of the community who work for the college on an "as and when" basis providing transport for appointments. Should a chaperone not be available then a taxi will be booked. 6th form students who are able to drive and have their own vehicle may drive themselves to appointments. No students should ever drive another student to a medical appointment.

The cost for any transport will be added to the end of term bill. The nurses will try to contact parents/ guardians beforehand with any costs that may be incurred, however this may not always be possible.

Parents of non-boarding students are asked to make routine appointments during the school holidays. If any appointments are made during school time it is the responsibility of the parents/ guardians to organise transport for these.

Injuries or illness during the school day.

For any student injured or taken ill during the school day the following procedure should be followed.

If the student is able to attend the health centre this should be done. The student should not walk alone to the health centre but should be accompanied by a member of staff or another student. If the student is unable to attend the health centre then the nurse should be contacted to attend the student. In an emergency situation 999 should be called before contacting the school nurse.

The nurse will attend to the student and arrange treatment or follow up as necessary.

For non-boarding students who are taken ill or injured while on a school activity outside normal school hours the procedure outlined in the activity risk assessment should be followed. If this is not possible the member of staff in charge of the student should contact the school nurse at MSM who will decide how to proceed. In an emergency the member of staff leading the activity should call the emergency services. This call should not be delayed by waiting for the school nurse.

In all cases the staff should take a copy of the student's individual health care plan if applicable. They should also have the contact details of the school nurse and details of any treatment already given.

For boarding students who are taken ill or injured outside normal school hours, the member of staff in charge of that student should contact the school nurse to advise / attend. Should the student need to attend hospital the school nurse will discuss this with the house parent. The house parent will then decide if boarding staff on duty are able to go to hospital without compromising the care of the other boarders. If not, residential staff will be contacted to see if they are available to accompany the student. Only in exceptional circumstances will the school nurse go to hospital with a student as this would leave the school without cover.

A float is kept in the health centre to pay for the costs of hospital parking. Receipts will be provided and any costs incurred will be added to the student's end of term bill.

Physiotherapy.

A physiotherapist visits the school weekly during term time to provide a service to students and staff. Appointments can be made through the health centre. The cost for this is £30.00 per session (30 mins). This cost will be added to the student's end of term bill.

Health Screening.

All new boarders will have a medical screening examination within 2 weeks of starting Mount St. Mary's College. These will not take place in lesson times.

The screening involves checking the height and weight of the students. There will also be a discussion of past medical history and current medication. Depending on clinical need the nurse is able to perform urinalysis, peak flow readings and blood pressure readings. If students require further assessment or regular medication an appointment will be made for them at the GP surgery.

There is no formal assessment for day students.

Medication.

Any medication brought into school either by boarding students or day students should be fully pharmacy labelled in English. Any medication that cannot be identified will be removed and sent to pharmacy to be destroyed.

Day students at Mount St. Mary's College requiring medication during the day should bring it to the health centre in the morning with a note from parents outlining the dose and timings of the medication needed. There is a supply of over-the-counter medication in the health centre. Students should not need to carry these medications with them unless previously agreed with the school nurse.

All medication brought to the health centre will be logged and stored in a locked cupboard or in the medication fridge if necessary.

Controlled medication will be stored in the CD cupboard and entered into the CD book. Any controlled medication administered will be documented in the CD book and the entry signed by the nurse and the student to ensure an accurate record is kept of the medication. When CDs are no longer required they will be taken to the pharmacy for destruction and this will be logged in the CD book.

Any other medication will be logged on the student's medical notes and a record of paracetamol and ibuprofen given out during the day will be maintained.

Boarding students who require regular medication may be able to self-medicate. If the student is in year 9 or above and they are deemed responsible, they will be able to keep their medication in their room. A risk assessment form will be completed by the nurse and a copy given to the boarding staff so they are aware of the medication in the boarding house. All medication kept in the boarding house must be kept in the students locked space. If medication is found around the room this will be removed and brought to the health centre. After this the student will have to attend the health centre in order to take their medication safely as required. The exception to this is for medication that may be needed in an emergency – eg inhalers. These should be kept to hand at all times.

Boarding staff will be informed of any medication given to boarders during the day to ensure that they are aware.

Boarding staff who have completed the medication administration course will be able to deliver up to 2 doses of paracetamol and / or ibuprofen in the boarding house. The course is run by the school nurse and covers the indications, side effects, contraindications and dosage for paracetamol and ibuprofen. Boarding staff will also be made aware of the storage and documentation requirements of medication administration. Boarding staff who administer medication in the boarding house must send a message to the health centre when this has been done. They should also log this on the medication record in the boarding house. This is to maintain an accurate record of medication given and to prevent an accidental overdose.

Any medication that is no longer required should be brought to the health centre for proper disposal.

Medication on school trips.

During their time at school students will take part in off site trips and activities.

All trips will have a staff:student ratio as required and have a suitably qualified 1st aider with them. The school nurse will also ensure that the trip leader has a suitable 1st aid kit. For all off site trips including games fixtures there will be a risk assessment outlining emergency procedures to be followed. It is the responsibility of the trip organiser to ensure that the risk assessment is completed and approved.

Any staff organising a school trip should inform the health centre of the destination, duration and participants of the trip. This should be done at the earliest opportunity to allow the health centre to organise any immunisations that may be required. The nurse will provide any medications that may be required for the trip. The nurse will also provide a copy of any students health care plan if necessary. It is the responsibility of the lead member of staff to ensure that all documentation is kept secure and confidential and returned to the health centre as soon as practicable at the end of the trip.

The trip leaders will be provided with documentation to ensure a record is kept of and medications given.

It is the responsibility of the parents of day pupils to ensure that their son/daughter has enough "in date" medication for the duration of the trip. The trip leaders should be informed of any medication that is being taken on the trip. If the medication is a controlled medication this should be handed to the trip leaders for safe keeping and administration. Students requiring inhalers, epipens or insulin

may keep their medication with them at all times. Spare medication can be given to the trip leaders if necessary.

The school nurse will ensure that all boarding students requiring medication will have an adequate supply.

Chronic Conditions.

The staff at the college encourage independence and self-management for students with chronic conditions such as asthma, diabetes, epilepsy, cystic fibrosis etc. The level of self-management will depend on condition and the age and ability of the student.

If a student has a chronic condition which may affect his/her participation in school activities an Individual Health Care plan will be drawn up. This will include details of the condition, medication, emergency procedures and emergency contact details. If consent is given by the student and his/ her parents, this will be made available to the relevant staff members. If consent is withheld this information will not be disclosed, however the parents of the students will be asked to sign a letter stating that the school will not be held accountable for any illness or injury resulting from such non-disclosure.

The school nurse will oversee the development of health care plans. When these plans are written, parents will be sent a copy to ensure that they are aware of the treatment being given to their child.

Students in the college with asthma and severe allergies will be permitted to carry their inhalers or auto injectors with them at all times. It is the responsibility of the parents of day students to ensure that their child has the appropriate, in date medication with them at all times in school. Spare epipens/ inhalers can be stored in the health centre as a backup if required.

Confidentiality, Information and Consent.

The Professional Code of Conduct for doctors, nurses and other health professionals places a duty on them not to disclose information about individual patients (students) without their consent except in exceptional circumstances. The duty of confidentiality owed to a person less than 16 years of age is the same as that owed to any person. However, where the professional believes the health, safety or welfare of the patient (student) or others is at risk, there is a duty to share information between professionals as laid down in the Child Protection Legislation.

Consent for medical procedures e.g. Immunisations, will be sought from parents/ guardians. However it is recognised that students over the age of 16 or those deemed Fraser competent will be able to consent on their own behalf. Decisions regarding competence will be made by the school nurses with reference to the school GP if necessary.

Students of all ages are entitled to information regarding their condition and treatment. This information should be presented in such a way the student understands. Where a student's first language is not English information may be sought in their own language.

Accidents.

In the event of an accident at Mount St. Mary's College the school nurse should be summoned. The nurse will assess the situation and summon an ambulance should one be required. If the accident is serious, calling an ambulance should not be delayed while waiting for the nurse to attend.

If a student is involved in an accident and requires emergency care, a member of staff will contact parents and inform them of the situation and which hospital the child has been taken to. A member of staff will accompany the student and remain with them until such time as parents are able to attend. For boarding students, a member of staff will remain with them until their return to school. Should boarding students be admitted to hospital, boarding staff will inform parents/ guardians at the earliest opportunity and ensure that the student has any personal items that are required.

When emergency services are called to Mount St. Mary's College they will be given the school postcode (Main car park – S21 3YH, Pineapple tower – S21 3YL). This will allow them to access the main school. A runner will be sent to meet the ambulance and direct them to the accident. Any barriers should be lifted allowing the ambulance to access the site in a timely manner. It is the responsibility of SLT to ensure that this is done appropriately.

All accidents **MUST** be reported on a school accident form. Copies of the accident forms are included in the appendices. Accident forms can be found on the school intranet, in the health centre, the school office, the games office and the staff room. Copies of the completed accident forms should be passed to reception. **It is the responsibility of the member of staff in whose activity the accident occurred to complete the form.** If the pupil requires first aid from the school nurse then the school nurse will complete the accident form.

Accidents involving staff and visitors should be reported in a similar manner. Accident forms should be completed as soon as possible after the accident and taken to reception. It is the responsibility of the facilities manager to report any RIDDOR reportable incidents in a timely manner.

PEEP. (Personal Emergency Egress Plan)

Any member of the community, whether staff or students, who may have difficulty exiting the building in an emergency will have a PEEP in place. This also applies if the difficulty is temporary, e.g., acute injury requiring crutches. Staff will inform the school nurse of anyone who may have difficulties and the nurse will complete the PEEP. A copy will be kept by the facilities manager and a copy will be held in the Health centre. All relevant staff who deal with that student will be informed of the PEEP which will outline the procedure to be taken in case of emergency. If the student is unable to manage stairs safely independently they will have to be taught on the ground floor. Changes to boarding accommodation may also need to be made if the student is unable to exit the boarding house safely.

Off Games Procedure.

Any day student with a medical condition that will affect their ability to participate in games lessons must bring a signed and dated letter from home. The letter should include details of the condition, what activities they can do and what should be avoided, and how long they may not participate. Students should still bring their PE kit into school with them.

Students should bring the letter to the health centre either in registration or in morning break. Students with a valid letter will be issued with a blue bill outlining to games staff what they can and can't do. Students should not present to the health centre at the time they should be in the games lesson. The health centre will only provide blue bills to day students without a parental letter if they are injured or taken ill ON THAT DAY.

Students with a blue bill should still get changed for their games lesson. Games staff will be able to see on isams who is able to participate in the lesson. The students not able to participate will be found suitable alternative activities to do. If there are no suitable alternatives available, the student may be sent to the study room for the duration of the lesson. They should ensure they have work to do in this time. If a student is to be sent to the study room then the games staff will liaise with the cover supervisor to inform them of who is coming.

Boarders who are unwell or feel they cannot participate in the games lesson should attend the health centre after breakfast. The school nurse will assess them and make a decision about what activities if any they can participate in. Again games staff will be made aware of this on isams. The same procedure as for the day students is then followed.

Medical cover at Sports Fixtures.

On rugby match days the Head of Rugby will organise for the school 4x4 vehicle and a driver to be available for use.

The driver will collect the nurse and any necessary equipment from the health centre 15 mins before the first kick off. The nurse and the vehicle and driver will be stationed near the pitches. The exact location will depend on which pitches are in use. If there are hockey matches and rugby matches on at the same time then the nurse will be positioned near the rugby matches as there is a greater chance of injuries there. The hockey staff will have a walkie talkie in order to contact the nurse if necessary. If there are multiple rugby matches and hockey matches on the 2nd nurse will be asked to come in but it is recognised that this is not always possible.

When the 1st team pitch is in use it is the responsibility of the Head of Rugby to ensure that the double gates leading to the pitch are unlocked to allow ambulance access.

It is the responsibility of the games staff to ensure that all coaches have a 1st aid kit and a walkie talkie with them in order to be able to contact the nurse.

If an injury occurs the nurse will attend and assess the students and a decision made about how to proceed.

If the injury is severe an ambulance will be called and given the correct postcode (S21 3YH for the rugby pitches, S21 3YL for the astro). A runner will be sent to the school entrance to guide the emergency vehicle in. If the injured student cannot be moved then the match must be moved or abandoned.

Although a stretcher is available it is advised that it should only be used in cases where not moving the student could lead to harm. This is due to lifting and handling guidelines. There are no means for full spinal immobilisation within the college and any suspected neck or spinal injury MUST NOT be moved.

If the injury requires hospitalisation but not an ambulance, the nurse will assess how this is to be achieved. If the parents are present they may be able to take the student to hospital. The nearest emergency department is at Chesterfield Royal Hospital. If the parents are not available, a member of staff will accompany the student in the school vehicle and remain with them until parents are able to attend. If the injured student is a boarder, boarding staff will remain with the student.

If the injury occurs to a member of the opposition team, the school vehicle and driver will be able to take the injured student, accompanied by a member of their school staff, to the emergency department. If necessary they will remain at the hospital and accompany the student back to Mount St. Mary's College at the end of any treatment. It is the responsibility of the visiting school to contact the students' parents and arrange for transport back home.

In all cases a record will be made of any treatment given. Accident forms will be completed by the games staff as per the school policy and RIDDOR reports will be completed as necessary.

If a Mount St. Mary's student is injured at an away match it is the responsibility of the games staff accompanying the team to follow the procedure outlined in the risk assessment.

Concussion.

Concussion is a disturbance in the normal working of the brain without any underlying structural damage. It can be caused directly by a blow to the head or indirectly if the head is shaken when the body is struck. Concussion can occur in many situations in the school environment but the potential is greatest during sports. Students may get concussions out of school but come into school with the signs and symptoms. It is important that this is recognised as concussion can affect academic performance and / or behaviour as well as putting the student at risk of more serious consequences if they receive another concussion before full recovery. It is the responsibility of the parents to inform the school if their child has suffered a concussion out of school.

Within sport it is important that concussion is recognised early and taken seriously to protect the safety and long term health of the students.

Players suspected of having concussion must be recognised and removed from play until they have been assessed. All coaches will be issued with a copy of the pocket concussion recognition tool. This supports the Recognise and Remove message and is suitable for use with all age groups of players. It is supported by the RFU and England Hockey. The tool highlights the signs and symptoms of concussion.

These include:

Dazed, blank look; lying motionless on the ground or slow to get up; unsteady on feet or balance problems; Loss of consciousness or unresponsiveness; confusion; grabbing or clutching of head; convulsions; irritability. Any one of those symptoms would suggest a possible concussion.

Students may complain of: headache; dizziness; mental confusion; visual problems; nausea and / or vomiting; fatigue; drowsiness; pressure in head; light or sound sensitivity. Any one of these symptoms may suggest a concussion.

If a player has any of the signs and symptoms of a concussion that player must be **RECOGNISED AND REMOVED**. If in doubt **SIT THEM OUT**.

Following the assessment of the concussion players must follow a GRTP (Graduated return to Play) protocol as outlined by the RFU, England Hockey or the governing body for the sport they are participating in that term. These are all similar but include some sport specific exercises. In ALL cases the player must have a minimum of 2 weeks off sport / exercise after they are symptoms free. After this they will follow the programme as laid out below.

Rehabilitation Stage	Exercise Allowed	Objective
1. Rest as per the prescribed minimum rest period for the players age (For , 18 the period is 2 weeks following the end of symptoms)	Complete physical and cognitive rest without symptoms	Recovery
2. Light aerobic exercise, walking, swimming or stationary bike keeping intensity < 70% maximum predicted heart rate. No resistance training.	Symptom free during full 24 hour period	Increases heart rate
3. Sport Specific Exercises	Running drills. No head impact activities	Add movement
4. Non- contact training drills	Progression to more complex training drills. E.g. passing drills. May start progressive resistance training	Exercise, co-ordination and cognitive load
5. Full contact practice	Normal training activities	Restore confidence and assess functional skills by coaching staff
6. Return to play.	Player rehabilitated	Recover.

The player must be symptoms free for 24 hours from each stage before moving on. If there is any occurrence of symptoms then the process restarts with 2 weeks of no sport or exercise.

This programme of rehabilitation will be overseen by a senior member of the games staff in consultation with the school nurse. From Stage 2 onwards the student will attend sessions at lunchtimes so that the exercises can be fully assessed and monitored. During this period of recovery the students will not participate in games sessions.

Chronic Conditions in Sport.

The aim is for all students to be able to participate in sports during their time at Mount St. Mary's College/ Sport is important to the physical and mental well being of young people. However some students with chronic conditions will need to take extra precautions before playing sport.

1. Diabetes:

Any student with Insulin Dependent Diabetes (IDDM) is able to take part in sport. The following precautions should be taken. Blood sugar levels should be checked before any training session or game. It is necessary to adjust insulin according to the length of the sports session. Students are advised to consume a good meal 2 – 3 hours before playing. A reduced dose of insulin may need to be taken (usually 10% less for a 1 hour session and 20% less for a 2 hour session). It is important that blood sugar levels are checked regularly during the games and after the game. Checking blood sugar in the evening after a match is also necessary. A good meal should be consumed after the match to prevent blood sugar levels from dropping. Snacks and high sugar drinks should be available during the match / training session. The sports coach should be familiar with the students care plan and action that may need to be taken.

2. Epilepsy:

Any student with epilepsy may still be able to participate in contact sport. However this decision should be made by the specialist in charge of their treatment. A letter outlining what the student is able to participate in should be sent to the school nurse who will share the information with the games staff as necessary. Unless the school has the relevant information then students with epilepsy will not be able to participate in contact sports. They may be able to participate in non-contact activities.

3. Cerebral Palsy:

Students with cerebral palsy may be very well able to take part in team and contact sports. Parents should send a letter to the school nurse outlining what the student is able to do and giving consent for the student to take part in contact sports.

4. Hearing Aids:

The advice from England Deaf Rugby is that rugby playing students wearing hearing aids should wear a properly fitting scrum cap if they wish to wear their hearing aid during training or matches. They are still able to take part if they choose to remove their hearing aid for training or matches. Following advice from England Hockey it is considered safer for hockey playing students to wear their hearing aids during training and matches as there is limited risk of damage and it is safer to be able to hear instructions clearly.

5. Asthma:

All students with asthma will need to have a functioning, in-date inhaler with them for any sports activities. This is for training and matches. It is the responsibility of the parents of day students to ensure that their son/ daughter has an appropriate inhaler with them. If the student does not have an inhaler available they will not be able to participate in sports sessions.

Protective Equipment in Sport.

All students playing in rugby matches must wear a gum shield. For training they should wear a gum shield for any activity that involves contact. Staff will check to ensure that boots and studs comply with regulations prior to matches and as deemed necessary during training.

For Hockey all students must wear gum shields and shin pads for training and matches. During matches the school will provide face masks for the students to wear when defending corners. Protective clothing will be provided for students playing in goal to minimise the risk of injury.

During Cricket, shin pads and protective gloves will be provided as required.

Students who fail to comply with the safety requirements of the sport will be unable to participate.

OPRO will come into school twice a year to fit gum shields for those students requiring one. The cost of this will be added to the end of term bill. Students are able to purchase gum shields elsewhere should they choose to do so.

Medical Gas.

Oxygen is available for use in case of heart attack, cardiac arrest and trauma. This is stored in the gas cage and moved to the rugby pitches on match days. When the gas is being transported the car will have identifying signs on it. The gas cylinder will be transported upright and secured as able.

It is the responsibility of the school nurse to ensure that the signs are in use and that any medical gas is returned to the gas cage after use. The nurse will ensure that the gas is in date.

Defibrillator.

A defibrillator is available in school. It is stored in a signed box outside the health centre on the way to refectory.

In an emergency anyone is available to use this equipment.

The defibrillator is checked weekly to ensure that the battery is fully charged and the other equipment / pads are in place.

The equipment provided includes: scissors; face mask; spare pads; towel; razor and oxygen tubing.

If needed the defibrillator can be taken to where it is needed. Once opened the defibrillator provides instructions for use.

On match days the defibrillator will be taken to the rugby pitches. It will also be moved for events so that it is readily available. SLT and event organisers will be informed when the defibrillator is moved.

Following use the defibrillator must be returned to the school nurse so it can be checked and re-stocked for use again.

It is the responsibility of the school nurse to ensure that the defibrillator is in working order.

Infection Control.

In order to prevent the spread of infection it is important that all the students and members of staff follow basic hygiene procedures. Anyone providing medical treatment or first aid should have all cuts and grazes covered. Hands should be thoroughly washed before and after treatment. Gloves should be worn where possible. If there is any likelihood of splashing, aprons and eye protectors should also be worn. These are available in the health centre. Any contaminated waste should be sealed in a yellow bag and brought to the clinical waste bin in the health centre.

In the event of contact with blood or other bodily fluids other than their own, staff should wash splashes off their skin with soap and running water. This should be done without delay. Splashes into the eyes should be washed out with tap water or eye wash solution. Splashes to the nose or mouth should be washed with tap water taking care not to swallow the water. Advice should be sought from the health centre for further course of action.

Any spills of body fluids (blood, urine, vomit etc.) should be cleaned by a member of the school housekeeping team or by the school nurse using a single use body fluid spill kit. All waste will be

disposed of in the health centre clinical waste bin. Body spill kits are kept in the cleaning stores and in the health centre.

Infectious Diseases.

Any student attending the college with a suspected infectious condition will be kept away from other students and isolated in the health centre. For day students parents will be contacted and asked to collect their child as soon as possible.

Any advice from Health Protection England in terms of exclusion times will be adhered to.

For boarders with infectious complaints, if parents are abroad, their guardian will be contacted and asked to come and collect the student. They will be kept isolated from other students until this can be arranged. In some cases it may be possible for the student to return to the boarding house in a single en-suite room and cared for by boarding staff. If this is not possible the student will remain in the health centre and be cared for by the nurse.

In case of an epidemic outbreak in the college whereby students are unable to be collected by guardians and where the health centre is unable to accommodate all ill students, Arrowsmith or Chichester will be used as temporary quarantine areas. These are separate from the main school and have a number of rooms with washing facilities. The exact location for isolation will depend on the nature of the outbreak and the number of students affected. The quarantine area will be staffed by the school nurses with support from agency staff as required. At all times advice from Health Protection England will be followed. Meals will be brought to the quarantine area by catering staff as required.

Universal precautions are advised when dealing with suspected infectious cases. Gloves and aprons are available in the health centre. Hand sanitiser is available throughout the school. Advice about hand washing will be given to staff and students as required.

Bedding and towels used by a student with a suspected infectious complaint will be bagged separately and given directly to laundry where it will be washed at high temperature.

Rooms used by students with suspected infectious complaints will be deep cleaned by housekeeping staff according to the housekeeping policy. The health centre will be deep cleaned in all long holidays irrespective of use.

Deep Cleaning.

Rooms used by students with suspected infectious complaints should not be used by other students until they have been thoroughly cleaned.

Rooms should be cleaned as soon as possible after the student has vacated it.

It is the responsibility of the school nurse to inform housekeeping staff when this happens.

Protective clothes should be worn ie gloves and aprons.

All bedding will need to be changed and washed at high temperatures. If bedding is soiled with any body fluids it should be double bagged separately to reduce the handling of infectious materials.

All surfaces and hard furnishings will be wiped down with sanitising solution and allowed to fully dry.

The floor will be mopped with a sanitising solutions.

All toilet areas will be cleaned as per normal procedures.

Cleaning cloths used for deep cleaning will be disposed of.

Intimate care.

All staff responsible for the intimate care of students will undertake their duties in a professional manner at all times. The college recognises that there is a need to treat all children with respect when intimate care is given and the child's welfare and dignity is of paramount importance. The safeguarding policy should be followed at all times.

Intimate care is defined as any care that may involve washing, touching or carrying out an invasive procedure (such as cleaning up a student who may have soiled themselves) to intimate personal areas. Another example is where a member of staff is required to clean or shower a student after an incident involving alcohol.

Where intimate care is required it is recommended that another adult is present if this is possible. Another member of staff should be aware of what is happening and be nearby if they are unable to be involved. The staff involved should be the same gender as the student and where possible consent should be sought from the student for all such care. If possible the student should be brought to the health centre for washing/ showering. A record must be made of all care given and the parents / guardians informed at the earliest opportunity.

Bedwetting.

There may be some boarders with bedwetting issues. These may be regular or occur unexpectedly. Bedwetting is often an embarrassing issue for students who are worried about other students finding out. At all times maintaining the dignity of the student is important.

If a boarding student has a bedwetting problem it is helpful if the parents inform the boarding staff and the school nurse. The student will be provided with a waterproof mattress protector and the same bedding as any other student.

In the event of a student wetting the bed they should leave the bedding in a heap over the wet area. This will alert cleaning staff to the issue. The student can shower and dress themselves and go to breakfast with the other students. Any wet clothes should also be left in a heap on the bed. When all the students have left the boarding house the housekeeping staff can come and remove the wet bedding and wipe down the mattress. The bed can be remade before the students return to the boarding house.

This same procedure may be followed in cases of menstrual accidents.

All incidents of bedwetting should be reported to the school nurse so that they can be monitored in case medical intervention is required.

Emergency Situations.

In emergency situations it is imperative that students receive the care they need. It is possible that they will not be accompanied by a 1st aid trained member of staff at all times.

If a student becomes unwell and staff are unsure what to do they should contact the school nurse for advice. In an emergency situation staff are advised to contact the emergency services as soon as possible. The call for emergency services should not be delayed by calling for the school nurse or a 1st aider.

Covering the health centre in emergencies.

There is normally only one nurse on duty at any time. There will be occasions when she is called to an emergency in another part of the school while there are students in the health centre. In this case the following procedure should be followed.

On receiving a call about an emergency the nurse should assess the age and condition of the students in the health centre.

If it is deemed necessary for the student to have supervision the nurse will phone the school office and inform them of this. The receptionist will obtain a member of staff to go to the health centre to supervise the students there. This should be done as soon as possible and take priority over routine work. Attendance at a call out should not be delayed while waiting for a member of staff to arrive. All care and treatment given to a student in the absence of the nurse should be recorded and given to the nurse on her return. Under no circumstances should medication be given in the absence of the nurse.

If the students in the health centre are able to be left for a short period the nurse will ensure they have her number and a working phone within reach.

Documentation.

The parents of all students attending the college are asked to complete a medical form prior to their child arriving at the school. Each year they will also be asked to complete an annual consent form to ensure the college has up to date medical information available. These forms are kept in a locked cupboard in their health centre and their contents are only shared as necessary with consent.

An electronic record is kept of every visit using the school data system iSAMS. This also has strongly controlled access to it thereby keeping information confidential.

The Nursing and Midwifery Council (NMC) states that all records of treatment should be dated, timed and signed and made as close as possible to the time of treatment. iSAMS ensures that all records are kept securely and are unable to be edited.

After a pupil leaves the college the paper records are kept for a minimum of 7 years. The paper notes are kept in a locked cupboard in the health centre. At the end of 7 years the notes are destroyed by a data handling company.

Electronic records are kept and backed up. They are archived centrally and are controlled by the IT department.

