

**First Aid Policy**

2022/2023

**Rationale and Ethos**

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It is important to understand the overriding philosophy that enables students to derive so much benefit from the experience that is 'Brymore'. Brymore is a state boarding academy for boys aged 11 to 17. Academic performance is not used as a selection criterion; neither is experience or expertise in any particular practical field.

Boys with appreciable motivation and interest in the areas of agriculture, horticulture, technology or sport would benefit significantly from the specialised curriculum offered at the school. As such Brymore does attract students who are genuinely interested in the delivered curriculum (in its widest sense).

All boys, we believe, irrespective of their interests, benefit from the structure and discipline that the practical learning and boarding environment brings. All boys attending Brymore are described as either full time boarders (staying in throughout the weekend as well as during the week), weekly ‘boarders’ or ‘out-boarders’, who are day pupils expected to periodically board. Weekly boarders stay at the school full time Monday- Friday (they may go home on a Friday from 4.00 pm and return on Sunday by 9.00 pm or Monday by 8.30 am), while out-boarders board when on farm duty. This is normally for one week each term. Both boarders and out-boarders have access to the boarding accommodation of the academy.

# POLICY STATEMENT

* + Brymore Academy is an inclusive community that aims to support pupils with diabetes, ensuring they participate fully in all aspects of school and boarding.
  + It recognises that diabetes is a long term medical condition where the amount of glucose in the blood is too high because the body is unable to use it properly

Brymore academy is aware that diabetic pupils need immediate access to their medicine, monitoring devices and hypo packs at all times and therefore appropriate steps are taken to ensure easy access to these items

* + All staff are aware of what to do if a diabetic pupil becomes unwell

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**FIRST AID POLICY**

The First Aid procedure at Brymore academy is in operation to ensure that every student, member of staff and visitors will be well looked after in the event of an accident.

It is emphasised that the team consists of qualified First Aiders and a Matrons team. In the event of an accident, all members of the school community should be aware of the support available and the procedures available to activate this.

The Purpose of the Policy is therefore:

* + To provide effective, safe first aid cover for students, staff and visitors.
  + To ensure that all staff and students are aware of the system in place.

**FIRST AIDERS** will:

* Ensure that first aid cover is available throughout the school day and boarding time.
* Always attend a casualty when requested to do so and treat the casualty to the best of their ability in the safest way possible. This includes wearing gloves where any loss of blood or body fluid is evident, calling from help from other first aiders or emergency services and Health Centre team.
* Help fellow first aiders at an accident and provide support during the aftermath.
* Act as a person who can be relied upon to help when the need arises.
* Ensure that their portable first aid kits are adequately stocked and always to hand. First aid kits are checked and updated termly by the Health Centre, at other times staff are to bring the first Aid kits to the Health Centre for re-stocking.
* Insist that any casualty who has sustained a significant head injury is seen by professionals at the hospital, either by sending them directly to hospital or by asking parents to pick up a child to take them to hospital; ensure that parents are aware of all head injuries promptly.
* Ensure that a child who is sent to hospital by ambulance is either:
* Accompanied in the ambulance at the request of the paramedics.
* Followed to a hospital by a member of staff to act in loco parentis if a relative cannot be contacted.
* Met at hospital by a relative if a day student, if a boarder by a relative or boarding house staff.
* The first aider need not be the member of staff to accompany the casualty to hospital, however, an appropriate person should be send.
* Liaison must occur with the teacher in charge of cover, to ensure that lessons are covered in the event of an absent teacher.
* Keep a record of each student attended to, the nature of the injury and any treatment given, the information should then be given to the Health Centre Staff for Medi tracker to be up dated. An accident form must be completed by the first person on the scene, regardless whether they have witness the accident or not. This should then be sent to the head of health and safety. Accident forms are held in the reception area.
* Ensure that everything is cleared away, using gloves, and every dressing etc be put in a yellow bag for contaminated/used items and sealed tightly before disposing of the bag in the Health Centre yellow bin. No contaminated or used items should be left lying around.

**THE SCHOOL** will:

* Provide adequate first aid cover as outlined in the Health and Safety (first aid) regulations 1981.
* Monitor and respond to all matters relating to the health and safety of all persons on school premises.
* Ensure all new staff are made aware of first aid procedures in school.

**SCHOOL STAFF** will:

* Ensure that they always obtain the history relating to a student not feeling well, particularly in the cases of headaches, to ensure that no injury has caused the student to feel unwell.
* Ensure that in the event that an injury has caused a problem, the student must be referred to the health centre or first aid staff for examination.
* At the start of each academic year, the Health Centre will email all staff a list of students who are known to be asthmatic, anaphylactic, diabetic, epileptic or have any other serious illness, and make them aware where they can find emergency care plans for these students.

**TEACHERS** will:

* Familiarise themselves with the first aid procedures in operation and ensure that they know who the current first aiders are.
* Never move a casualty until they have been assessed by a qualified first aider unless the casualty is in immediate danger.
* Send for help to reception as soon as possible either by a person or telephone, ensuring that the messenger knows the precise location of the casualty, or contact the health centre directly on - 07738 883457 or 148 or 146. Where possible, confirmation that the message has been received must be obtained.
* Reassure, but never treat, a casualty unless staff are in possession of a valid Emergency Aid in Schools Certificate or know the correct procedures; such staff can obviously start emergency aid until a first aider arrives at the scene or investigate simple airway measures if clearly needed.
* Send a student who feels generally ‘unwell’ to the Health Centre, staff must email of call the Health Centre if during lesson time or if needed ask for the Health Centre or a first Aider to attend the student in the classroom or sports field.
* Have regard to personal safety.

**OFFICE STAFF** will:

* Call for the health centre or a qualified first aider, unless they are one themselves, to treat any injured student. This should be done by telephone, giving the specific location of the casualty.
* Support the first aiders in calling for an ambulance or contacting relatives in an emergency.
* Send students who simply do not feel well to the health centre - they should call or email ahead of the student being sent.
* DO NOT administer paracetamol or other medications.

All First Aiders wear a red and white lanyard.

First Aid posters are displayed through the school with a list of First Aiders.

Incident Report Forms

All injuries will be recorded on ‘Accident Form that is to be passed to the health and safety Co-ordinate. A report of the injury is also documented on the pupil’s medical tracker.

All injuries where a pupil has needed to seek medical attention will be reported to the schools Health and safety Co-ordinator.

Email: Healthandsafety@btc-trust.org

## Administration

If the pupil has been assessed as competent by his diabetes nurse and completed a self-medication form the pupil can administer their own medication.

In most cases Diabetic Students will administer their own medication, any student who requires support with this will attend the Medical Centre

Medication only to be given to person named on prescription.

## Off Site

Diabetes should not prevent a pupil from going on school trips or residential. Careful planning is essential and the Trip Leader should liaise with the students and parents and Health Centre prior to the trip.

Staff must ensure that they have completed a Risk Assessment before any student is taken off site. Each Diabetic student should only leave the school site once the Trip leader has accessed and retained a copy of their individual care plan and has checked that all control measures are in place (e.g. medications, blood glucose monitoring equipment etc)

## Supplies

Pupils are advised to ensure they have adequate supplies of their medication. It is the pupil’s responsibility to ensure their insulin is in date. Spares can be kept in the Health Centre

## Sharps

Diabetic medication and monitoring necessitates the need for the use of Sharps. All Sharps should be disposed of following the schools sharps policy.

# RECORD KEEPING AND CARE PLANNING

When a pupil starts at Sexey’s School a diagnosis of diabetes is usually identified on the Health History Form which is completed by a parent/guardian prior to arrival. It is important that Parents keep the school and the Medical Centre informed of any changes to the pupils’ care.

The Health Centre staff/ SENCO will contact the student’s parents and Specialist (Team) as soon as they are alerted to the condition (i.e.: pre admission) so that liaison and meetings can take place as soon as possible.

## 3.1 Care Plan

A Care Plan is devised and agreed, usually by the diabetic liaison nurse, a copy is kept on the student’s records.

The Individual Care Plan should describe the responsibility of all parties, address the pupil’s specific needs and provide clear instructions for ongoing and emergency care.

It should be regularly reviewed and updated

# EXERCISE AND ACTIVITY

Pupils are encouraged to manage their diabetes to enable them to be involved in all school activities. Pupils must have access to medication and hypo packs during times of activity.

It is important to recognise it is potentially just as dangerous to exercise with glucose levels TOO HIGH as low, and should be checked by the student as they have been instructed by their diabetic nurse and pupils should check their blood glucose level before exercising

Staff should all know of any diabetic pupils they teach and should ensure that they have a working knowledge of their care plans. All P.E. staff and first aiders will have been asked to complete appropriate diabetic training.

Any member of staff can ask for diabetes training through the Nurse or via the Medical Centre.

# SCHOOL ENVIRONMENT

Sexey’s School does all it can to ensure the school is favourable to pupils with diabetes.

# ROLES AND RESPONSIBILITIES

Sexey’s School works in partnership with all relevant and interested parties including, all Staff, Parents, Pupils and the Health Centre Staff to ensure the policy is planned, implemented and successfully maintained

## School Staff

All school staff has a responsibility to:

* + - Understand Sexey’s School Diabetes Policy
    - Know which pupils they come into contact with have Diabetes
    - Know what to do should a diabetic student become unwell
    - Allow pupils with diabetes immediate access to their required medication/treatment
    - Inform Health Centre immediately if a pupil is unwell
    - Ensure diabetic pupils have their medication/treatment with them
    - Allow pupils who have been unwell time to catch up on missed work
    - Advise a pupil to seek advice from Health Centre if symptoms cause tiredness or interfere with their work
    - Liaise with Health Centre and House if a pupil is falling behind on work due to becoming unwell.

## Medical Professionals

The Medical Professionals have a responsibility to:

* + - Monitor, treat and educate.
    - Develop/update/review individual diabetes care plans and share with parents, pupil and school staff . If boarders and school are required to order their medication from the GP it will be done when needed and stocks are kept at a appropriate level
    - To devise/update as necessary the school Diabetes Policy. Offer training to staff as required.
    - Provide medical assistance
    - Ensure pupils with diabetes know when they need to seek medical help with managing their condition

## Parents

Parents have a responsibility to:

* + - Inform the school if a diabetes diagnosis has been made and what medication is taken as soon as possible and with adequate information
    - Inform the Health Centre of any changes to treatment plan or any problems with diabetes when pupil not at school
    - Update the school after any Consultant/Hospital visits
    - Ensure pupil has medication if it is required to be kept in the Health Centre. If a boarder the Health Centre will liaise with the GP and parents regarding medication

APPOINTED PERSONS

FIRST AIDER LIST

**2022**

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| **Matron:** | | |
| **Mrs V Phillips** | **Senior Matron** | **First Aid at Work** |
| **Mrs S Heath** | **Matron** | **First Aid at Work** |
| **Mrs Chittenden** | **Matron** | **FREC 3** |
| **Mrs Robinson** | **Matron** |  |

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| **Teaching & Support Staff:** | | |
| **Mr J Armstrong** | **D.T Dept** | **Emergency First Aid** |
| **Mr I Ashton** | **Head of Maths** | **First Aid at Work** |
| **Mr A Austin** | **Head of D.T** | **First Aid at Work** |
| **Ms D Carter** | **2nd i/c Senco Dept** | **First Aid at Work &**  **outdoors First Aid** |
| **Mr N Craig** | **Head of Science** | **Emergency First Aid** |
| **Mr M Dickson** | **Head of I.C.T** | **First Aid at Work** |
| **Ms L Eastham** | **Safeguarding Admin Assistant** | **Emergency First Aid** |
| **Mrs J Franks** | **Horti Assistant** | **Emergency First Aid** |
| **Mr P Kingston** | **Farm Manager** | **First Aid at Work** |
| **Ms S Owen** | **History Teacher** | **Emergency First Aid** |
| **Mrs F Stanley** | **Horti Assistant** | **Emergency First Aid** |
| **Lady L Warren** | **Marketing Manager** | **First Aid at Work** |
| **Mr A Weldon** | **D.T Dept** | **First Aid at Work** |
| **Mr R Willcox** | **Head of Horti** | **First Aid at Work** |
| **Mr L Williams** | **PE Dept** | **First Aid at Work** |
| **Boarding Staff:** | | |
| **Ms T Hoogenboom** | **House Parent** | **Emergency First Aid** |
| **Mrs J Webb** | **Assistant House Parent** | **Emergency First Aid** |
| **Mrs H Featherstone** | **Deputy Head of Boarding** | **First aid at work** |
| **Miss S Moore** | **Pastoral Manager** | **First aid at work** |
| **Premises Team:** |  |  |
| **Mr M Nurton** | **Caretaker** | **Emergency First Aid** |
| **Mr A Smith** | **Trust Premises Manager** | **First Aid at Work** |
| **Mr S Western** | **Premises Manager** | **Emergency First Aid** |
| **Bus Drivers:** |  |  |
| **Mr G Boult** | **Minibus Driver** | **Emergency First Aid** |
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