



# Sacred Heart School

Service Before Self

## **Mission Statement:**

The Sacred Heart is a Community committed to the education of its pupils in a Catholic Christian ethos, where each person is invited to serve God and others in faith, hope and love.

## **Aims:**

- To foster spiritual growth in Christian faith and values
- To value, appreciate and enjoy learning
- To work for excellence
- To further curiosity and creativity
- To aspire to high ideals

## *Health & Safety Policies*

# **First Aid / Unwell Children / Administration of Medicines**

## **Aim:**

- To determine the problem and ensure that pupils are given appropriate, prompt care when they are ill or injured
- To try to ensure that pupils do not infect others with contagious diseases
- To provide a comfortable area where children can safely wait to be collected by parents

**Nearly all staff are First Aiders and have up to date certificates. In addition, Early Years staff are Paediatric First Aiders. A list is kept in the office with dates of latest training. Qualified members of staff are on each school site when children are present and an appropriately trained person accompanies any field trip or visit. (Appendix 2)**

**There are First Aid kits in each staff room, each laboratory, the HE room, the gymnasium, the Sports Hall, the Barn Kitchen, School Kitchen, the Boarding House and the mini buses. There are additional kits for taking on field trips and visits. These include packs of rubber gloves for use with bodily fluid spillage.**

**Disposal units (sited in the lavatory facilities of the female staff and senior girls) are to be used for disposal of soiled bandages, plasters etc.**

**Staff are made aware of pupils with allergies and other medical needs and trained accordingly. (E.g. Brittle Asthma and Anaphylaxis Shock Sufferers)**

## **Procedures:**

### **Lower School / Little Pedlars:**

#### **First Aid**

- If a child has a minor accident on the playground, the accompanied child is sent to the Staff Room to see the duty teacher.
- Fill in Accident Form (Appendix 1)
- An Ice pack available in the Staff Room for minor bumps
- The First Aider may be sent for, if needed, for advice
- If accident is serious and pupil cannot be moved; give assurance; send for help; notify the Office
- If required phone 999 direct from the nearest phone (9 999)
- There is a wheelchair in the Boarding House which can be used.
- Fill in a minor injury file / complete an accident form, which is then sent to the family (copy kept in office) Little Pedlars parents sign to show they have been informed.

#### **Unwell Children**

- When a pupil is taken ill at school, the Form Teacher or the First Aider will assess them
- Children are generally kept with their class and made as comfortable as possible
- If a child is likely to vomit the pupil is immediately sent to a cloakroom with an LSA
- Years 5 – 6 may be sent to the Office and go into the Medical Room
- The Office will contact the parents to collect the child as soon as possible on the recommendation of the first aider.

#### **Administration of Medicines**

- Parents should hand medicines to Staff, named with prescription information. Little Pedlars parents must fill in a parental agreement for school to administer medicine.

- Only the last doses of anti-biotic (or medication such as Piriton, or inhalers for long-term asthmatics) are administered. These medicines are kept in the Staff Room.
- Inhalers and EPI-pens are administered if necessary and staff have been trained in their administration. They are kept in the classroom or older pupils may carry them in a bag around their waist.
- If any medicines are administered then an Administration of Medicines form must be completed by the staff.

## Senior School pupils:

### First Aid

- Children go to the Staff Room for help
- Nose Bleed, cuts and burns, head injuries – a First Aider should be contacted
- Minor injuries can be 'self-certificated' on a white form
- Ice packs available at Staff Rooms
- A wheelchair is available in the Boarding House
- Staff fill in Pink Accident Form which is sent to the Office with a copy to the parents.
- If pupil cannot be moved, send for First Aider
- Send to the Office so that 999 can be rung – unless another phone is nearer (9 999)

If a member of Staff is injured, this is recorded in the Accident Book

### Resuscitation:

If Staff feel able, attempt resuscitation until paramedics arrive

### Unwell pupils

- Pupils that are unwell should go to the Staff Room for help
- When a pupil is unwell, the Class teacher / Form teacher or First Aider will assess the situation
- Pupil may be sent to have a 'breath of fresh air' or to have a glass of water
- Y3 pupils may be sent to the Medical Room, via the office to lie down for a while before returning to class
- The Office may be advised by Staff to telephone parents to ask them to collect the sick child
- Office Staff record in a book those who have been sent to the Medical Room
- EPI-pens may be administered to pupils in possession of one

### Administration of Medicines

- Pupils hand medicine in to the Staff Room in a clearly labelled plastic bag
- Pupils should carry their own inhalers and EPI-pens at all times
- Staff record on the Staff whiteboard, **and** in the Book, that medicine has been given (name and times)
- Pupils with period pains may hand in paracetamol to the staff room, with a note from parent/guardian, to be taken after 12 noon

### Administration of non- prescribed medicine

#### Boarders

- Staff must send pupils to the Office to sign out of School
- The Office must tell a Sister (Sr Danuta / Sr Kasjana) that a pupil is ill and is being sent down to the House
- Boarders parents are normally asked to collect their sick pupil as soon as possible

#### Parents

- It is important that parents keep the School informed of up to date telephone and mobile telephone numbers, and addresses where they can be reached in case of emergency (health forms sent out in June asking for updated details). Reminders regularly placed in the weekly newsletter.
- Regular attendance is important, but school is no place for sick children
- If a child has a medical condition which prevents her / him from taking part in PE lessons parents should inform the School in writing

**Care Plans** need to be completed by parents for children with severe allergies or asthma or other illness which should be known to members of staff.

**RIDDOR** – a report must be made to the secretary if either pupils or staff are taken to hospital after an injury as it has to be reported to RIDDOR. Early Years serious incidents need to be reported to LADO through Head of Lower School and NCC must be informed if an EY child is sent to hospital.

**Staff** need to keep first Aid Certificate up to date, every 2 years. Rachel Wilson and Vanessa Adcock are First Response First Aiders. If in doubt seek their help.

Staff need to be trained in the use of epi- pens or any other special devices used by pupils.

**Health Forms** are sent out in June for new parents and annually to existing parents to update.

### Monitoring and Review:

Prepared 2008: Revised Feb 2015 RW, VA

## ACCIDENT / INCIDENT REPORT FORM

<b>Staff in charge of first aid &amp; First responder: Mrs Rachel Calvert</b> <b>Lower School: JC, IH, LL, NL, SP, CR, SW, AW</b> <b>Middle / Senior Sch: JA, MH, LM, NW</b> <b>Boarding House: Sr D, , SW,</b> <b>Office: CC, GB, AH</b>	<b>Management team to be contacted:</b> <b>Sister Francis</b> <b>Miss Gooderson</b> <b>Mrs N Wilson</b> <b>Mr Lewis Murphy</b>
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## 1. To be filled in by Staff on Duty:

<b>Pupils Name:</b>	<b>Year Group:</b>
<b>Date of Accident / Incident:</b>	<b>Time:</b> am/pm
<b>How and where did accident / incident occur – (In addition to location / others involved also detail RS/LS; back/front; head/leg/ arm etc)</b>	
<b>Signature of Staff Member:</b>	

## 2. To be filled in by First Aider:

Time Contacted:

<b>Suspected nature of injury:</b>			
<b>Details of First Aid given:</b>			
<b>Parent's Contacted</b>	<b>Yes/No</b>	<b>Doctor/Hospital Contacted</b>	<b>Yes/No</b>
<b>Senior member of staff informed</b>	<b>Yes/No</b>		
<b>Signature of First Aider:</b>			

Original form to be sent to parents on the day of the accident for the next section to be completed / sent with the injured pupil to doctor / hospital, and thence on to the parents as necessary.

Photocopy to be filed in the school office on day of accident.

N.B. In the case of a serious accident a copy of this form is to be sent to Sister Francis and retained in the Boarding House overnight.

## 3. This section to be completed by the parent/guardian and the whole form should be returned to the school office when the pupil returns to school.

<b>Further action taken:</b>	
<b>Signature of Parent / Guardian:</b>	<b>Date:</b>

## LIST OF STAFF FIRST AID TRAINED

TITLE	FIRST NAME	SURNAME	PAEDIATRIC TRAINED	DATE TRAINED	DATE EXPIRED
Mrs	Joanne	Ahrenfelt		19/08/2014	19/08/2017
Mrs	Gloria	Boulton		22/05/2015	21/05/2018
Mrs	Rachel	Calvert		11/01/2017	10/01/2020
Mrs	Catherine	Carter		22/05/2015	21/05/2018
Mrs	Jacki	Cockman	<b>P</b>	16/06/2014	15/06/2017
Mrs	Sally	George		22/05/2015	21/05/2018
Miss	Angie	Hastings		22/05/2015	21/05/2018
Mrs	Meg	Heale		22/05/2015	21/05/2018
Mrs	Irene	Henden		22/05/2015	21/05/2018
Mr	Jeremy	Hodges		05/09/2014	04/09/2017
Mrs	Ann	Keating		22/05/2015	21/05/2018
Mr	Edward	Keating		22/05/2015	21/05/2018
Miss	Liridona	Laska	<b>P</b>	19/06/2015	18/06/2018
Mrs	Nicola	Leader		22/05/2015	21/05/2018
Mrs	Emma	Mills		22/05/2015	21/05/2018
Mr	Lewis	Murphy		22/05/2015	21/05/2018
Sr	Linda	Pergegaj		22/05/2015	21/05/2018
Mrs	Sarah	Parnham	<b>P</b>	12/02/2014	12/02/2017
Mrs	Catherine	Riedlinger		19/08/2014	18/08/2017
Mrs	Kirsty	Smith		22/05/2015	21/05/2018
Mr	Mick	Titmarsh		22/05/2015	21/05/2018
Mrs	Natalie	Wilson		22/05/2015	21/05/2018
Sr	Danuta	Wloczka		22/05/2015	21/05/2018
Miss	Sarah	Wookey		11/01/2017	10/01/2020
Mr	Poitr	Zawadzki		22/05/2015	21/05/2018
Sr	Kasjana	Ziembinska		22/05/2015	21/05/2018

**Renewal Training will take place prior to First Aid expiration date.**

<b>Sacred Heart School Early Years</b>		
<b>Parental agreement for school to administer medicine</b>		
The School will not give your child medicine unless you complete and sign this form.		
Name of Child		
Date of Birth	Year	
Medical condition or illness		
<b>Medicine</b>		
Name/type of medicine (as described on the container)		
Date dispensed		
Expiry Date		
Agreed review date to be initiated (name of member of staff)		
Dosage and method		
Timing		
Special precautions		
Are there any side effects that the school needs to know about		
Self administration	Yes	No
Procedure to take in an emergency		
<b>Contact Details</b>		
Name		
Daytime telephone No.	Mobile telephone	
Relationship to child		
Address		
<p><b>I Understand that I must give written permission for staff to administer medicines.</b>  <b>I accept that this is a service that the school is not obliged to undertake.</b>  <b>I understand that I must notify the school of any changes in writing.</b></p>		
Signature (s)		Date

# MEDICINE FORM

**Today.....was given medicine as instructed**

**Date..... Time.....**

**Medicine.....**

**Amount administered.....**

**Signed.....**

**Countersigned.....**

**Parent/Guardian Signature.....**

**Date.....**