



WALTHAMSTOW HALL
SEVENOAKS

FIRST AID MEDICAL POLICY & GUIDANCE FOR PARENTS **Includes Early Years Foundation Stage**

Introduction

- Parents/carers should keep their child at home if she is ill or infectious for at least 24 hours, and notify the school on the first day of illness.
- Where viral or other infection is suspected, parents are advised that children should be kept at home until they have been 48 hours symptom free. Please refer to further guidance in Appendix 1.
- If a girl is taken ill during the school day, parents will be contacted and asked to collect their daughter.
- Everyone in the school, including EYFS children, has access to the Medical Centre (in the Senior School) or the Medical Room (in the Junior School). The school nursing team, Sister Mottram and Sister Leisinger, are based at the Medical Centre in the Senior School and are on call to deal with any medical emergencies / issues / staff training at the Junior School. Sister is responsible for any medical care or first aid that a child might require during the school day. There is a qualified nurse on duty from 8.00am – 4.00pm every day who is available to administer medicines and first aid and to deal with any accidents or emergencies, or if anyone is taken ill.
- Parents will always be contacted if a girl suffers anything more than a trivial injury, or if she becomes unwell during the school day, or if the School has any worries or concerns about her health.
- Walthamstow Hall School is a nut free school.

First Aiders as of May 2019

There are 22 staff in the Senior School and 19 staff in the Junior School who have up-to-date first aid qualifications. We aim to provide a member of staff who is qualified in first aid to accompany pupils on visits out of school. 16 staff are qualified in paediatric first aid and at least one will always accompany any Junior School visit. The first aider will administer first aid if a pupil suffers an injury during an outing and will, if necessary, call an ambulance.

First Aid notices

Lists of members of staff who are qualified as First Aiders or Paediatric First Aiders, are displayed at various locations around the school. Their training is reviewed every three years.

First aid boxes

First aid boxes are placed in all areas of the school where an accident is considered possible or likely (such as The Science Department and PE office). Staff take first aid boxes with them when groups of pupils participate in sporting events. All boxes are checked by the School Nursing Sister and, if necessary, replenished regularly. The School has automatic external defibrillators (A.E.D) at the Senior School (Hub Reception and Swimming Pool) and the Junior School (Main School Office). A third AED is kept in the Medical Room and is used for School trips if a student requires this due to her cardiac condition. Emergency asthma

inhalers are available for those girls who have their own prescription and who have given written consent for it to be used. These are stored in the Senior School Office and in the Junior School Office.

Access to first aid

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

Calling an ambulance

If someone at the school has an accident, staff are trained to summon medical help immediately. The School Nursing Sister is normally responsible for summoning an ambulance and a member of staff will escort the pupil to hospital, but all staff are advised in their induction training that if she is unavailable, they should summon an ambulance themselves. A member of staff will always stay with a child in hospital until the parents have arrived.

Emergency medical treatment

In accepting a place at the school, we require parents to authorise the Headmistress/ Head of the Junior School, or an authorised deputy acting on her behalf, to consent on the advice of an appropriately qualified medical specialist for a pupil to receive emergency medical treatment, including general anaesthetic and surgical procedure under the NHS, if the school is unable to contact a parent in time.

Reporting an accident

We follow the RIDDOR (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013) reporting procedures for reporting an accident.

- Accidents are reported to the Headmistress and, where applicable, to the Head of the Junior School, on the day they happen-
- An accident report is filled in as soon as possible after the incident by staff present at the time of the accident and circulated to the Sister on duty, the Headmistress and the Bursar. At the Junior School, a copy will be sent for parents to sign. An analysis of all accidents is carried out by the Health and Safety Committee of the Governing Body and any new practices required as a result are put in place.
- If an injury occurs out of normal school hours or away from the School, the accident report form should be completed on the next school day.
- The School Nursing Sister in liaison with the Bursar is responsible for reporting cases of serious injury or death to the Health and Safety Executive in accordance with the requirements of RIDDOR 2013.

Medical care

All parents are sent a medical questionnaire and asked to complete it before their daughter joins the school. More details are given in the Walthamstow Hall Medical Questionnaire Policy.

Children with Special Educational Needs who require special adjustments

If a child has special educational needs or requires any special adjustments, parents will be invited to a meeting with the Headmistress/Head of the Junior School and other relevant staff to discuss thoroughly the regime that is most appropriate for her individual care, well before she joins the school.

Medical examinations and immunisations

New pupils with chronic conditions and/or specific health needs will be contacted by the school nurse to discuss and/or meet to ensure correct care is in place. Parental consent will be sought from time to time for a pupil to receive the routine range of immunisations recommended by the Department of Health for all children of her age.

Medical records

The school keeps records of all treatment that a pupil receives during her time at the school. All accidents and injuries are recorded as well as all medicines that are given to her. The school will always notify parents if a child has received any form of medical treatment. All medical records are stored in the Medical Centre until a girl's 25th birthday, when they will be securely destroyed. Access to these records is restricted to the Medical Staff. Records of all accidents and injuries are kept. All accidents and injuries are reviewed and evaluated at each Health and Safety Committee of the Governing Body with a view to minimising the likelihood of recurrence. The Chair of the Health and Safety Committee reports to each full Governing Body Meeting.

Medicines and treatments brought to school for pupils

Parents are advised that medicines should be administered at home unless there is a special reason why a pupil needs to take it during the school day. In such cases a prescribed medicine must be handed in to the Medical Room/ School Office (Senior School) or the School Office (Junior School). This should be clearly labelled and accompanied with form AMI (Request for a school to administer medication). At the Senior School either the School Nurse or a Qualified First Aider will administer the medication. At the Junior School a Qualified First Aider will administer the medication.

For non-prescribed ('over the counter') medication either the School Nurse, a Qualified First Aider or those that have OPUS Medicines Training will administer it at the Senior School. At the Junior School a Qualified First Aider will administer the non-prescribed medication provided parental consent has been sought.

If a child has a medical condition which requires regular access to medication, the Headmistress/ Head of the Junior School/ School Nurse should be informed so that an appropriate regime can be devised. In such cases, relevant members of staff will be informed, in confidence, of any condition that is likely to affect her in any area of school life. The School will always work with parents in making arrangements that work best for her.

A consent form is sent out to all parents at both the Senior and Junior Schools in order to obtain consent to administer non-prescribed 'over the counter' medication to all pupils and it is the parents responsibility to notify the school of any changes.

Review of this policy

The Governors of Walthamstow Hall, who are responsible for the provision of first aid at the school, have charged the Health and Safety Committee with reviewing the policy regularly and considering what changes to procedures need to be made in the light of accidents.

Reviewed May 2019
Next Review Date May 2020

Signed:Date:

Mrs J Adams
Chair of Governors

Appendix I

Infection control guidance for suspected viral gastroenteritis in school/nursery

Hand washing

- Staff must wash their hands with liquid soap and water and dry them thoroughly with paper towels before and after preparing/handling/serving/eating food, toileting and after contact with potentially infected items/surfaces and before and after putting on personal protection equipment (PPE). (NB alcohol hand gel is not effective against certain viruses that can cause gastroenteritis illness).
- Children should be advised and educated on appropriate times to wash their hands and supervised and assisted to achieve this.
- Ensure liquid soap and disposable paper towels are available in all toilets and sinks should be of an appropriate height.

Exclusion of staff and pupils

- Children should be excluded until 48 hours symptom free.
- A child who is symptomatic in nursery/school should be isolated until collected.
- Send home any staff that becomes unwell whilst working and ensure they are excluded from work until 48 hours symptom free.
- Check there are no symptomatic food handlers on duty. (Do not use any exposed food that may have been prepared whilst kitchen staff were developing symptoms).

Additional information for staff

- Allocate staff for the duration of the outbreak to work in specific rooms (if nursery divided into rooms) to reduce transmission from affected to non-affected areas.
- All staff should wear disposable aprons and gloves for direct contact with body fluids and / or excretions and handling linen.
- Staff should change clothing on a daily basis.
- All staff handling soiled clothing/linen and in direct contact with body fluids and / or excretions should wear disposable aprons and gloves. Soiled items of clothing should be placed in a sealed plastic bag and taken home by the parents for washing separate to other items on a hot wash.

Additional Information for Parents

- Inform parents of the outbreak.

Cleaning and environmental measures

Cleaning

- For general cleaning during the outbreak, use detergent and hot water followed by a chlorine releasing agent, to a solution of 1000 ppm cold water on all hard surface, taking into

account manufactures instructions, they should be rinsed with fresh water and dried. A combined product such as Chlorclean may be used. The use of detergent alone is ineffective against norovirus.

- The route of cleaning must always be from unaffected to affected areas to minimise the risk of on-going transmission of norovirus. Separate cleaning equipment should be used for unaffected and affected areas.
- Ensure toilets, are thoroughly cleaned after each episode of diarrhoea.
- Use disposable cloths and mops/mop buckets during the outbreak (or dedicated mops if disposable mops cannot be provided). All mop heads should be detachable and washable. They should be laundered at 70° C and the mop should then be inverted to dry thoroughly. Mops and water should not be left in buckets as water can quickly become contaminated and if used later, can spread the infection within the environment. Mop buckets must be cleaned disinfected and dried between uses. All other equipment such as steam cleaners etc. (including detachable tools) must be cleaned and wiped with a disinfectant after use.
- Staff should use personal protective equipment to minimise the risk of personal exposure.
- During the outbreak do not vacuum or buff floors unless absolutely necessary, to prevent re-circulation of the virus
- All changing mats must be cleaned with hot water and detergent and dried thoroughly between uses.
- In the event of vomiting/diarrhoea incidents the area should be isolated and any vomit or faecal matter cleared up with paper towels or absorbent material, wearing full protective clothing including face mask. Clean the area from the outside working in with detergent and hot water, then on hard surfaces use a chlorine releasing agent diluted to 1000ppm taking into account manufactures instructions. Dispose of all paper towels and cleaning cloths within the room into a bag, which can be sealed and put into a yellow clinical waste bag. Ideally the area should be closed / sealed off for a minimum of two hours after the incident.
- Any frequently contacted surfaces should be cleaned at least twice daily, and after high usage times; this includes toilet seats, flush handles, taps, tables and door handles.

Environment

- Ensure the general environment remains uncluttered to allow effective cleaning of the environment; this may require limiting picture/wall hangings so that walls can be cleaned. The use of detergent alone is ineffective against norovirus.
- Any frequently contacted surfaces should be cleaned at least twice daily, and after high usage times; this includes toilet seats, flush handles, taps, tables and door handles.
- Ensure soft toys are washed on a hot wash and removed until outbreak over. Ensure toys are cleaned daily. Water, sand and Play-doh/Plasticine should be removed and disposed of and reinstated when the outbreak is over.

Crockery

- Crockery should be washed in a dishwasher if available; making sure it goes through the dishwasher cycle OR use the “2-sink” method of washing up with a hand - hot final rinse in the kitchen.

Laundry

- Any soiled linen items such as blankets/pillow cases/sheets should be washed in a separate load using the pre wash/sluice cycle and at the highest temperature the item can withstand – preferably in a cycle that reaches 65°C for 10 minutes or 71°C for at least three minutes.



WALTHAMSTOW HALL SCHOOL

REQUEST FOR A SCHOOL TO ADMINISTER MEDICATION

The school will not give your child medicine unless you complete and sign this form, and the Headmistress has agreed that school staff can administer the medicine.

Details of Pupil

Surname..... Forename..... Form

Date of Birth / /

Condition or illness

.....
.....

Medication

Parents must ensure that in date properly labelled medication is supplied.

Name/Type of Medication (as described on the container)

.....

Date dispensed

Expiry Date

.....

Full Directions for use:

Dosage, method and timing

.....
.....

NB Dosage can only be changed on a Doctor's instructions

Review Date

Parent Signature

Teachers Signature

Headmistress Signature