

September 2018

First Aid
Policy (incl EYFS)



The New Beacon
Brittains Lane
Sevenoaks
Kent TN13 2PB

POLICY FOR PARENTS



INTRODUCTION

Please keep your child at home if he is ill or infectious, and phone us on the first day that he is ill. An ill child will not be happy in school, and will only infect others. We will therefore telephone you and ask you to collect your child if he becomes ill during the day.

Everyone in the school, including our EYFS boys, have access to our Medical Room which is led by our two matrons. They are responsible for any medical care or first aid that your child may require during the school day, or at other times when the school is open.

We will contact you at once if your child suffers anything more than a trivial injury, or if he becomes unwell during school day, or if we have any worries or concerns about his or her health. We will ask you to collect your child if he becomes ill during the school day. We will inform you if he has a minor accident or graze at school.

FIRST AID AT THE NEW BEACON SCHOOL

First Aiders

We endeavour to see that a member of staff who has been trained in first aid*, [paediatric first aid in the case of our EYFS pupils] accompanies our pupils on their visits out of school. He or she will administer first aid if your child suffers an injury during an outing, and will, if necessary, call an ambulance. * *Nominated members of The New Beacon teaching staff attend a first aid course every three years (Inset or external venue)*

First Aid Notices

Lists of members of staff who are qualified as First Aiders or Paediatric First Aiders can be found in Common Room in the main school building and in the Pre-Prep office; their training is reviewed every three years.

First Aid Boxes

First aid boxes are placed in all the areas of the school where an accident is considered possible or likely (such as the Sports Hall, Design and Technology, Swimming Pool and the Science Department). Trip Leaders/Matrons always take first aid boxes when groups of pupils go out of school on organised trips or to participate in sporting events. All boxes are checked by our matrons and replenished as required.

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. Our matrons are normally responsible for summoning an ambulance and for escorting the pupil to hospital; but all staff are advised in their induction training that if they are unavailable, they should summon an ambulance themselves. A member of staff will always stay with a child in hospital until their parents have been contacted.

Emergency Medical Treatment

In accepting a place at The New Beacon, we require parents to authorise the Headmaster, or an authorised deputy acting on his behalf, to consent on the advice of an appropriately qualified medical specialist to your child receiving emergency medical treatment, including general anaesthetic and surgical procedure under the NHS, if we are unable to contact you in time.

REPORTING AN ACCIDENT

Please see our separate policy on Accident Reporting (RIDDOR) on page 11/11 of this document.

OUR MEDICAL CARE

We send all new parents a medical questionnaire and ask for this to be completed before their son joins The New Beacon. More details are given in our medical questionnaire policy – including the arrangements for boarders. The medical questionnaire includes the following:

Children with Medical Needs or Special Education Needs who require special adjustments

If your child has medical needs, special education needs or requires any special adjustments, we will invite you to a meeting with the Headmaster, the Head of the Junior, Middle or Senior School, Matron/s and the school's Learning Support Coordinator and any outside specialist who has been involved with the care of your child, to discuss thoroughly the regime that is most appropriate for his individual care, well before he joins the school.

Medical Records

We keep records of all treatment that your child receives during his time at the school. We record all accidents and injuries to your child and of all medicines that are given to him.

We keep records of major accidents and injuries, and they are reviewed regularly in order to minimise the likelihood of recurrence.

Medicines and Treatments Brought to School for Pupils

Please advise Matron/s of any medication that you bring into the school for your child. If your son has a medical condition which necessitates regular access to medication, please inform matron and the Headmaster so that an appropriate regime can be devised. The relevant staff will be informed, in confidence, of any condition that is likely to affect him in any area of school life. We will work with you in making arrangements that work best for him.

Copies of our Policy for Administering Medicines can be obtained from Matron or sent to you on request (email / hard copy).

Please remember that we need your written consent for every medicine before we are allowed to give it to your child.

PROCEDURE FOLLOWED BY MATRONS AT THE NEW BEACON



When a child comes up to Dispensary for treatment, these procedures are followed:

- Ascertain the child's name, age and form and get out his card for scrutiny.
- Ascertain what is wrong, whether it is an injury or illness.
- If there is an injury, determine what happened
 - Was it an accident?
 - Were other boys involved?

The form teacher will be informed if necessary and the incident also recorded on B-Line.

- If an EYFS pupil needs school medication e.g. Calpol during the school day, Parental permission **MUST** be sought by Matron before the administration of the medication.
- Before administering any first aid, check that the parents have 'opted in' to the school's arrangement for administering medicines at school. If the parents have 'opted out' then no medicines should be administered. The parent/guardians must be called and told to collect their son.
- When giving out medicines scrutinise the boy's medical card for any known allergies and double check that you may treat the child. A small sticker on the top right hand of the boy's card will indicate whether the parents have opted in or not.
- If you have to give the child any medicines before midday, check whether they were given any medicines at home and if so, are they aware of what they were given? Contact the parent/s if necessary.
- If in any doubt, you should keep the child with you in the Dispensary to observe.
- Contact parents if the child needs to go home or taken to the hospital, or to inform the parents that you will be taking their son to the hospital.
- Rule of thumb: Contact the parents should there be any doubt!

Below is a list of common ailments and guidance on their treatment:

HOMESICKNESS

This varies from child to child and so this will need to be handled in different ways. The child is the main concern but Matron should always remember to inform parents and other boarding house staff, and if necessary, form teachers. At all times the Matrons will reassure the boy. All incidents of homesickness should be recorded on the boy's medical card.

BITES AND STINGS

You will need to ensure that boys are not allergic to bees or wasps - check record card. Epipens are used where the boy is seriously allergic and at risk of suffering an anaphylactic shock. Alternatively, you may use Anthisan

cream or Waspeze. Antihistamine can also be used if the affected area is swollen, provided of course the child has not already had a dose at home.

NB Parents must have 'opted in' to the school's arrangements for administration of medicines at school.

BUMPS AND BRUISES TO LIMBS

Apply an ice pack and elevate the affected limb and check for swelling and ability to move the limb. If the boy is in obvious pain and the limb is swollen, he should be taken to hospital. The affected limb should be bandaged or a tubigrip applied for support. A witchazel is advised to compress for bruising. See page 18 for the procedure to follow should a boy sustain a bump to the head.

COLDS

Depending on the severity, Olbas oil on a tissue and a throat lozenge to suck will help. The boy's temperature should be taken - paracetamol or Calpol administered if allowed.

CUTS AND GRAZES

The affected area should be thoroughly disinfected with warm water and/or an antiseptic wipe, making sure that no dirt or grit is prevalent in the wound. If necessary, you will then need to cover the cut/graze with a plaster or a dry dressing.

COUGHS

If the boy feels unwell, you will need to check his temperature. Linctus cough syrup or a lozenge to suck may be offered. Occasionally a boy will already have had medication administered at home. If his cough persists and his temperature is abnormally high, it is advised that you contact the parents to collect their son.

EARACHE

Firstly, check that there is no build up of wax in his ear. Occasionally there may be a blockage of water in the ear, especially after a session in the school's swimming pool. Often allowing the boy to lie down for a while may alleviate the situation. If there is a discharge from the ear or the boy insists that his ear is very painful, his parents should be informed immediately. At the onset of earache, paracetamol may assist.

EYES

If the eyes become itchy due to hayfever, Optrex eye drops may help. If the eye has been hit (accidental finger in eye, ball in eye, etc.) you should apply an icepack. You will however, need to check the eye to determine whether any foreign object/s is lodged in the eye. You should irrigate where necessary, but any intrusion of an object into the eye will need immediate attention at a hospital. Either contact the parent/s to collect their son for transportation to a hospital or advise them that you will be taking their son.

Mental and Emotional Health Needs for Pupils

Mental and Emotional Health Needs for Pupils are met

- Through the schools pastoral system
- Form time/Form Teachers/Circle Time (Junior School only)/ Matron /Head of Section
- Worry Box
- Assemblies
- Independent Listener for boarders
- Zero tolerance of bullies
- Clear code of Conduct for pupils
- Daily pastoral meetings recorded on line which are immediate and effective
- Staff have very close links with pupils and easily recognise if something is wrong or a change in behaviour. Staff vigilance when on duty.
- House system/chapel/ CPSHE lessons
- Good sanctions and rewards system

- If boys need care that exceeds the school's capacities they are offered counselling through Fegans, the cost of £35/hour is added to their termly bill. We have a counsellor who comes in weekly to see boys.

NOSEBLEEDS

The boy should pinch the nose firmly until bleeding stops. He should also lean forward. An icepack across the bridge may also be applied. When bleeding has stopped advise the boy not to sniff or blow his nose for a while so as not to start the bleeding again.

STOMACH ACHES/FEELING SICK

The boy should remain in the Dispensary for a while. He may be given a glass of water or a mint to suck. His temperature should be gauged and his parent/s contacted if necessary.

SORE THROATS

If an early symptom of a sore throat is established, a throat lozenge may be given. A sore throat could be the first sign of a cold. Gargling with paracetamol may alleviate some of the discomfort experienced. Do also check his temperature.

TOOTHACHE

Soothagel or paracetamol may be proffered if very painful. Should the pain persist, the parent/s should be contacted and arrangements made for his collection from school.

ULCERS

Soothagel or a warm salt water rinse is often a way of soothing the affected area.

If medication is administered, parents will be informed.

ADMINISTERING MEDICATION BROUGHT IN FROM HOME e.g. ANTIBIOTICS

- Parents should bring the medication to the Dispensary in the morning and not allow the boy to keep on his person.
- If the parent has not written a letter requesting Matron to administer the medication, with definite times, doses and type of medication, the duty Matron will ask the parent to fill in an administration of occasional medication form.
- The duty Matron will need to check the prescription label for the boy's name, the necessary dosage and also for safe storage purposes.
- Parents will be responsible for collecting the medication at the end of the day. If the boy is in the Junior School, the duty Matron will attempt to return said medicine to the form teacher who in turn will need to pass this on to the parent at the end of the school day.

If you are unsure of the severity of any injury / illness / ailment, you should, as a matter of course, contact the parent so that they might advise as to the next plan of action.

All treatments must be recorded on the boy's medical card, with the correct date and time clearly visible. This document must be signed by the duty Matron.

In the case of Boarders, they will be treated accordingly. If necessary, the duty Matron will take the boy to the hospital or the doctor. Parents should in all instances be kept informed. Boys who are obviously too ill to be in boarding will be collected by their parents.

THE NEW BEACON MEDICATION POLICY

- Any Medication needing to be administered in school should be handed directly to Matron by the Parent. NO BOY SHOULD CARRY MEDICATION IN SCHOOL UNLESS HE NEEDS AN INHALER OR EPIPEN.
- Medication should be in its original packet or bottle and should be clearly labelled with the boy's name, along with an accompanying letter clearly stating the timing and dosage of medication. If it is Prescribed Medication then the prescribing label should be clearly attached, no prescribed Medication can be accepted without its proper label.
- If the medication arrives with no covering letter, parents will be asked to fill in a form giving consent. (see attached)
- If the medication is to be administered for a short duration, Parents should collect the medication from Matron at the end of each school day, for the duration of days the child needs to take it.
- If the medication is for the long term, Matron will keep it safely stored in the Dispensary
- All inhalers and Epipens are kept in clearly marked boxes with photos and as much detail as is possible
- To prevent illness spreading within school, parents should keep sick boys at home for at least 48 hours. If he has sickness or diarrhoea then he should be kept off school for at least 48 hours after the last bout of sickness or diarrhoea.
- If you son needs to be excused from organised games, please write a note in your son's contact book/planner so that your son can show the note to his form teacher or the member of staff who takes him for games and to Matron who supervises all boys who are 'off games'.
- Parents fill in a medical history sheet when their son starts as a new boy in the school, on this they will 'opt in' to the consent for Matrons' to administer household medication when necessary.
- Household medications consist of
 - Calpol 2+
 - Paracetamol for boys of 12+
 - Arnica cream
 - Throat lozenges
 - Piriton syrup
 - Optrex eye drops and lotion
 - Anthisan cream
 - Deep heat for older children
 - Savlon cream
 - Simple Cough medicine

ADMINISTRATION OF OCCASIONAL MEDICATION

To be completed by parents or guardians who wish the school Matron to administer occasional medication to their children on their behalf such as Antibiotics or over the counter medications brought from home

CHILDS FULL NAME	
CLASS	

NAME OF MEDICATION	
DETAILS OF DOSAGE AND TIMINGS	
ANY OTHER INSTRUCTIONS? STORAGE ETC?	
CONTACT PHONE NUMBER OF PARENT OR GUARDIAN	
I GIVE PERMISSION FOR THE SCHOOL MATRON TO ADMINISTER THE MEDICATION AS SPECIFIED ABOVE	SIGNATURE PRINT NAME
DATE	

FIRST AID: STAFF INFORMATION

- ☞ The New Beacon first aiders are the Matrons, Judith Bibby and Jennifer Bateman-White
- ☞ Certain members of staff have also been trained in first aid (renewed every three years) and in a case of emergency, they may be approached for immediate assistance (lists are in the Common Room and Pre-Prep Office)
- ☞ The primary First Aid post is the New Beacon Dispensary situated on the 1st floor
- ☞ First Aid boxes have also been positioned around the school
- ☞ All First Aid boxes are checked at the beginning of every term by the Senior Matron and stock is replenished as and when necessary
- ☞ The Pupil Accident Book is kept in the Dispensary and the Staff Accident Book is to be found in the front office in the main school building
- ☞ All pupil injuries are recorded in the accident book as well as on the boys' medical card
- ☞ Matrons carry a school mobile at all times when on duty and should be called to an emergency. If at all in doubt, phone 999 first
- ☞ Boys who have suffered a minor injury should be taken to the Dispensary
- ☞ Epipens and all the necessary detail of the boy and his allergy/allergies are kept in the Dispensary. A second epipen is stored in the front office in the main school building for Middle and Senior School boys and in the Pre-Prep office for Reception and Junior School boys
- ☞ Inhalers are clearly labelled and are stored in the Dispensary
- ☞ Boys with asthma should carry their own labelled inhaler on their person at all times
- ☞ A list of all allergy sufferers is updated each year (or as necessary throughout the year) and emailed to staff members who need to know (matrons, teachers /TA's and Sports Coaches). A more detailed sheet with the boy's photograph and allergy detail is posted in the common room, secretaries' offices (main school and Pre-Prep). Director of Sport's office,
- ☞ Class lists of asthma sufferers are sent to all teachers and TA's
- ☞ Match managers have First Aid kits for away fixtures and The New Beacon minibuses are equipped with a First Aid box
- ☞ When classes are planning an off-site educational visit, the trip leader is given a class list containing the names of boys with their medical history, i.e. asthma sufferers, penicillin, nut and/or other allergies, etc. This list is taken on the visit by the trip leader.
- ☞ Lists of staff members who have received First Aid training is posted in the Dispensary and in the common room and regularly updated as and when courses are attended

WHAT CAN YOU DO IN AN EMERGENCY

- ☞ In the first instance, remain as calm as possible and do not cause the injured party any further distress through your actions
- ☞ The member of staff in attendance at the scene of the incident should send a runner (adult preferable, but if none available, a child) to fetch Matron
- ☞ Should you have a mobile and the injury is perceived to be severe, you should: phone 999 immediately, contact Matron and then the front office staff, who should then contact the parent/s if instructed to do so
- ☞ Matron will continue to administer First Aid and may need your continued support
- ☞ Other staff members should assist by keeping any curious parties away from the scene
- ☞ All the relevant (be thorough) information pertaining to the incident must be recorded in the Pupil (or Staff, when relevant) Accident Book. This information will need to be forwarded to the H & S Officer, Mrs Alison Harrison, by the staff member who may have been the witness or the first adult at the scene of the incident and a RIDDOR completed if the injury falls within the HSE stipulation.

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Dear Parents

The following information is for the parents of Day Pupils only. However, the procedures indicated apply equally to Boarders.

As a Day School which offers flexi-boarding, we are in the extremely fortunate position of having full-time Matron cover which allows us to deal temporarily with any minor problems of illness that might arise for your child during the school day. **Our Matrons are trained First Aiders, not nurses** – however, their training is regularly updated. The purpose of this letter is to clarify the school's position concerning this area of care and to explain the boundaries of care which we can offer.

There are five areas in which the need for medical care might arise:

1. *A child may have a minor accident at school:* minor cuts and grazes will be seen by Matron and cleaned with an antiseptic wipe; a plaster or dressing will be applied if appropriate. Details of all accidents, however minor, are recorded at school.
2. *A child may be recovering from a short term illness:* He may be taking a course of antibiotics or cough medicine but is well enough to return to school. Some medical officers consider that children should not return to school until the need for a course of medication is over, i.e. until they are fully recovered from their illness. A child's own doctor should be the person best able to advise whether or not the child is fit to return to school. The fact that a child needs, for instance, to take cough medicine may not be sufficient grounds for that child to be deprived of a period of schooling, however short.

In situations such as those described, however, the school is willing to administer the day time doses of medication. In order to do this, the medicine must be given personally by the parent to Matron in the morning and collected personally at the end of the school day. The medicine must be labelled with the child's name, time of dosage and amount of dosage. We also require a letter from the parent with details of the child's illness. This letter must be sent in with the medication, giving the school permission to administer it.

3. A boy may have a chronic illness or long term intermittent complaint such as asthma, diabetes, epilepsy, allergies, etc: Medication for these types of complaints may be kept in the dispensary and Matron will administer them, provided that the important conditions already mentioned above are clearly met. We require the appropriate medication to be clearly labelled with your child's name and dosage. We also require, in these cases, written notification from your child's doctor regarding the nature of your son's illness, together with instructions for administering the medication. A letter is also required from you, the parent, giving written consent for the school to administer such medication.

Boys who use an inhaler for asthma are responsible for carrying it with them at all times. Parents must supply a back-up inhaler, clearly labelled with the boy's name. This will be kept in the Dispensary and will be available in emergency on school premises only.

4. A boy may develop a cough, slight sore throat, toothache or headache at school: In these cases, Matron will offer a non-prescription children's throat sweet or sore throat pastille, or a mild analgesic to make your child more comfortable and enable him to return to lessons. The only analgesic we use at The New Beacon is paediatric Paracetamol for under 12 and Paracetamol tablets for over 12.

If your child develops a high temperature or severe symptoms of any sort, we would, of course, inform you immediately and ask you to collect your child. If the parents were unavailable and we had serious concerns, we would take your child to Casualty.

5. Emergency first aid treatment – tending to any more serious injuries requiring further medical attention. Parents will automatically be informed.

These notes for guidance have been compiled in the best interests of your son's health and welfare at school. It is very important now that you as parents, having read our procedures at The New Beacon, complete and return the slip on the Medical History Form. If you OPT IN to our arrangements as described in paragraph 4, your son will be given medication for simple complaints that might arise at school. If you OPT OUT of these arrangements, no medication of any sort will be given to your son. In this case, if he is unwell at school, we will call you and ask you to collect your son. The consent for this can be found on the Medical History Form. Please complete as appropriate. Thank you.

The above procedure concerns the administration of medicines. However, in principle we would remind all parents not to send a child to school if he is feeling unwell; more so, if he is likely to infect others. The care we offer at the New Beacon is we believe, above and beyond the quality of care available at most day schools. We appreciate that many parents work and they can be reassured that their son will be well looked after if he is unwell at school.

ACCIDENT REPORTING in School and to the Health & Safety Executive (HSE)

1. All accidents, no matter how trivial, should be reported to the School's Matron (pupils) and/or to the School's Secretaries (adults).

2. The School will comply with the Reporting of Injury, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013 and will follow the nation Health and Safety Executive (HSE) Education Information Sheet 1 (Revision 3) for specific guidance (see document at the end of this policy for further information).

3. Whenever any of the following events occur, it must be reported to the schools H & S Officer and Headmaster immediately, they will then inform the Health and Safety Executive (HSE) and complete the RIDDOR.

a. The death of any person (adult) as a result of an accident arising out of or in connection with work must be reported to the Headmaster straight away. The Headmaster will complete the RIDDOR and will contact the HSE straight away.

b. Any employee/pupil suffering any of the following injuries or conditions as a result of an accident arising out of or in connection with work (this includes anyone self-employed whilst working on the school premises):

- Fractures, other than to fingers, thumbs and toes
- Amputations
- Any injury likely to lead to permanent loss of sight or reduction in sight
- Any crush injury to the head or torso causing damage to the brain or internal organs
- Serious burns (including scalding), which cover more than 10% of the body or cause significant damage to the eyes, respiratory system or other vital organs
- Any scalping requiring hospital treatment
- 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
- Any accident which prevents the injured staff member or pupil from continuing their normal work for more than 7 days
- An injury that arose out of, or in connection with, a work activity or any activity organised by the school, where the person is taken directly from the scene of the accident to hospital for treatment (diagnostic tests do not constitute treatment)

4. If a pupil injured in an accident remains in school, is taken home or is simply absent from school for a number of days, the incident will be logged on the boy's records by matron but does not need to be reported to the HSE.

5. In the case of over seven day injury to a person at work, the School's Health and Safety Officer will ensure a written report is sent to the Health and Safety Executive within ten days of the accident, utilising the on-line facility on the Health & Safety Executive's web page (or by submission of RIDDOR documentation).

6. The School's Matron (pupils) and Secretaries (adult staff/visitors) are responsible for ensuring that the School keeps records of all reportable injuries and dangerous occurrences containing the date and time of the accident causing the injury or the dangerous occurrence; and the following particulars about the person affected: full name, occupation, nature of injury or condition, place where the accident or dangerous occurrence happened and a brief description of the circumstances. The School will keep a photocopy of each completed Form F2508 in a file in order to fulfil this requirement.

7. Details of all 'near misses' must be emailed to the school H & S Officer, to be logged.

8. Maintenance of adequate accident records and the reporting of those necessary to the Health and Safety Executive will be the responsibility of the Headmaster.

9. The School will arrange for all accidents and 'near misses' to be investigated to determine the need for any remedial action. The person responsible for deciding who shall carry out the investigation is the School H & S Manager.

10. The School H & S Officer will be responsible for ensuring that accident statistics are compiled for presentation at the School Health & Safety Committee. The School Business Manager will be responsible for collating these statistics for presentation at Governors' Meetings.

BLOOD AND BODY FLUID SPILLAGE MANAGEMENT



Procedure in the event of a spillage:

SMALL SPOTS OF BLOOD OR SMALL SPILLS

- Gloves and eye protection should be worn
- Contamination should be wiped up with paper towels soaked in freshly prepared hypochlorite solution (Milton or chlorine releasing tablets) containing 10 000 ppm (1%) available chlorine
- If broken glass is present, first treat the spillage with hypochlorite, then carefully remove the pieces of glass with disposable forceps or scoop to a sharps bin, before wiping up as above.
- Towels and gloves should be disposed of in a yellow clinical waste bag for incineration (or an autoclave bag if in a laboratory).
- Hands must be washed following cleaning up.

LARGER SPILLS OTHER THAN URINE (UNLESS BLOODSTAINED)

Staff, pupils and visitors must be kept away from the spillage and if possible a warning sign shown, while preparation is made to handle the spill as outlined below.

- Gloves, eye protection and a disposable apron should be worn. If the spillage is extensive, disposable plastic overshoes or rubber boots may be necessary.
- Liquid spills should be covered with dichloroisocyanurate (chlorine releasing) granules and left for at least two minutes before cleaning up with paper towels, absorbent mats or incontinence pads. A specialised spillage mop with detachable absorbent pads is a convenient way of absorbing the spillage after disinfection.
- Alternatively, the spill may be covered with paper towels, absorbent mats or incontinence pads and gently flooded with hypochlorite solution (Milton or chlorine releasing tablets) containing 10 000 ppm (1%)* (again this should be left for two minutes before attempting to clear up).
- If broken glass is present, first decontaminate the spillage as above, then carefully remove the pieces of glass with disposable forceps or scoop to a sharps bin, before wiping up.
- Paper towels, gloves, disposable overshoes and any contaminated clothing should be placed in a yellow clinical waste bag for incineration (or an autoclave bag if in the science laboratory) and hands washed.
- The area should be washed with water and detergent and allowed to dry.

** Hypochlorite solutions (e.g. household bleach) may be replaced by solutions of Dichloroisocyanurate prepared from tablets according to the manufacturer's instructions.*

IMPORTANT:

- **Spilt blood should not be allowed to dry** as potential aerosol production is greater from dried blood.
- A normal mop and bucket should not be used for blood spillages.
- Urine may promote the release of free chlorine from the treated area when hypochlorite or other chlorine-containing compounds are applied. Ventilation of the area may be necessary.

THE NEW BEACON: SUN PROTECTION POLICY



The New Beacon takes very seriously the health and safety of the children in its care. We acknowledge the advice given by Cancer Research UK and in particular its SunSmart campaign.

<http://info.cancerresearchuk.org/healthyliving/sunsmart/>

Aim

- To protect the boys of The New Beacon when playing out in the sun.
- To help educate the boys in looking after themselves when playing in hot conditions.

Method

- All pupils will have at least one Sun Protection lesson per year (CPSHE)
- Ensuring that all children are adequately clothed in appropriate sun wear.
 - This should consist of short sleeved shirt, and a floppy, wide brimmed hat or legionnaire style cap.
- Ensuring that children have had sunscreen applied before playing outside and also when going on a field trip.
- In accordance with Cancer Research UK guidance we recommend the use of only factor 15 and above sunscreen.
- Where children are not adequately protected we will take steps to adapt our activities in order to protect them.
- We will ask all parents for written permission to apply factor 15 or above sunscreen or to provide their own if their child has an allergy.
- When appropriate we will provide a shaded area to protect the children whilst they play.
- Ensuring that there is an adequate supply of fresh drinking water available and that the children know how to access it if they feel thirsty or hot.
- Ensuring that safe sun behaviour is modelled by the staff of The New Beacon, providing a positive role model to all the children.

Advice and Protection:

<http://www.sunsmart.org.uk/advice-and-prevention/index.htm>

Spend time in the shade between 11.00 am and 3.00 pm
Make sure you never burn
Aim to cover up with a t-shirt, hat and sunglasses
Remember children burn more easily
Then use factor 15+ sunscreen

ADVICE FOR STAFF AND BOYS AT THE NEW BEACON

To assist in the prevention of the spread of certain diseases:

The best thing you can do to protect yourself is to follow good hygiene practices. These will certainly help to slow the spread of the virus and will be the single most effective thing you can do to protect yourself and others from infection.

When you cough or sneeze it is especially important to follow the rules of good hygiene to prevent the spread of germs:

- Always use the tissues available in all rooms around the school
- Use clean tissues to cover your mouth and nose when you cough and sneeze
- Bin tissues after one use
- Wash your hands with soap and hot water or sanitiser gel

There is a simple way to remember this:

“CATCH IT, BIN IT, KILL IT”

It's simple advice, but you at The New Beacon you need to wash your hands:

Before:

- you eat, take medicine, insert contact lenses, etc.

After:

- any school activity where you may have become contaminated
 - after break
 - after a PE or games session
 - after playing a musical instrument
 - after having visited the toilet

How to wash your hands:

You may think you know but you should:

- use soap and running water
- wash all surfaces thoroughly, including wrists, palms, back of hands, fingers and thumbs and under finger nails
- rub hands together for at least 10 – 15 seconds
- rinse and dry hands – if paper towels are used, these should be clean and disposable

INTIMATE CARE POLICY



WHEN BOYS WET OR SOIL THEMSELVES

Intimate care is any care which involves washing, touching or carrying out an invasive procedure (such as cleaning up a pupil after they have soiled themselves or after a child has been sick) to intimate personal areas. In most cases such care will involve cleaning for hygiene purposes as part of a staff member's duty of care. In the case of a specific procedure only a person suitably trained and assessed as competent should undertake the procedure, (e.g. the administration of rectal diazepam.)

The issue of intimate care is a sensitive one and will require staff to be respectful of the child's needs. The child's dignity should always be preserved with a high level of privacy, choice and control. There shall be a high awareness of child protection issues. Staff behaviour must be open to scrutiny and staff must work in partnership with parents/carers to provide continuity of care to children/young people wherever possible.

The New Beacon is ultimately committed to ensuring that all staff responsible for the intimate care of children will undertake their duties in a professional manner at all times. We recognise that there is a need to treat all children with respect when intimate care is given. No child should be attended to in a way that causes distress or pain.

As already stated, but repeated purposely, it behoves the member of staff who comes across a boy who has wet or soiled himself to approach the situation with the sympathy that the unfortunate situation deserves.

Action to be taken: Staff have a duty of care to assist any boy who may have wet or soiled himself. Any boy who has suffered this predicament should be removed from the classroom so as to alleviate undue stress. Should a Teaching Assistant be available, they should be tasked to fetch Matron who will be able to assist the boy. The staff member responsible for assisting is in the first instance, the Duty Matron, and if not available, a Class Teacher or the Teaching Assistant.

The affected boy may well be distressed should a certain staff member be in attendance. If this is the case, then a suitable member of staff will need to be sourced to assist the pupil. The boy may, wherever possible, be encouraged to participate or initiate his own intimate care.

The staff member in attendance should as a matter of course, in conjunction with words of reassurance, also ask relevant questions using age appropriate vocabulary viz.

- Will you be needing any help?
- Shall I help you with your trousers
- Can I remove your socks?
- Can I help you put on this tracksuit?

Ensure that when pupils are helped to change clothes, there is more than one adult present, who should preferably be of the same sex as the pupil.

Part of that duty of care is to ensure that the boy in question is:

- discretely removed from the scene
- offered assistance as quickly as possible with the least amount of fuss

- supplied with a change of clothing (Matron has a ready supply in the Dispensary) – a track suit may be the best option should no shorts be available
- Parents will be informed by Matron or the Form Teacher

Early Years

Some Early Years Foundation Stage (EYFS) children may not yet be communicating properly through speech; it is therefore important that staff and parents have a clear understanding of what 'intimate care' entails for these and other early years children. Of particular relevance are protocols for hygiene, including happy changing and cleaning up after toileting accidents. It may also be necessary for staff to provide intimate care, for example when dealing with an accident requiring first aid or when following an agreed medical procedure.

In all respects the Early Years department at The New Beacon complies with the statutory regulations for the Early Years Foundation Stage (EYFS), which includes safe recruitment, as well as The New Beacon school policies such as child protection, SEN, behaviour management, first aid, accident and emergency procedures, health and safety and data protection, all of which are relevant to the intimate care policy.

Early Years staff liaise closely with parents over their child's toileting habits and will assist in toilet training whenever necessary. Staff are conscious of their health and safety responsibilities and wear latex gloves and plastic aprons when dealing with a child who is bleeding or soiled. Soiled waste is placed in a polythene waste disposal bag, which is sealed. This is placed in a bin (complete with liner) which is specifically designed for the disposal of such waste. The bin should be checked and emptied on a daily basis if necessary.

Health and Safety

Staff should always wear an apron and gloves when dealing with a child who is bleeding or soiled. Any soiled waste should be placed in a polythene waste disposal bag, which can be sealed. This bag should then be placed in a bin (complete with a liner) which is specifically designated for the disposal of such waste. The bin should be emptied on a weekly basis and it can be collected as part of the usual refuse collection service as this waste is not classed as clinical waste. Staff should be aware of the school's Health and Safety policy.

If at any stage a member of staff has any concerns relating to obvious physical changes in a boy's demeanour and/or presentation. i.e. bruising, scratches/lesions, etc. The New Beacon's Child Protection procedures should take immediate effect.



THE NEW BEACON



Letter to parents: Blow to head (games, play during break, in classroom, on an outing/field-trip)

HEAD INJURY SUSTAINED AT SCHOOL

Dear Parent / Guardian

Your child, , has received a bump to the head today.

Time:

Accident Report:

.....
.....
.....
.....
.....

A First Aider has assessed your child and although no problems were identified at the time, we respectfully request that you observe your child for the next 24 hours for any of the following symptoms that may occur:

- Unusual drowsiness
- Obvious change in behaviour / confusion
- Severe headache
- Nausea or repeated vomiting
- Blurred vision
- Bleeding or fluid emanating from the ears or nose
- Clumsy walking, staggering, dizziness
- Unresponsiveness
- Slurred speech
- Excessive sweating
- Discolouration to the face

PLEASE CONTACT YOUR FAMILY DOCTOR OR THE NEAREST ACCIDENT & EMERGENCY DEPARTMENT IF YOU NOTICE ANY OF THE ABOVE SYMPTOMS

Yours sincerely

Matron
The New Beacon

ASTHMA POLICY

Introduction and background

New Beacon School recognises that asthma is a widespread, serious but controllable condition affecting many pupils at the school. The school positively welcomes all pupils with asthma. Our school encourages pupils with asthma to achieve their potential in all aspects of school life by having a clear policy that is understood by school staff, Governors, and pupils. Supply teachers and new staff are also made aware of the policy. Key members of staff who come into contact with pupils with asthma are provided with training.

Asthma medicines

Immediate access to reliever medicines is essential. In the Pre-Prep and Junior school Pupils with asthma have their reliever inhaler kept with their teacher in a labelled box which they have easy access to under the supervision of an adult. Middle and Senior school boys are responsible for the safe keeping of their inhalers.

Parents are asked to ensure that the school is provided with a labelled reliever inhaler. All inhalers must be labelled with the child's name.

The school has emergency salbutamol inhalers in school which can be given to those children who have been diagnosed with asthma and prescribed an inhaler, or who have been prescribed an inhaler as reliever medication. Written parental consent for the use of the emergency inhaler must be given and should only be used if the child's prescribed inhaler is not available (For example, because it is broken, empty or out of date).

All school staff will let pupils take their own medicines when they need to

Record keeping

At the beginning of each school year or when a child joins the school, parents are asked if their child has any medical conditions including asthma on their medical form

From this information the school Matron completes a health care plan. This details which medication is to be taken, how often and what to do in an emergency. The health care plan has all contact details for the child and a photograph of them. This is available to all school staff and the school Matrons. They are reviewed annually unless parents inform us of any changes beforehand.

All parents of children with asthma are consequently sent an Asthma UK school asthma card to complete. Parents are asked to return them to the school. From this information the school keeps its asthma register, which is available to all school staff. School asthma cards are then sent to parents of children with asthma on an annual basis to update. Parents are also asked to update or exchange the card for a new one if their child's medicines or how much they take, changes during the year

PE, games and activities

Taking part in sports, games and activities is an essential part of school life for all pupils. All teachers know which children in their class have asthma and all teachers at the school are aware of which pupils have asthma from the school's asthma list.

Pupils with asthma are encouraged to participate fully in all PE lessons. Teachers will remind pupils whose asthma is triggered by exercise, to take their reliever inhaler before the lesson and to thoroughly warm up and down before and after the lesson. If a pupil needs to use their inhaler during a lesson they will be encouraged to do so.

Out-of-hours sport

There has been a large emphasis in recent years on increasing the number of children and young people involved in exercise and sport in and outside of school. The health benefits of exercise are well documented and this is also true for children and young people with asthma. It is therefore important that the school involve pupils with asthma as much as possible in after school clubs. All leaders of after school clubs will be made aware of those children with asthma and if they need to use their inhaler during a lesson they will be encouraged to do so.

The school environment

The school does all that it can to ensure the school environment is favourable to pupils with asthma. The school does not keep furry or feathery animals and has a definite no-smoking policy. As far as possible the school does not use chemicals in science and art lessons that are potential triggers for pupils with asthma. Pupils with asthma are encouraged to leave the room and go and report to Matron if particular fumes trigger their asthma.

Dear Parent

Due to changes in legislation we are required to keep on file your written authorisation for the use of asthma inhalers in school. I currently have your son's name on a list of those requiring an asthma inhaler and would ask that you please check with his teacher that the inhaler they hold is in date and also let me know if his asthmatic condition has changed at all.

I am enclosing two forms, one is the 'School Asthma Card' which requires you to confirm your son's asthma and his required treatment and the second form confirms that you are happy for your son to use a 'school inhaler' should it be necessary.

I look forward to hearing from you.

Kind regards

Judith Bibby
Senior Matron

Enclosed School Asthma Card
 Consent for the use of the school asthma inhaler

THE FOLLOWING STAFF ARE ALL TRAINED IN FIRST AID OR PAEDIATRIC FIRST AID:-

EMERGENCY FIRST AID TRAINING VALID FOR 3 YEARS FROM JANUARY 2016

1. Christina Alteraic
2. Amanda Armstrong
3. Jen Bateman-White
4. Lynn Benson
5. Judith Bibby
6. Liz Blackford
7. Jane Blyth
8. Tony Barratt
9. Pauline Bridges
10. David Burton
11. Elizabeth Carpenter
12. Ian Dunlop
13. Helen Dyke
14. Jackie Flynn
15. Alison Howard
16. Emily Jackson
17. Eddie Knipe
18. Sophie Makey
19. Lucy Piercy
20. Denise Pope
21. Iain Presnell
22. Tom Probert
23. Izabela Rickett
24. Ruth Rix
25. Stephen Ryde
26. Andrew Snowdon
27. Claire Stone
28. Debbie Stronach
29. Thomas Swann
30. Claire Taylor
31. Roz Townsend
32. Charlotte Whiting
33. Eleanor Williams
34. Tania Watkins
35. Brian Yarrow
36. Joanna Yeats-Brown
37. Edward Yeats-Brown
38. Cathy Yates

PAEDIATRIC TRAINING VALID FOR 3 YEARS FROM JANUARY 2016

1. Liz Calladine
2. Deborah Beaney
3. Gordon Braidwood
4. Nadine Kearton
5. Jenifer Creed
6. Claire Scott
7. Sonja Hunter
8. Gill Rogers
9. Marie Taylor
10. Fiona Puller

EMERGENCY FIRST AID TRAINING AND LIFEGUARD TRAINING VALID FOR 3 YEARS FROM JANUARY 2015

1. Jim Bromwich
2. Fiona Leeson
3. Mark O'Prey

PAEDIATRIC FIRST AID TRAINING VALID FOR 3 YEARS FROM SEPTEMBER 2017

1. Deborah Beany
2. Tinika Lloyd

REVIEW OF THE NEW BEACON FIRST AID POLICY

The Governors of The New Beacon School, 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 reports of accidents.

RELATED POLICIES

- Drugs and Drug-testing Policy
- Medical Questionnaire Policy
- Protocol for Administration of Medicines in Schools
- Alcohol and Tobacco Policy
- Spillage Management
- Sun Protection Policy
- Intimate Care Policy
- General Policy Statement for Health and Safety
- Policy on trips and visits out
- Accident Reporting (RIDDOR)
- Record Keeping Policy
- SEN and Learning Difficulties

JAB / JBW / HEALTH AND SAFETY COMMITTEE

MRP	September 2017
Review	September 2018

Any Medication needing to be administered in school should be handed directly to Matron by the Parent. **NO BOY SHOULD CARRY MEDICATION IN SCHOOL UNLESS HE NEEDS AN INHALER OR EPIPEN.**

It should be in its original packet or bottle and should be clearly labelled with the boy's name along with an accompanying letter clearly stating the timing and dosage of medication. If it is Prescribed Medication then the prescribing label should be clearly attached, no prescribed Medication can be accepted without its proper label.

If the medication arrives with no covering letter parents will be asked to fill in a form giving consent. (see attached)

If the medication is to be administered for a short duration parents should collect the medication again from Matron at the end of each school day for the duration of days the child needs to take it.

If the medication is for the long term Matron will keep it safely stored in the Dispensary

All inhalers and Epipens are kept in clearly marked boxes with photos with as much detail as possible. Parents/Carers of boys in Pre-Prep, including EYFS and Junior School are asked to provide one inhaler to be kept in the medical room and another to be kept in the boy's classroom, so that it can be administered in an emergency. Inhalers will be returned to Parents/Carers at the end of each school term to ensure the date remains valid.

To prevent illness spreading within school, parents should keep sick boys at home for at least 48 hours. If he has sickness or Diarrhoea then he should be kept off school for at least 48 hours after the last bout of sickness or Diarrhoea.

CHANGE OF MEDICATION/NEW MEDICATION

Parents/carers must contact the school should there be a change in a boy's medication arrangements or if new medication has been prescribed.

Christina Alteirac
Head of Pre-Prep & Junior School
September 2018
To be reviewed September 2019