



FIRST AID POLICY	
Reviewed by:	Rebecca Munro - Bursar
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Next Review due:	July 2023

## **First Aid Policy (including Medical Room)**

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## 1. Aims

The aims of the First Aid Policy are to:

- Ensure the health and safety of all staff, pupils and visitors
- Ensure the staff and governors are aware of their responsibilities with regard to health and safety
- Provide a framework for responding to an incident, reporting and recording the outcomes

## 2. Legislation and Guidance

Early Years: This policy is based on the **Statutory Framework for the Early Years Foundation Stage**, advice from the Department for Education on **First Aid in Schools** and **Health and Safety in Schools**, and the following legislation:

- **The Health and Safety (First Aid) Regulations 1981**, which state that employers must provide adequate and appropriate equipment and facilities to enable first aid to be administered to employees, and qualified first aid personnel.
- **The Management of Health and Safety at Work Regulations 1999**, which require employers to carry out risk assessments, make arrangements to implement necessary measures and arrange for appropriate information and training.
- **The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013**, which state that some accidents must be reported to the Health and Safety Executive (HSE) and set out the time frame for this and how long records must be kept.
- **The Education (Independent Schools Standards) Regulations 2014**, which require that suitable space is provided to cater for medical and therapy needs of pupils.

## 3. Roles and Responsibilities

In schools with Early Years Foundation Stage Provision, at least one person who has a current Paediatric First Aid certificate must be on the premises at all times.

*NB: (HSE The Health and safety (First-Aid) Regulations 1981 – the following Health professionals are exempt from a qualification in first aid - nurses registered with the Nursing and Midwifery Council)*

In all settings, and dependent upon an assessment of First Aid needs, employers must usually have a sufficient number of suitably trained first aiders to care for employees whilst at work.

Section 3.1 below sets out the expectations of appointed persons and first aiders as set out in the 2013 First Aid Regulations and the DfE guidance listed in Section 2.

### 3.1 Appointed Persons and First Aiders

Ballard School employs a registered nurse who has professional responsibility for the care of the pupils who need or seek advice and support for their medical/health needs. The School Nurse is contactable in the medical room on extension 14 or by mobile phone on 07850 503483. The School Nurse working hours are 8.30am - 4.00pm.

Outside of these hours and when the School Nurse is off-site, a First Aider will be available, contacted via Main Reception. A list of qualified First Aiders is held in Main Reception and each staff room.

School Nurse is responsible for:

- Taking charge when someone is injured or becomes unwell
- Ensuring there are an adequate supply of medical materials in first aid kits and replenishing the kits
- Ensuring that an ambulance or other professional medical help is sought when appropriate
- Supporting and managing medical conditions of pupils within School
- Ensuring that First Aiders have an appropriate qualification, keep training updated and remain competent for their role
- Ensuring all staff are aware of first aid procedures
- Ensuring appropriate risk assessments are completed and appropriate measures are put into place
- Maintaining the medical room
- Administering medication as prescribed or in accordance with the Homely Remedies Policy in Appendix 4
- Reporting specified incidents to the HSE (RIDDOR), when necessary

First Aiders are responsible for:

- Acting as first responders to any incidents; assessing the situation and providing immediate and appropriate treatment
- Sending pupils home, where necessary
- Completing an accident form after an incident

### **3.2 The Governing Board**

The Governing board has ultimate responsibility for Health and Safety matters in the School, but delegates operational matters and day-to-day tasks to the Headmaster and staff members.

### **3.3 The Headmaster**

The Headmaster is responsible for the implementation of this policy by the School Nurse.

### **3.4 The Staff**

School staff are responsible for:

- Ensuring they follow first aid procedures

- Ensuring they know how to contact the School Nurse in an emergency
- Informing the Headmaster or the School Nurse of any specific health conditions or first aid needs

#### **4. First Aid Procedures**

##### **4.1 In-School Procedures**

In the event of an accident resulting in injury:

- The closest member of staff will assess the seriousness of the injury and seek the assistance of the School Nurse or qualified First Aider who will provide treatment as necessary
- If necessary, further medical assistance will be sought. The School Nurse or First Aider will remain on the scene until further help arrives
- If the School Nurse or First Aider decides a pupil is too unwell to remain in School, parents will be contacted and asked to collect their child
- If emergency services are contacted the School Nurse or First Aider will contact parents as soon as they are able
- The School Nurse will record all accidents in the accident book and any other contacts on SIMS
- The First Aiders will record all accidents in the accident book and report all other contacts to the School Nurse

In the event of a pupil or staff member becoming unwell at School:

- The pupil will be sent by a staff member to the medical room
- Any staff member may contact the School Nurse for medical advice
- Any staff member may administer an inhaler, antihistamine or EpiPen in an emergency

##### **Hygiene Procedures for dealing with the spillage of body fluids:**

If there is spillage, a 'spillage kit' must be used.

Guidelines:   Wear gloves/apron, if necessary  
                     Use disposable cloths  
                     Place all dirty waste in yellow bag  
                     Dispose in Sanicare bin in medical room  
                     Wash hands thoroughly

##### **4.2 Off-site Procedures**

When taking pupils off the School premises, staff will ensure they have the following:

- Mobile Phone
- First Aid Kit

- Medical forms for pupils off-site
- Parents' contact details
- Risk assessments for individual pupils, where appropriate

**Early Years** – there will always be at least one First Aider with current paediatric first aid certificate on all off-site activities with Early Years (N-R) as required by **Statutory Framework for Early Years Foundation Stage**.

As far as is possible, there will be a trained First Aider on all off-Site activities with pupils.

## 5. First Aid Equipment

First aid kits in School will include at least the following items:

- Bandages
- Triangular bandage
- Adhesive tape
- Disposable gloves
- Antiseptic wipes
- Dressings
- Assorted plasters
- Scissors
- Ice packs
- Sterile water

First aid kits are kept in the following locations within School:

- High Risk areas: Science Labs  
Food Technology  
DT department  
Kitchen  
PE Office  
Astro Pitch  
Swimming Pool
- Medium Risk areas: Art Department  
Pre-Prep Department  
Performing Arts Centre  
Boys' Changing Room  
Cricket Pavilion  
Minibuses
- Low Risk areas: Senior Staff Room  
Music Department  
Main Reception  
Bursar's Office

## 6. Supporting and Managing Pupils with Medical Conditions within School

Most pupils will at some time have medical/health needs that may affect their participation in School life. For many, these may be short-term. However, for others there may be long-term medical and health needs which, if not properly managed, could limit their access to School and ability to take part in all aspects of School life. The School will put into place effective management systems to support

individual pupils with medical or health needs whilst in School. However, staff may need to take extra care in supervising some activities to ensure these and other pupils are not put at risk. Pupils with medical/health needs are positively encouraged to participate in off-site activities and trips wherever safety permits. The School Nurse will liaise with the teacher in charge and the parent/guardian to develop a health plan to support the pupil's needs. **Staff supervising off-site activities and trips should ensure they are aware of the relevant health care or medical needs of the pupils in their care.**

The School therefore needs to know about any medical/health needs before the pupil joins the School or when a pupil develops a medical condition. For pupils who may need to attend hospital appointments on a regular basis, special arrangements may also be necessary.

Any pupil who has long-term medical/health needs will require an individual health care plan drawn up by the School Nurse in consultation with parents/guardian and other relevant health professionals. With parental consent the health care plan will be shared with the Head of Year, Form Tutor and relevant staff.

## **7. Record Keeping and Reporting**

### **7.1 First Aid and Accident Record Book**

- An accident form will be completed by the School Nurse or First Aider as soon as possible after an accident resulting in injury
- The accident form will be kept in the pupils' medical records or the staff medical file
- All first aid incidences and accidents will be reported to the School Nurse and recorded on SIMS
- All staff accident records will be kept in accordance with the Schools' Retention Policy under GDPR

### **7.2 Reporting to the HSE**

The School Nurse will keep a record of any accident which results in a reportable injury, disease or dangerous occurrence as defined in the **RIDDOR 2013 legislation (regulations 4, 5, 6 and 7)**.

The School Nurse will report these to the Health and Safety Executive as soon as is reasonably practicable and in any event within 10 days of the incident.

Reportable injuries, diseases or dangerous occurrences include:

- Death
- Fractures; other than to fingers, thumbs or toes
- Amputations
- Any injury leading to permanent loss of sight or reduction in sight
- Any crush injury to the head or torso causing damage to brain or internal organs
- Serious burns (including scalding)

- Scalping requiring hospital treatment
- Any loss of consciousness caused by head injury or asphyxia
- Any other injury arising from working in an enclosed space which leads to hypothermia or heat induced illness or requires resuscitation or admittance to hospital for more than 24 hours
- Injuries when employee is unable to work for more than seven consecutive days
- If an accident leads to someone being taken to hospital
- Near miss events – i.e. Collapse or failure of load bearing parts of lift and lifting equipment; accidental release of biological agent likely to cause illness; accidental release or escape of any substance that may cause serious injury or damage to health; an electrical short circuit or overload causing fire or explosion

### **7.3 Notifying Parents**

The School Nurse or First Aider will inform parents of any serious accident or injury sustained by a pupil, and any treatment given, as soon as is reasonably practicable.

### **7.4 Reporting to ISI and Child Protection Agencies**

The School Nurse will notify ISI and Children Services of any serious accident, illness or injury to or death of a pupil whilst in the school care. This will happen as soon as is reasonably practicable and no later than 14 days after the incident.

## **8. Training**

A large number of school staff are trained in First Aid. A record is kept of the specific qualifications and a copy of any certificates.

First Aid training courses will be arranged annually to keep appropriate staff training updated.

Early Years – At all times, at least one member of staff will have a current paediatric First Aid certificate which meets the requirements set out in the **Early Years Foundation Stage Statutory Framework** and is updated at least every three years.

## **9. Policy Review**

The policy will be reviewed every three years.

After review, the policy will be approved by the Leadership Team and Governors.

## **10. Links with other School Policies**

- Health and Safety Policy
- Risk Assessment Policy
- Head Injury and Concussion Policy
- Medicine and Homely Remedies Policy



## **APPENDIX 1: List of Staff with First Aid Qualifications**

Jacqui Besley – Registered Nurse and Specialist Community Public Health Practitioner – NMC registered (list updated September 2021)

<b>Name</b>	<b>Course</b>	<b>Date Completed</b>	<b>Date Expires</b>
Rachel Wright	Emergency First Aid 1 day	8-Sep-21	Sep-24
Natalie Timbrell	Emergency First Aid 1 day	8-Sep-21	Sep-24
Dan Winch	Emergency First Aid 1 day	8-Sep-21	Sep-24
Alison Green	Emergency First Aid 1 day	8-Sep-21	Sep-24
Sophie Green	Emergency First Aid 1 day	8-Sep-21	Sep-24
Tina Darby	Emergency First Aid 1 day	8-Sep-21	Sep-24
Kris Laurent	Emergency First Aid 1 day	8-Sep-21	Sep-24
Sam Hacker	Paediatric First Aid 2 days	Jul-21	Jul-24
Emma Travis	Forest School First Aid 2 days	Jun-21	Jul-24
Lise Verdon	Forest School First Aid 2 days	Jun-21	Jul-24
Hannah Miller	STA swim safety award	19-Apr-21	Apr-23
Rhiannah White	STA swim safety award	19-Apr-21	Apr-23
Finn Wood	STA swim safety award	19-Apr-21	Apr-23
Mary Marshall	STA swim safety award	19-Apr-21	Apr-23
Dan Winch	STA swim safety award	19-Apr-21	Apr-23
Sam Hacker	STA swim safety award	19-Apr-21	Apr-23
David McNeice	STA swim safety award	19-Apr-21	Apr-23
Abbie Vernon	STA swim safety award	19-Apr-21	Apr-23
Jo Edwards	Paediatric First Aid 2 days blended	Sep-20	Sep-23
Lise Verdon	Paediatric First Aid 2 days blended	Sep-20	Sep-23
Katherine Fowler	Paediatric First Aid 2 days blended	Sep-20	Sep-23
Georgia Case	Paediatric First Aid 2 days blended	Sep-20	Sep-23
Amanda Harber	Paediatric First Aid 2 days blended	Sep-20	Sep-23
Lucy Spicer	Paediatric First Aid 2 days blended	Sep-20	Sep-23
Nicola Davey	Paediatric First Aid 2 days blended	Sep-20	Sep-23
Kerry Knight	Paediatric First Aid 2 days blended	Sep-20	Sep-23
Suzie Rayner	Paediatric First Aid 2 days blended	Sep-20	Sep-23
Rebecca Munro	First Aid at Work 3 days	Jul-20	Jul-23
Lynsey Davis	First Aid at Work 3 days	Dec-19	Dec-22

Richard Hastings	First Aid at Work 3 days	Dec-19	Dec-22
JP Fenton	Emergency First Aid 1 day	Nov-19	Nov-22
Abbie Vernon	Emergency First Aid 1 day	Nov-19	Nov-22
Ellen Liddiard	Emergency First Aid 1 day	Nov-19	Nov-22
Donna Goult	Emergency First Aid 1 day	Nov-19	Nov-22
Sally Anne Kingsley-Smith	Emergency First Aid 1 day	Nov-19	Nov-22
Sarah Goodfellow	Emergency First Aid 1 day	Nov-19	Nov-22
Jane Hunt	Emergency First Aid 1 day	Nov-19	Nov-22
Rebecca Abraham	Emergency First Aid 1 day	Nov-19	Nov-22
Mary Marshall	Emergency First Aid 1 day	Apr-19	Apr-22
Andy Marshall	Emergency First Aid 1 day	Apr-19	Apr-22
Finn Wood	Emergency First Aid 1 day	Apr-19	Apr-22
Belinda Hand	Emergency First Aid 1 day	Mar-19	Mar-22
Justin Whitbread	Emergency First Aid 1 day	Mar-19	Mar-22
Jim Harrowven	Emergency First Aid 1 day	Jan-19	Jan-22
Lucy Spicer	Emergency First Aid 1 day	Jan-19	Jan-22

## **APPENDIX 2: Supporting and Managing those with Medical Conditions in School**

### **Anaphylaxis:**

Anaphylaxis is a severe and potentially life-threatening allergic reaction. Anaphylaxis may occur within minutes of exposure to the allergen, although sometimes it can take hours. It can be life threatening if not treated quickly with adrenaline. Anaphylaxis can be accompanied by shock (known as anaphylactic shock): this is the most extreme form of allergic reaction. Common triggers of anaphylaxis include: Peanuts and tree nuts (most common triggers); other foods such as dairy products, egg, fish, shellfish and soya; insect stings; latex; drugs.

Parents are asked to fill in a medical form before their child's admission to the School. There is a section on this form to indicate if their child has any allergies and to detail any regular medication that the child may be receiving for this condition and any emergency medication the pupil may need in the event of a severe allergic reaction. Parents are expected to inform the School Nurse of any changes to their child's medical condition and any new medication they may be taking. Pupils are made aware when they receive their auto-injectors from their Consultants of how to use them and in what circumstance. The School Nurse will deliver a staff briefing on what to do in the event of a severe allergic reaction and how to administer emergency medication in this situation on an annual basis. Staff are encouraged to attend the medical room for a practical demonstration of the use of auto-injectors and a brief talk about anaphylaxis before they go on any trips.

Parents are asked to supply two adrenaline auto-injector devices and an oral antihistamine for their child, to be kept in the medical room in a box clearly labelled with the pupil's name, photograph and medication details. The emergency boxes are stored at room temperature in an accessible drawer in Main Reception, that is unlocked during school opening hours. Some parents prefer that their child carries one auto-injector with them at all times. If this is the case, a note is placed in the top of the emergency box with the other auto-injector to explain this.

The School Nurse takes responsibility for monitoring expiry dates on those auto-injectors kept in Main Reception and let parents know when it is about to expire.

### **Trips**

A pupil's allergy status is given to all trip leaders and sports team coaches. Staff are aware of the need to discuss with the School Nurse any pupils with specific health needs and medication, including anaphylaxis and the provision and use of auto-injectors. The School Nurse will be informed as soon as is practicably possible if any medication is given on a school trip or sports event.

### **PE/Sports**

It is expected that pupils bring their emergency medication to any sporting activity. Medical assistance should be sought immediately if a pupil is suffering from symptoms of anaphylaxis.

### **Asthma:**

Asthma is a long-term medical condition which affects the airways – the small tubes that carry air in and out of the lungs. When a pupil with asthma comes into contact with something that irritates their airways (an asthma trigger) the muscles around the walls of the airways tighten so that the airways become narrower. The lining of the airways becomes inflamed and starts to swell. These reactions cause the airways to become narrower and irritated making it difficult to breath and leading to the symptoms of asthma.

Through the medical form completed before their child's admission to the School, parents are asked to indicate if their child is asthmatic and to detail any regular medication that the child may be receiving for this condition. Parents are expected to inform the School Nurse of any changes to their child's medical condition and any new medication they may be taking. Parents are asked to supply a spare, named and

prescribed inhaler for their child to be kept in the medical room. In some cases, with older pupils or pupils with more serious asthma some parents prefer their child to carry an inhaler with them.

The School Nurse takes responsibility for monitoring expiry dates of inhalers stored in the medical room and also for letting parents know when the device is about to expire so an up-to-date inhaler can be brought into School. Pupils are encouraged to use their inhaler themselves and are taught the correct procedure by the School Nurse if they are not sure or haven't been taught. Different spacing devices are available in the medical room to ensure the medicine is delivered efficiently. Pupils are encouraged to use these devices as there is strong evidence that the dose is delivered much more efficiently via one of these.

The School is permitted to hold a spare inhaler on the premises for use in an emergency. The spare inhaler will only be administered to those pupils who have been diagnosed as asthmatic and whose parents have signed a consent form agreeing to the emergency use of the spare inhaler. The inhaler is clearly labelled and can be found in the inhaler cubby hole in the medical room.

### **Trips**

A pupil's asthma status is given to all trip leaders and sports team coaches. Staff are aware of the need to discuss with the School Nurse any pupils with specific health needs and medication, including asthma and the provision and use of inhalers. The School Nurse will be informed as soon as is practicably possible if any medication is given on a school trip or sports event.

### **PE/Sports**

It is expected that pupils bring their reliever inhaler to any sporting activity. Medical assistance should be sought if a pupil is suffering from symptoms of an asthma attack and the symptoms are getting worse.

### **Diabetes:**

Diabetes is a long-term medical condition where the concentration of glucose (sugar) in the blood is too high because the body cannot use it properly. This happens because:

- The body does not make enough insulin;
- The insulin does not work properly;
- Or sometimes it is a combination of both.

There are two main types of diabetes; Type 1 and Type 2.

#### **Type 1 Diabetes**

This develops if the body is unable to produce insulin. Pupils with this form of diabetes need to replace their missing insulin, so will need to take insulin (usually via pump or injection) for the rest of their lives. This is the more common form of diabetes in people under 40 years of age.

#### **Type 2 Diabetes**

This develops when the body can still make some insulin but not enough, or when the insulin that is produced does not work properly (known as insulin resistance). This mainly occurs in adults (but not exclusively) and is often linked to being overweight.

Through the medical form completed before their child's admission to the School, parents are asked to indicate on the form if their child is diabetic and to detail medication and/ or treatment that their child may be receiving for this condition. Parents are expected to inform the School Nurse of any changes to their child's medical condition and any new medication or treatment they may be receiving. Pupils and their parents will have been taught by their local Paediatric Diabetes Service how to manage their diabetes and how to administer insulin, whether that be via pump or injection. The School Nurse will liaise with both the Paediatric Diabetes Service, and the pupil and their parents, prior to starting School and will agree an IHCP (Individual Health Care Plan) for the pupil. The School Nurse will identify and arrange any training needs or

updates that need to take place, ensuring the staff are competent to support the pupil with their diabetes in School. The IHCP will be reviewed annually or when there is any need for change as initiated by the parents or the Paediatric Diabetes Service.

Parents are asked to supply spare medication and equipment related to their child's diabetes and emergency supplies for the treatment of a hypoglycaemic episode as indicated in their IHCP. This will be stored in the Medical Room in a named emergency box. Pupils are actively encouraged to keep blood sugar testing equipment with them at all times. The School Nurse takes responsibility for monitoring expiry dates of medication and equipment stored in the Medical Room and will let parents know when an expiry date is approaching, so that arrangements can be made to replace any supplies.

### **Trips**

All serious medical conditions are given to all trip leaders and sports team coaches. Staff are aware of the need to discuss with the School Nurse any pupils with specific health needs and medication including diabetes and the provision and administration of emergency medication.

### **PE/Sports**

Exercise and physical activity is good for everyone, including those with diabetes. Diabetes should not stop pupils from being active or being selected to represent the School or other sporting teams. However, pupils will have been made aware by their Diabetic team of the need to prepare more carefully and how to do so for all forms of physical activity, as all types of activity use up glucose.

### **Epilepsy:**

Epilepsy is a tendency to have seizures (sometimes called fits). A seizure is caused by a sudden burst of intense electrical activity in the brain. This causes a temporary disruption to the way that messages are passed between brain cells, so the brain's messages briefly pause or become mixed up. There are many different kinds of epilepsy and about 40 different seizure types. The type of treatment given, or action taken will depend on the type of seizure. The most commonly diagnosed seizures are:

1. Absence seizures where a pupil may appear as though they are day-dreaming or are inattentive but actually the pupil has briefly lost consciousness. The pupil may stop what they are doing and blink, stare and look vague for a few seconds.
2. Myoclonic seizures involve sudden contractions of the muscles; this may be just the arms or head but can occasionally be the whole body. No first aid is needed unless the pupil is injured.
3. Tonic-clonic seizures are the most widely recognised epileptic seizure. In this type of seizure, the pupil loses consciousness, the body stiffens and then they fall to the ground. This is followed by jerky movements called convulsions. Sometimes the pupil will lose control of their bladder or bowel.
4. Prolonged episodes of seizures are known as Status Epilepticus. This is where seizures are prolonged, and the pupil may not regain consciousness. If this continues for longer than 30 minutes the stress on the pupil's body may cause brain damage.

Through the medical form completed before their child's admission to the School, parents are asked to indicate on the form if their child has epilepsy and to detail any regular medication that the child may be receiving for this condition. Parents are expected to inform the School Nurse of any changes to their child's medical condition and any new medication they may be taking. Most pupils with epilepsy take their regular medication at home but there may be times when a pupil will be required to take some medication during the school day. The medicine will then be stored in a locked medicine cupboard in the medical room and administered as prescribed. All pupils with epilepsy will have an Individual Health Care Plan which can help the School and relevant staff to clarify possible triggers and treatment in case of an emergency.

**Trips**

A pupil's epilepsy status is given to all trip leaders and sports team coaches. Staff are aware of the need to discuss with the School Nurse any pupils with specific health needs and medication, including epilepsy and the provision and use of any related medication. The School Nurse will be informed as soon as is practicably possible if any medication is given on a school trip or sports event.

**PE/Sports**

Sports staff are made aware of pupils with epilepsy - exercise and physical activity is good for every child and young person including those with epilepsy. With the relevant safety precautions pupils with epilepsy can take part in most, if not all, school activities including sport. Many pupils with epilepsy have their seizures completely controlled by medication and do not need to take any more safety precautions than anyone else. As epilepsy is such a varied condition good communication between schools and young people and their families is important for ensuring that pupils with epilepsy are fully included in all activities.

### APPENDIX 3: Head Injury and Concussion Policy

Aims of this policy:

1. To alert staff to the risk factors and the warning signs of head injury/ concussion
2. Provide guidance for all staff regarding the procedure for the management of pupils who sustain a concussion
3. Provide guidance for all staff supporting pupils in School who have sustained concussion to ensure that they: Stay healthy; Stay safe; Enjoy and make a positive contribution
4. Ensure all pupils with concussion fully participate in all aspects of school life in line with the RFU Gradual Return to Play
5. Work in partnership with all parties involved with pupils including staff, parents, medical staff and outside agencies to ensure this policy is implemented and maintained successfully.

Minor head injuries occur from any bump or blow to the head. Symptoms of a minor head injury include: - Headache - Dizziness - Feeling sleepy. Any pupil who sustains a head injury should be escorted to the Medical Room by staff, assessed by the School Nurse and treated as required. This may involve initial observation, before returning to lessons, but with further observations throughout the day. Parents must always be informed of any head injury and a Head Injury Instruction advice sheet will be provided.

**Concussion** is a disturbance of the normal working of the brain without there being any structural damage. It is usually caused by a blow directly to the head or indirectly if the head is shaken or body is struck. It is important to recognise that most concussions occur without there being any loss of consciousness. Concussion can occur in many situations in the school environment, but the potential is probably greatest during activities where collisions can occur such as the playground, or sport and PE. The nature of rugby specifically, means that concussion can occur in training or matches. Pupils may also get concussion when doing activities out of school but return to school with signs and symptoms. It is important that these situations are recognised as the concussion may affect their academic performance and/or their behaviour, as well as putting them at risk of more serious consequences should they sustain another concussion before recovery.

**Recognise a concussion:** The common signs and symptoms of concussion are listed below. If a pupil shows any of the signs described as a result of a direct blow to the head, face, neck or elsewhere on the body with a force being transmitted to the head, they have suspected concussion.

Key signs and symptoms:

- Loss of consciousness - players do not have to be knocked out to be concussed but loss of consciousness indicates the brain function has been disturbed and the player has been concussed.
- Convulsion/fit- this is usually not like an epileptic fit and is often very short-lived. It is usually a “stiff” posture the player goes into for a few seconds
- Nausea or vomiting - feeling sick or being sick on the pitch
- Unsteady on legs - staggering around

## **IF A PUPIL PRESENTS WITH THESE SYMPTOMS 999 WILL BE CALLED**

More subtle signs to look out for:

- Inappropriate or unusual behaviour - the player may face the wrong way
- Slowed reactions; such as dropping a ball. Slow reactions to questions or instructions
- Vacant expression - a player who looks 'lost'
- Confusion/disorientation - persistent headache

### **Management of Concussion**

When a pupil sustains a head/neck injury or is suspected of such, they must be attended to by a suitably trained person who is confident to assess the injury and look for signs of concussion. The RFU guidelines suggest every team has access to a qualified First Aider as a minimum requirement. If there is not a suitably trained person available, the pupil should be transported to hospital for assessment or 999 should be called.

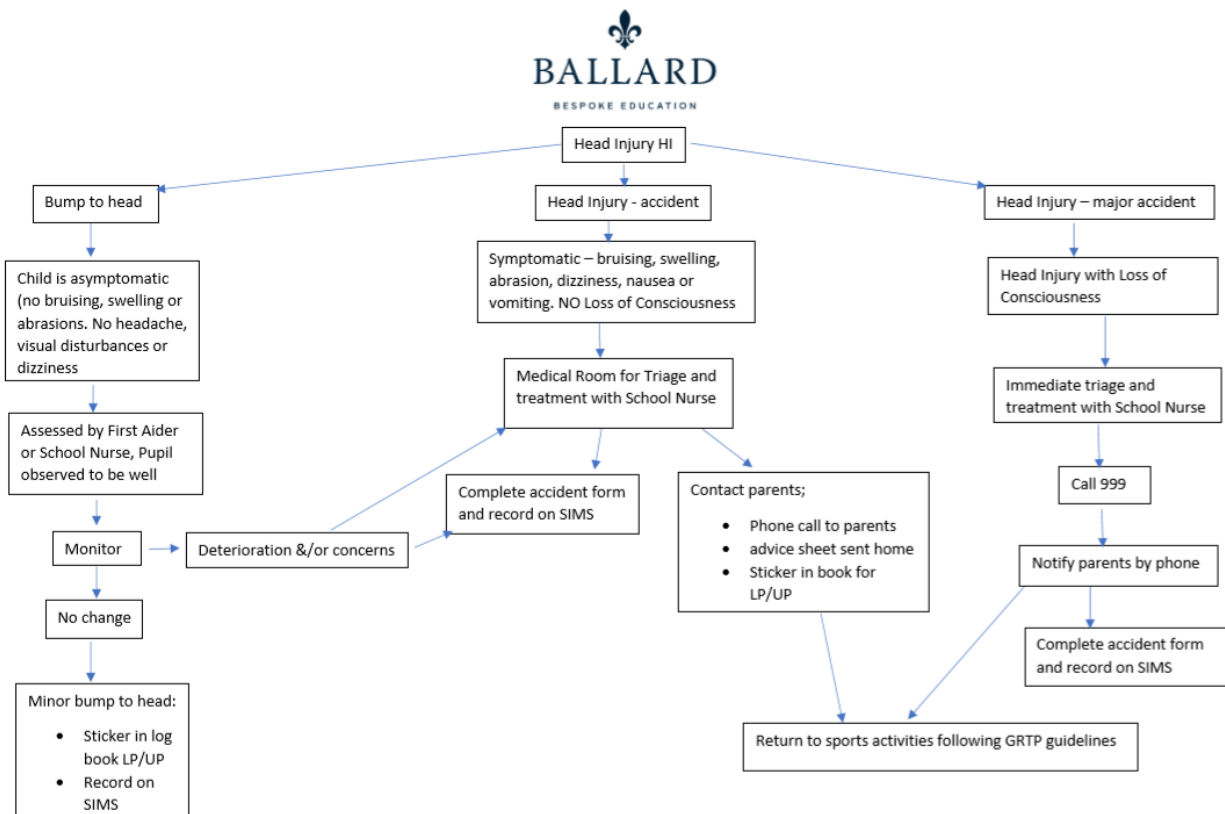
### **Recovery After a Concussion**

Recovery time can vary greatly. The majority of concussions resolve in 7-10 days, but this may be longer in children and adolescents. Therefore, a more conservative approach should be taken with them.

- Rest: individuals should avoid the following initially and to gradually reintroduce them: Reading - TV - Computer games - Driving
- It is reasonable for a pupil to miss a day or two of academic studies and pupils should not return to school until initial symptoms such as dizziness and headaches are resolved
- On returning to School, teachers should be made aware of the pupils' head injury/concussion  
Teaching staff should alert the School Nurse to any concerns
- Start Gradual Return to Play (GRTP) once all symptoms are resolved. Parents/School/Club (if known) must be informed using our Concussion and GRTP guidelines.



## Head Injury Flow chart



## Head Injury Advice Sheet for Parents

Children have many bangs to the head, and it can be difficult to tell whether they are serious or not. Most head injuries are not serious and simply result in a bump or bruise, but occasionally head injuries can result in damage to the brain.



## Head Injury Advice

### How can I look after my Child?

- Plenty of rest initially. A gradual return to normal activities/school is always recommended.
- Increase activities only as symptoms improve.
- Best to avoid computer games, sporting activities and excessive exercise until all symptoms improved.

### Concussion:

- Symptoms of concussion include – mild headache, nausea, dizziness, difficulty concentrating, tiredness. These can last for a few days, or weeks. Usually symptoms resolve after a little time.
- Concussion can occur after a mild head injury, even if they have not been 'knocked out'.
- Most children recover fully and quickly but some can experience long term effects, especially if return to sports too quickly. It is important that your child has a gradual return to normal activities and that they are assessed by a doctor before beginning activities that may result in them having another head injury.
- If you are at all concerned you should seek medical advice from your GP.

### Back to School/Nursery:

- Return to school once you feel that they have sufficiently recovered.
- Try not to leave your child alone at home for the first 48 hours after a significant head injury.

### Returning to Sport Activities:

- Repeated head injury during recovery from concussion can cause long term damage to a child's brain.
- Expect to stay off sport until at least 2 weeks after symptoms have resolved.
- Discuss with school a gradual return to full activity.
- If concerned, then seek medical advice from GP.

Further information available at: [www.childbraininjurytrust.org.uk](http://www.childbraininjurytrust.org.uk)

## **APPENDIX 4: Medicines and Homely Remedies Policy**

### **Medicines:**

It should be noted that staff should not administer any drugs to pupils, with only the following exceptions:

- Any member of staff may administer an inhaler, antihistamine or an Epipen/auto-injector in an emergency
- Staff who have signed the 'Administration of Medication Protocol for Staff' may administer paracetamol and other medications if on a School trip
- A member of staff may take responsibility for looking after prescribed drugs, which have been provided by the parents, for a pupil to self-administer.

### **Prescribed Medication**

Pupils are encouraged to administer their own medication when appropriate; e.g. insulin, inhalers. After an initial assessment with the School Nurse and discussion with the pupil and parents, a pupil may carry such medicines. These should be named. Pupils who do not wish to carry their medication have it stored in the Medical Room. For all pupils who have prescribed Epipen/auto-injectors there is always at least one Epipen/auto-injector stored in Main Reception. Spare inhalers are stored in the Medical Room.

### **Non-Prescription Medicines**

A small stock of non-prescription medicines (Homely remedies) is kept in a locked cupboard in the Medical Room. These are administered if consent has been obtained on the medical form. When non-prescription medicines have been given to a pupil, the pupil is issued with an advice slip to take home, advising parents of the medication given and the reason for this.

**The School Nurse only will usually administer these non-prescription medicines.**

### **Homely remedies:**

Definition: A homely remedy is a product that can be obtained, without a prescription, for the relief of a minor, self-limiting ailment.

The School Nurse will decide which Homely remedies are to be kept in the Medical Room. If the symptoms persist, or give cause for concern, medical advice should be obtained in case they are masking more serious underlying conditions. Administration of Homely Remedies must only be undertaken by a trained nurse with appropriate knowledge of these medications. Conditions to consider for treatment using a Homely Remedy include (but is not exclusive):

- Indigestion
- Mild pain
- Coughs/colds
- Hayfever/allergic reactions
- Minor sports injuries

The School Nurse will consider the following, prior to giving the Homely remedy:

- Indications for use
- Name of medicine
- Dose and frequency
- Maximum dose and treatment period
- Cautions or contra-indications

These medicines may interact with medicines that a GP has prescribed and appropriate checks should be made prior to administration if concerned (e.g. referral to a current British National Formulary).

Parents are aware that they should inform the School Nurse if their child is prescribed any medication at any time.

Homely remedies will be kept in a locked medicine cupboard in the Medical Room. They will be separated from any named prescription medicines. Expiry dates will be checked regularly.

It is essential that all medicines that are given to pupils/staff are recorded to maintain accurate records and avoid possible overdosing. The School Nurse will record this on SIMS. A list of all those pupils whose parents have not given consent for Homely Remedies to be given will be kept on the inside of the locked medicine cupboard in the Medical Room. This list should be consulted prior to administration of a Homely remedy. Confirmation of this can also be found on the pupil's 'Medication Consent Form' completed at the time of on the pupil's admission to the School.

## **APPENDIX 5: Infection Control Policy 2020**

### **AIMS:**

This policy aims to provide the school community with guidance when preparing for, and where possible preventing, the spread of infection within the school. The Leadership Team and the School Nurse are committed to promoting the health and welfare of all its members of the school community. This Infection Control Policy runs alongside the practices and policies such as First Aid Policy, Medicine and Homely Remedies Policy, Safeguarding Policy and Guidance on Infection Control in the Education Setting set by the Government and Public Health England.

Students and staff are in close proximity as the care and education provided is individual and personal, students and staff are also sharing classrooms and interacting with one another within these. This situation allows the spread by direct contact, respiratory means, touching infected items, blood borne passed during first aid or gastrointestinal spread due to contamination of food or drink.

Infections in this environment may spread faster due to:

- A young person's immune system being immature
- No vaccinations or incomplete courses of vaccinations
- Young people often have close contact with other young people and staff
- Young people can lack understanding of good hygiene practices

To reduce the risk of infection and its subsequent spread the school encourages all students and staff to:

- Be up to date with all the immunisations recommended
- Keep the environment clean
- To have good hand washing practices (thorough and regular)

### **PLANNING AND PREPARING:**

In the event of the school becoming aware that a pupil or member of staff has an infectious illness we would immediately consult with the Public Health Agency and inform parents of their advice. During an outbreak of an infectious illness such as pandemic influenza the school will seek to operate as normally as possible but will plan for higher levels of staff absence. The decision on whether school should remain open or close will be based on medical evidence. This will be discussed with the Public Health Agency. It is likely that school will remain open but we recognise the fact that both the illness itself and the caring responsibilities of staff will impact staff absence levels. The school will close if we cannot provide adequate supervision for the children. Students will be asked to complete work at home and in prolonged cases Distance and Online Learning will be used.

### **PRINCIPLES:**

The school recognises that infections such as influenza are not new, but that there are also times such as Coronavirus 2020 that will require the need to be flexible and adapt swiftly in order to meet Department of Health Guidelines and or Government Advice. No-one knows exactly when the school will be faced with having to deal with a potentially contagious illness amongst its community. We recognise the need to be prepared. Infections are likely to spread particularly rapidly in schools and as children may have no residual immunity, they could be amongst the groups worst affected. We recognise that closing the school may be

necessary in exceptional circumstances in order to control an infection. However, we will strive to remain open unless advised otherwise. Clear communication on promoting healthy living and good hand hygiene. School staff will give students positive messages about health and well-being through lessons, PSHE and through conversations with students.

### **INFECTION CONTROL:**

Infections are usually spread from person to person by close contact, for example:

- Infected people can pass a virus to others through large droplets when coughing, sneezing or even talking within a close distance.
- Through direct contact with an infected person: for example, if you shake or hold their hand, and then touch your own mouth, eyes or nose without first washing your hands.
- By touching objects (e.g. door handles, light switches) that have previously been touched by an infected person, then touching your own mouth, eyes or nose without first washing your hands. Viruses can survive longer on hard surfaces than on soft or absorbent surface.

Staff and students are given the following advice about how to reduce the risk of passing on infections to others:

- Wash your hands regularly, particularly after coughing, sneezing or blowing your nose.
- Minimise contact between your hands and mouth/nose, unless you have just washed your hands.
- Cover your nose and mouth when coughing or sneezing.
- Do not attend school if you think you may have an infectious illness.

These messages are promoted in assemblies and through PSHE

### **HAND WASHING IS THE SINGLE MOST IMPORTANT PART OF INFECTION CONTROL IN SCHOOLS**

#### **Vulnerable Students and Staff:**

Any pupil considered vulnerable would have their needs assessed and a care plan in place that would be approved by medical professionals to ensure it was appropriate for their needs. This would be done on an individual basis for any pupils that was considered at risk.

Any staff member considered vulnerable will be cared for appropriately and measures put in place to protect their health as far as is possible. Staff medical records are kept confidential and shared as needed with LT.

#### **Immunisation:**

Staff should ensure they have had a full course of immunisations, in addition any member of staff who does personal care, cleaning or maintenance may also be encouraged to have a Hepatitis B immunisation. Pupils' parents and guardians would always be encouraged to follow NHS guidelines on immunisation and have students immunised according to the NHS guidance.

#### **Pregnant Staff:**

The greatest risk to pregnant staff comes from infections in their own household not the workplace. However, any pregnant member of staff who comes into contact with someone with an infection or rash

should consult her midwife or GP promptly. LT and line managers would be asked to arrange the staff members duties to avoid students with possible infectious illnesses. All pregnant staff would be excluded from animal contact.

### **School Nurse:**

The School Nurse at Ballard School is responsible for supporting and coordinating any response that may be required in the event of being notified of a member of the community being diagnosed with an infectious disease. The School Nurse requests that in the event of the diagnosis of any infectious disease that they are informed via email. This will allow the nurse to organise an appropriate response and inform those members of the community of any guidance that may be required, this would be done anonymously but would ensure that any at risk groups would be able to take any necessary precautions as advised.

### **Definitions:**

- **Infection:** An illness or disease passed between students and/or staff.
- **Exclusion:** To isolate a person from work, an area or activity reducing the risk of infection to others.
- **PPE:** Personal Protective Equipment. Disposable gloves, aprons and other items to cover clothing and shoes.
- **Bodily Fluids:** Any emission from the body, including blood, saliva, urine, faeces, mucus and vomit.
- **Hand Washing:** The process of cleaning hands in-line with NHS guidelines to remove contamination and reduce the spread of illness.
- **Outbreak:** Two or more linked cases with similar symptoms (or notifiable disease), such as:
  - Two or more cases of diarrhoea or vomiting or both
  - Scabies
  - Scarlet fever
  - Impetigo
- **Pandemic:** (of a disease) prevalent over a whole country or the world, requiring a national/worldwide response to protect the population.

### **Responsibilities:**

**Leadership Team:** Ensure that high quality training is given to staff, that procedures are followed, reviewed and developed. Coordinate any major outbreak that may occur including the contact of suitably qualified experts where necessary.

**School Nurse:** Will offer advice and expertise on any outbreak or suspected infection. This may include examining pupils/staff and liaising with other health professionals as required.

**Staff:** All staff are responsible for keeping the pupils and staff healthy. Staff must keep up their training in line with what is required for their role and not undertake tasks or procedures they are not trained for. It is imperative that staff cooperate with other staff and managers to keep pupils and staff healthy including but not limited to: hand washing and supporting pupils to wash their hands, keeping work areas and equipment clean, following good hygiene practices and procedures.

**Pupils:** May not be aware of potential or immediate dangers caused by poor hygiene they should, therefore, follow the guidance of staff.



## **Addendum January 2022: COVID 19**

### **Current Government advice as 5<sup>th</sup> January 2022:**

<https://www.gov.uk/government/collections/guidance-for-schools-coronavirus-covid-19>

<https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak>

### **Coronavirus (COVID-19)**

COVID-19 is a new illness that can affect the lungs and airways. It's caused by a virus called coronavirus.

#### **Main Symptoms**

Common signs of the infection include respiratory symptoms, fever >37.8, persistent cough, shortness of breath, breathing difficulties, loss of sense of smell and/or taste.

#### **Current Guidelines:**

Encouraging hand washing more often than usual, for at least 20 seconds using soap and hot water, particularly after coughing, sneezing or after being in public areas and before and after eating and drinking. The use of hand sanitiser is encouraged if there is no access to soap and hot water.

In line with current Government advice, we ask that if students and/or staff have either a high temperature (over 37.8) and/or a new, continuous cough and/or loss of taste or smell, they should stay at home for 10 days and be tested as soon as possible. If test is negative, they may return to school 48 hours after symptoms have cleared. This advice may change as the situation continues to develop. Please see advice sheet below for staff and Pupils

What to do if....	Action Needed....	Return to School when....
<p>My child has COVID-19 symptoms – Main symptoms identified by the Zoe COVID study:</p> <ul style="list-style-type: none"> <li>• Headache</li> <li>• Sore throat</li> <li>• Runny nose</li> <li>• Fever</li> <li>• Cough</li> <li>• Loss of sense of taste or smell</li> </ul> <p><a href="https://www.covid.joinzoe.com">www.covid.joinzoe.com</a></p>	<ul style="list-style-type: none"> <li>• Do not come to school</li> <li>• Self-isolate child for 10 days or may return on day 6 if 2 negative LFD 24 hours apart on days 5 &amp; 6</li> <li>• Date of test or first day of symptoms is day 0</li> <li>• Have a PCR COVID-19 test and inform school of result</li> <li>• LFT only to be used for asymptomatic testing</li> </ul>	<ul style="list-style-type: none"> <li>• Test result is negative or after 10 days self-isolation or after 2 consecutive daily negative LFT on day 5 and 6 (or subsequent days until 10 days isolation completed)</li> </ul>
<p>My child tests positive for COVID-19 on LFT</p>	<ul style="list-style-type: none"> <li>• Do not come to school</li> <li>• Self-isolate for 10 days or may return on day 6 if 2 negative LFD 24 hours apart on days 5 &amp; 6</li> <li>• Date of test or first day of symptoms is day 0</li> <li>• Inform school immediately of result</li> <li>• Obtain PCR to confirm result – no longer required if no symptoms</li> <li>• Advise all close contacts to have PCR</li> </ul>	<ul style="list-style-type: none"> <li>• After 10 days...or after 2 consecutive daily negative LFT on day 5 and 6 (or subsequent days)...and/or when they feel better, even if have cough or loss of taste/smell. These symptoms can last several weeks after infection has gone</li> </ul>
<p>Someone in household has COVID-19 symptoms</p>	<ul style="list-style-type: none"> <li>• Household member to have PCR COVID-19 test</li> <li>• Close contacts and household have to self-isolate unless under 18 years 6 months or have had 2 COVID-19 vaccinations then may do daily LFD tests for 7 days and not isolate</li> </ul>	<ul style="list-style-type: none"> <li>• Test result is negative or under 18 years 6 months or 2 COVID-19 vaccinations and taking daily LFD tests for 7 days</li> </ul>
<p>Someone in Household tests positive for COVID-19 either LFD or PCR</p>	<ul style="list-style-type: none"> <li>• Close contacts and household have to self-isolate unless under 18 years 6 months or have had 2 COVID-19 vaccinations then may do daily LFD tests for 7 days and not isolate</li> </ul>	<ul style="list-style-type: none"> <li>• Child may return to school and complete daily LFD tests for 7 days</li> </ul>
<p>NHS Track and Trace has identified child as close contact of confirmed COVID-19 case</p>	<ul style="list-style-type: none"> <li>• Child may have a PCR COVID-19 test</li> <li>• They do not have to self-isolate as under 18 years 6 months whilst waiting for the result</li> </ul>	<ul style="list-style-type: none"> <li>• Child may return to school and complete daily LFD tests for 7 days</li> </ul>
<p>Child has travelled abroad</p>	<ul style="list-style-type: none"> <li>• Follow country specific guidelines</li> </ul>	<ul style="list-style-type: none"> <li>• May attend school when specific country guidelines and requirements completed</li> </ul>

## COVID-19 Advice for Staff

What to do if....	Action Needed....	Return to School when....
<p>Staff has COVID-19 symptoms</p> <p>Main symptoms identified by the Zoe COVID study:</p> <ul style="list-style-type: none"> <li>• Headache</li> <li>• Sore throat</li> <li>• Runny nose</li> <li>• Fever</li> <li>• Cough</li> <li>• Loss of sense of taste or smell</li> </ul> <p><a href="http://www.covid.joinzoe.com">www.covid.joinzoe.com</a></p>	<ul style="list-style-type: none"> <li>• Do not come to school</li> <li>• Have a PCR and inform school of result</li> <li>• Self-isolate until negative test result</li> <li>• LFD test only to be used for asymptomatic testing</li> </ul>	<ul style="list-style-type: none"> <li>• Test result is negative or after 10 days self-isolation or on day 6 if 2 consecutive daily negative LFT on day 5 and 6 (or subsequent days until 10 days isolation completed)</li> </ul>
Staff tests positive for COVID-19 on LFD or PCR	<ul style="list-style-type: none"> <li>• Do not come to school</li> <li>• If LFD test advised to have PCR to confirm result - only if have symptoms</li> <li>• If PCR positive - self-isolate for 10 days may return on day 6 if 2 negative LFD 24 hours apart on days 5 &amp; 6</li> <li>• Date of test or first day of symptoms is day 0</li> <li>• Inform school of result</li> </ul>	<ul style="list-style-type: none"> <li>• After 10 days...or on day 6 if 2 consecutive daily negative LFT on day 5 and 6 (or subsequent days until 10 days isolation completed)...and/or when they feel better, even if have cough or loss of taste/smell. These symptoms can last several weeks after infection has gone.</li> </ul>
Someone in household had COVID-19 symptoms	<ul style="list-style-type: none"> <li>• You may go to work at school if you have had 2 COVID vaccinations</li> <li>• You must self-isolate for 10 days if you have not been vaccinated</li> <li>• LFD Test daily for 7 days</li> <li>• Inform school of result</li> </ul>	<ul style="list-style-type: none"> <li>• You may go to work if 2 vaccinations and taking daily LFD for 7 days</li> </ul>
Someone in Household tests positive for COVID-19	<ul style="list-style-type: none"> <li>• You are advised to daily LFD test for 7 days</li> <li>• You may go to work if you have had 2 covid vaccinations</li> <li>• You must self-isolate for 10 days if you have not been vaccinated</li> </ul>	<ul style="list-style-type: none"> <li>• You may go to work if 2 vaccinations and taking daily LFD for 7 days</li> </ul>
NHS Test and trace has identified staff member as close contact of confirmed COVID-19 case	<ul style="list-style-type: none"> <li>• Advised to have PCR</li> <li>• You must self-isolate for 10 days if you have not been vaccinated.</li> <li>• You may go to work if you have had 2 vaccinations</li> </ul>	<ul style="list-style-type: none"> <li>• You may go to work if 2 vaccinations and taking daily LFD for 7 days</li> </ul>
Staff member has travelled abroad	<ul style="list-style-type: none"> <li>• Follow country specific guidelines</li> </ul>	<ul style="list-style-type: none"> <li>• May go to work when specific country guidelines and requirements completed</li> </ul>

Read the NHS [advice about staying at home.](#)

- NHS information - [www.nhs.uk/conditions/coronavirus-covid-19/](http://www.nhs.uk/conditions/coronavirus-covid-19/)
- Contact your GP or Use the NHS 111 online coronavirus service <https://111.nhs.uk/covid-19/> if:
  - you feel you cannot cope with your symptoms at home
  - your condition gets worse
  - your symptoms do not get better after 7 days
- Self-isolation advice - [www.nhs.uk/conditions/coronavirus-covid-19/self-isolation-advice/](http://www.nhs.uk/conditions/coronavirus-covid-19/self-isolation-advice/)

- For further information on the UK government response go to [www.gov.uk/coronavirus](https://www.gov.uk/coronavirus)

Students or Staff should only return to school after this time and only if they are feeling well.

In preparation for returning to school after a pandemic such as Coronavirus 19:

- The school community will be asked to check their temperatures each morning before travelling to school to ensure that it is within normal range (below 37.8)
- The school may require all children and staff to have their temperatures taken as they arrive at school
- The threshold for sending a child home if unwell will be firm, using a cautious approach until levels of concern as stated by the DOH/Government had been lowered. (i.e. temperature above 37.8, a new and persistent cough, loss of sense of taste/smell)

The School Nurse will maintain a high standard of infection control measures within the medical room until the threat of Coronavirus 19 has diminished sufficiently, these measures will include:

- Wearing mask, gloves and for all hands-on contact with students and staff such as treating pupils and staff or when taking their temperature. If anyone is showing signs of COVID 19 the School Nurse will isolate and add face masks/PPE to ensure their safety and that of others.
- Isolation of that person until able to leave the school building as quickly as possible in a separate room from the medical room.
- Limits will be placed on the number of people allowed access to the medical room to ensure the necessary social distancing rule of 2m. Staff or students who need to be seen by the Nurse, may be asked to return at a set time. First Aiders may be requested to support the Nurse for any minor accidents at busy times.
- Markings will be placed outside and inside the medical room to help support social distancing.
- Use flow chart below for guidance in caring for pupils at School whilst there is the COVID 19 pandemic.

**Pupil or staff member is unwell**  
**Contact School Nurse to advise:**  
**07850 503483**

