



**Broomwood Hall School Limited & Northcote Lodge School Limited**

## FIRST AID, MEDICINES AND MEDICAL CONDITION MANAGEMENT POLICY

Broomwood Prep – Boys, Girls & Pre-Prep

### Policy Summary

Broomwood will ensure that there are sufficient trained personnel and adequate and appropriate facilities to be able to deal, promptly and correctly, with the typical accidents and sudden illnesses that occur in schools.

Broomwood will:

- Organise and administer first aid both on the premises and outside Broomwood environment when students are travelling for a school-related activity.
- Administer, store and dispose of medicines in a safe and sensible manner.
- Support pupils with medical conditions (both short and long term) so they may have full access to all aspects of the education provided and the same opportunities as other pupils, including access to school trips and physical education.

For pupils five years old and under, this policy should be read in conjunction with Broomwood's First Aid and Medicine Policy (EYFS).

<b><u>Document Control</u></b>
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### **First Aid Responsibilities**

At Broomwood all full-time academic staff, facilities staff and bus drivers complete an "Emergency First Aid at Work Training"

There is at least one First Aider on each site who has completed a 3 day "First Aid at Work Training" which is refreshed every three years:

### **First-Aiders**

The School's qualified First Aiders are:

#### **Broomwood Girls**

Clare Evans, Matrons  
Lara Pigott, Deputy Head  
Kelsey Crebo, Director of Sport  
Will Morris, Deputy Head of Pastoral  
Sophie Philips, School Secretary

#### **Broomwood Boys**

Christine Sheeran, Matron  
Alice Swinhoe, PA to the Headmaster  
Charmaine Dowson, Front Office

#### **Broomwood Pre Prep**

Clare Evans, Matron  
Alex Ireson, Deputy Head  
Kait Kirby, Front Office

## Responsibilities

All minor injuries should be referred to the Matron, another First-Aider, or an Appointed Person. All serious injuries should be referred to the Matron or another First-Aider.

It is the responsibility of The Matron to ensure that the first-aid boxes are up to date and kept stocked with dressings; and to ensure that all staff know the whereabouts of boxes.

All First-Aiders and Appointed Persons are required to acquaint themselves with the whereabouts of the first-aid boxes, and to report to the Matron or chosen First-Aider any deficiencies in or usage of their contents.

## Serious Accidents and Illness

If a person is taken ill or has a serious accident in the classroom, or anywhere else across the Broomwood sites, the Matron or another First-Aider will make a decision on the seriousness of the event and the appropriate course of action.

If they are not immediately available, a member of staff will remain with the injured/ill person at all times and ask another member of staff to locate a First Aider or, if necessary, call for an ambulance.

If an ambulance needs to be called, 999 should be rung immediately and the parents and Head informed. The condition of the injured/ill person, any treatment given to them and their location should be clearly stated to the ambulance staff. Any instructions given by the ambulance service must be followed. A member of staff will be sent to wait outside the school gates to direct the ambulance staff upon their arrival.

Reasonable actions should be taken to make sure the injured/ill person is kept comfortable as well as to limit any possible spread of infection.

Pupils who are ill and who need to lie down whilst waiting for parents must be supervised at all times.

## Hospital

A member of staff (usually the Matron or a First Aider) must accompany any pupil taken to hospital and await the arrival of their parent/guardian.

In accident situations, the staff member accompanying a pupil to hospital should take a copy of the accident report and, if feasible, a copy of their medical questionnaire which details any allergies or previous medical history.

For a child with a chronic medical condition, the staff member should take a copy of their treatment plan.

### Notifiable diseases

Any notifiable disease to a pupil or member of staff will be reported to the local health protection unit (HPU) where appropriate.

The Head will report any serious accidents that have arisen because of poor organisation or supervision arrangements, the equipment or the condition of the premises to the Health & Safety Executive.

The school is also required to notify inspectors of any serious accident, illness or injury to, or death of, any child whilst in our care, and of the reaction taken. Notification must be made as soon as is reasonably practicable, but within 14 days of the incident occurring. The school is also required to notify local child protection agencies of any serious accident or injury to, or the death of, any child whilst in our care. The school will act on any advice from these agencies.

### Supporting Pupils with Medical Conditions

An online medical questionnaire is sent to parents before their child starts at Broomwood so that the school has prior knowledge of any medical conditions/ allergies/ dietary requirements in case anything specific needs to be put in place.

If a child has medical needs, Broomwood will agree, with a child's parents, a detailed individual health care plan (IHCP) to be followed whilst the child is at school. These plans enable Broomwood to support pupils with medical needs, ensuring that they are able to participate in all activities and play a full and active role in School life. The plan includes:

- Details of a child's condition including triggers, signs, symptoms and treatment.
- Special requirements – dietary needs, school trips, exam arrangements etc.
- Medication and any side effects.
- Any factors in the school day that raise potential health concerns, such as school routine, activities, equipment and/or facilities.
- What to do and who to contact in an emergency.
- The agreed role of Broomwood.

Children that have been prescribed emergency medication must keep a supply of this at school i.e. Epipens/ Inhalers/ Epilepsy medications throughout the term time so that they have full access to it.

These children will have to take their medical box or medpac, containing their Care Plan and medication with them whenever they go off site, or to sport.

Sports Department staff have medical information on their register.  
Matrons will update information daily as required and email staff of any changes.

Generic Emergency Ventolin Inhalers and Epipens are based on each site. Expiry dates are checked by Matrons.

The kitchen and relevant staff will be informed by matron of children who have food allergies and intolerances. This information will also be held on ISAMS and any changes will be updated and the relevant staff informed.

### **EYFS (Vicarage) Please refer to our separate policy in: "EYFS First Aid and Medicines Policy"**

All injuries, no matter how minor, are reported to the Form Teacher, an online Accident Form is completed, saved on iSAMS and emailed to their parents. The Form Teacher or person dealing with the injury will make the decision if Matron should be contacted. A phone call will be made to the parents for all head, facial and major injuries or concerns as soon after the accident has happened as is possible.

Consent for the administration of medicine must be obtained from a parent or guardian signing an "Authorisation to Administer Prescription Medication" form. These are filed in the child's medical documents online. Medicines at the Pre-Prep are kept in a locked cabinet at the front desk. They must be provided in the original container dispensed by a pharmacist and must include:

- Child's name
- Dosage
- Specific storage instructions
- Storage requirements
- Expiry date

Medicines are only administered to EYFS children by First Aiders or Matron and must be witnessed, and counter signed by a member of staff in the EYFS Medicine Book. Details of medicines given are always written in the child's Prep Diary.

### **PP (Years 1 and 2) Recording First Aid Treatments & Accidents**

**Injuries will be reported on the Online Accident Form, located on all staff ipads and desktops. Once this form has been completed, it is saved on iSAMS and emailed to their parents.** A phone call will be made to the parents for all head, facial and major injuries or concerns, as soon after the accident has happened as is possible.

### **BG (Years 3-8) Recording First Aid Treatments & Accidents**

Injuries will be recorded on the online First Aid Grid by staff administering treatment. They will contact Matron if they have concerns. An online Pupil Accident Form and phone call will only be completed for head, facial or major injuries or referrals to hospital. All other injuries will be documented in the child's prep diary or handed over to the parents at pick up.

In line with Reporting Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR) the Head of People or Health and Safety Officer will report any serious accidents or occupational disease, reportable under these regulations, to the Health and Safety Executive.

### **First Aid Kits BG and BPP**

Each classroom has a sign saying where the nearest first aid kit which is clearly marked. It is the responsibility of the Form Teacher to restock their own kits if the kit is in their

classroom. Matrons will ensure stock is available and reorder as necessary to follow The British Standard Compliant First Aid Kit List.

### **BB Recording first aid treatments and accidents**

Injuries are recorded on the ISAMS health screen by matron. A pupil accident form is completed for major injuries and referrals to hospital.

In line with Reporting Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR) the Head of People or Health and Safety Officer will report any serious accidents or occupational disease, reportable under these regulations, to the Health and Safety Executive.

### **First Aid Kits BB**

First aid kits are in the music block, art room, science labs, front office, kitchen and staff room. The sports office have first aid kits to take off site. A supply of first aid kits are available for school trips in matron's office. The kits are regularly restocked, and staff inform matron if they have administered first aid so that records are up to date and the kits can be restocked.

### **Administering Medicine**

Consent for the administration of medicine must be obtained from a parent or guardian signing an "Authorisation to Administer Prescription Medication" form. These are located on My School Portal but hard copies are also kept at each site. In the absence of the form being filed in written consent must be obtained via email. These are filed in the child's medical documents online. This must be obtained before medicines are given by Matron or a First Aider. There is no legal bar against Teaching Staff administering medication, but they must have checked with Matron or First Aiders before doing so. Consents are filed in the child's medical documents online. Medicines are kept locked in Matron's office/ Front Office and refrigerated as necessary. Details of medicines given are always written in the child's Prep Diary at BG and BPP. Parents are emailed with medication given at BB.

### **Offsite Activities and Excursions**

The designated Leader of the party should ensure that they have updated details of children's medical conditions, and any medication they may require. They are also responsible for collecting a first aid kit and reporting any accidents that may occur offsite and documenting them. Please refer to our separate policy: "[Cross Site Activities and Excursions Medical Policy](#)".

### **Disposal of Medicines**

Staff should not dispose of medicines. Unused and expired medication is returned to the parents for disposal.

### **Bodily Fluid Spillage**

If any spillage of bodily fluids occurs, the area is restricted, and a member of the Facilities team is called.

### **Cardiopulmonary Resuscitation (CPR)**

All staff have had CPR training. An Emergency Automatic Defibrillator (AED) is kept at the Front Desk at Broomwood Girls, The Vicarage, 5ONL, & Broomwood Boys. Matron will order new batteries and defibrillator pads before they expire. When performing CPR on a child, a face shield should be used where possible.

#### **Additional Policies, Procedures and Legal Framework**

This policy is in accordance with the School's Health and Safety and Data Retention Policies. Further guidance can be found in the Health and Safety Regulations (1981), DfE Guidance on First Aid and the Equality Act (2010).