



MERCHANT
TAYLORS'
SCHOOLS

For Boys and Girls
aged 4 to 18 years

Medical FIRST AID INFORMATION

First Aid Policy

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MEDICAL First Aid Information

Qualified First Aid Staff

- All First Aiders hold a valid First Aid Certificate (First Aid at Work, Emergency First Aid or Paediatric First Aid), and these are renewable every 3 years. The School Nurse monitors and maintains these lists. See list below for names:-

MTGS

Miss A Dalton (School Nurse), Mrs A Barry, Mrs S Heywood, Mrs H Irwin, Mrs E Moore, Mrs B Miller, Mrs C Southworth, Mrs C Mason, Mrs H Heaton, Mr D Lamb, Mrs S Ladbrook, Dr M McWatt, Mrs M Hutchins, Mrs R Hames, Mrs L Robinson, Miss L Taylor, Mrs L Baker, Mrs V Mee, Mr J Coombes (Ian Robinson Sports Centre), Mr J Carew, Miss M Riches, Mrs S Ford, Mr G Keegan, Miss S Tickle, Mrs E Tickle, Mr A Beattie (Estates Manager), Mrs A Dunne, Mr M Gill, Mrs J Price, Mr S Newlove, Mrs J Schofield, Mr N Price, Mr D Borrowes and Mrs D Rea.

MTBS

Miss A Dalton (School Nurse), Mrs C Latham, Mrs J Davidson, Mr M Slemen, Mr M Whalley, Mr I McKie, Mrs C Byrne, Mr I Taylor, Mr G Stiff, Mr W Miles, Mr D King, Mr S Cooke, Mr S Fletcher, Mrs M Taylor, Mr D Cairns, Mr J Green, Mrs V Mee, Mr D Cook, Mr R Fawcett, Mr J Coombes (Ian Robinson Sports Centre), Mr J Carew, Mr C Ryan, Miss M Riches, Mr A Scott, Mr P Howard, Mr J O'Brien, Mr R Yates, Mr G Bonfante, Miss J Whitehead, Mr K Brannan, Mr J McKenna, Mrs C Austin, Mr A Beattie (Estates Manager), Mrs L Biggar, Mrs D Carr, Mrs D Rea, Mrs N Rice, Mr S Ridings, Mr R Richardson, Mr S Brett, Mr T Higham, Mrs A Neilson, Mr N Price, Miss M Ramanoop (Sodexo), Mr D Williams and Mr J Turner

MTJB

Miss A Dalton (School Nurse), Mr D Youngson, Mr D Lyon, Mr J O'Shaughnessy, Mr M Whalley, Mrs A Hodson, Mrs H White, Mrs O' Sullivan, Mrs L Rogers, Mrs A Wynne and Mr N Benbow. In addition Miss A Dalton (School Nurse), and Mrs P Graham are 'Paediatric First Aid' trained.

MTPS & EYFS

Miss A Dalton (School Nurse), Mrs C Darbyshire, Mrs L Thompson, Mrs A Dunne, Mr A Beattie (Estates Manager), Mrs D Rea, Mrs E Williams, Mr M Whalley, Mrs J Davidson, Mrs M Hughes, Mr T Seddon, Mr G Keegan, Mr J Coombes, Mr J Carew, Miss M Riches, Miss H Callaway, Miss K Carera, Mr L Crewe and Miss L Harper.

In addition Miss A Dalton (School Nurse), Mrs A Saunders, Mrs L Thompson, Mrs C Darbyshire, Mrs A Dunne, Mrs K Higham, Mr J Coombes, Mrs B Richardson, Mrs E Williams, Miss H Callaway, Mrs P Birkbeck, Miss K Carera, Mrs A Donnerly, Miss L Harper, Mrs A L Hodgkinson and are all 'Paediatric First Aid' trained.

Any member of staff wishing to undertake a First Aid qualification should seek advice from the School Nurse.

First Aid Kits and Locations

- First Aid Kits are available throughout both the Senior Schools – Medical Room, Centenary Hall, Biology/ Physics/ Chemistry, Staff Room, Reprographics, English/ Maths/ Geography/ Art Departments, Home Economics, PE Office, Sixth Form Office, IT, Ian Robinson Sports Centre, Swimming Pool and Catering.
- First Aid Kits are available throughout the MTPS & EFYS– Medical Room, Computer Room, Catering Department, After School Club, Music Room and in each classroom.
- First aid kits are available throughout the Junior Boys' School – Medical Room, School Office, John Bebb Staff Room, Art Rooms and in each classroom
- Location maps indicating the First Aid Kits are available within each School:- Medical Room, PE Office, Staff Room, Catering and Caretakers Departments, and School Offices
- Eyewash stations are available in the Senior Boys' and Girls' chemistry and physics department, the art department and the Medical Room. Also in the Medical Room at MTPS & EFYS. And Junior Boys' Medical Room
- Portable First Aid Kits are available for all school trips and outings and Lifesystems Expedition Sterile sets are available for trips abroad. All these kits must be returned to the School Nurse after use.

Emergency Generic Inhaler Kits and Locations

- Schools are now permitted to keep spare Salbutamol (reliever) inhalers for use in an emergency should a pupils inhaler be empty or broken
- These inhalers must only be used by pupils who have a prescribed reliever inhaler
- The School Nurse will provide these kits for school trips and events
- These kits can be found in each Medical room, Swimming Pool, IRSC, Boat House, Hall Road, the Northern and various science labs within the 4 schools.
- Please refer to the '[Medical Protocol for the use of Emergency Inhalers in School](#)'

Procedure for Sickness – MTGS and MTBS

- A pupil complaining of feeling ill in class should be dealt with by the teacher concerned as may seem appropriate e.g. she/he can be sent out for a breath of fresh air, or to the lavatory, etc. It is advisable to send another pupil to keep an eye on him/her. The pupil's welfare is the responsibility of the teacher concerned until such a time as the pupil is judged to have recovered or until some other adult ie the School Nurse, a First Aider or Parent, has clearly and definitely accepted responsibility.
- If it seems undesirable for the pupil to remain in or return to class, he/she should be sent (accompanied by another pupil or teacher) to the School Nurse in the Medical Room. If the School Nurse is unavailable, the Receptionist will look after the pupil.
- No pupil is permitted to go and lie down without first reporting to Reception and must not leave without permission. No visitors are permitted in the Medical Room unless authorised by a member of staff. Pupils are also not permitted to contact their parents themselves.
- Should an emergency arise, the School Nurse must be contacted immediately via her mobile phone – please refer to '[Medical Policy for a Medical Emergency](#)' for practical arrangements and for guidance in when and how to request an ambulance . If a pupil receives First Aid, their welfare is the responsibility of the First Aider. If the School Nurse is present she will take over that responsibility. The School Nurse will also contact parents if necessary. Under no

circumstances must a poorly pupil be sent home unaided – his/her parent/guardian or a responsible adult must pick them up from school.

- Should a poorly pupil need to go home, it is the responsibility of the School Nurse or first aider to call home and **NOT** the pupil. Reception will be asked to email staff stating who has been sent home. If a pupil at MTGS and MTBS is not 100% but can remain in school but is due games – the first aider must contact the games staff to inform them so they can monitor them. This is especially for games off site at Hall Road and the Northern.
- All members of staff are informed of all pupils with certain medical conditions – these pupils will have an Individual Health Care Plan.
- All sickness must be reported via the 'sickness and minor ailment' forms, which are kept in the Medical Rooms and both Reception desks. These forms must be returned to the School Nurse.
- All sickness is monitored by the School Nurse. Should a pupil visit Reception or the School Nurse on numerous occasions (especially during lesson time), the School Nurse will send a letter home to his/her parents after discussion with the Head of Year for that pupil

Procedure for Sickness – MTJB and MTPS & EFYS

- Any child complaining of feeling poorly in class should be dealt with by the teacher concerned as may seem appropriate e.g. they can be sent out of the classroom for a breath of fresh air (if old enough), or to the lavatory, etc. It is advisable to send another child to keep an eye on him/her. The child's welfare is the responsibility of the teacher concerned until such a time as the child is judged to have recovered or until some other adult ie the School Nurse, a First Aider or Parent, has clearly and definitely accepted responsibility.
- If it seems undesirable for that child to remain in or return to class, then they must be sent to either the School Office or to a First Aider.
- No child is permitted to go and lie down in the Medical Room without reporting to the School Office or a First Aider.
- It is advisable to stay with the younger pupil including EYFS until a parent picks up

Procedure for Accidents and Injuries – MTBS, MTGS, MTJB and MTPS & EYFS

- All accidents must be reported to a member of staff. If an accident occurs, send a responsible pupil to the School Nurse for her to deal with the situation. If the School Nurse is not available, Reception will contact her. In an emergency please refer to the 'Policy for a medical Emergency' for practical arrangements and for guidance on when and how to request an ambulance. In the absence of authorisation by the parents, or in a real emergency where speed is of the essence, the Headmistress or the School Nurse will decide what action is necessary regarding treatment.
- All accidents must be reported in the accident book. The yellow copy must be given to the pupil to take home and the white copy must be passed on to the School Nurse. There are separate accidents books for pupils and staff/visitors.
- Never leave an injured pupil unsupervised by an adult and if necessary clear the rest of the class from the area.
- The Medical Rooms at MTGS, MTBS and Ian Robinson Sports Centre have wheelchairs for use within the School's grounds. The caretakers are responsible for ensuring the wheels are inflated
- If pupils are injured whilst away from School (Hall Road, Northern, Inter-school fixtures, school trip), it is the duty of the staff member in charge to ensure they receive appropriate treatment.

- For all head injuries – please refer to the ‘**Medical Policy for Head Injuries and Facial Injuries**’ for guidance.
- All accidents and dangerous occurrences must be reported to the Headmistress.

It is the School Nurse’s responsibility to report any serious injury to RIDDOR (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations) if required.

Documentation

- All accidents must be reported in the accident book. The yellow copy must be given to the pupil to take home and the white copy must be passed on to the School Nurse. There are separate accidents books for pupils and staff/visitors.
- All sickness must be reported via the ‘sickness and minor ailment’ forms, which are kept in the Medical Rooms and both Reception desks. These forms must be returned to the School Nurse.
- Within each Medical Room, Green files are available with all sickness and accident documentation for the current academic year. Staff may check this data for pupil absences from lesson for example.
- In both the Medical Rooms at MTGS and MTBS, tick lists are also available for staff to look at. This data provides an instance glance of how many times a pupil had visited the sick room.
- The School Nurse will monitor these documents and ensure sensitive data is kept elsewhere

Insurance

- No admission of liability may be made in respect of any accident as this will prejudice the School’s insurance and all correspondence or other comments or complaints relating to accidents in School or in respect of out-of-school activities whether resulting in injury to persons or loss of or damage to property must be referred at once, unanswered, to the Legal Advisor, who will deal with acknowledgement.
- **Employers’ Liability Insurance is provided for all staff by the Schools’ insurance company for the administration of medication**

Crutches

Should a pupil report to School on crutches, then the pupil and his/her parents must complete a ‘**Medical Health and Safety Agreement for the use of Crutches on School Premises**’ form and be assessed by the School Nurse. These forms can be found in the Medical Rooms.

Personal Medicines

Requests may be made to the School Nurse to deal with the administering of medicines in the following circumstances.

- For pupils with chronic illness or long-term complaints, such as asthma, diabetes, epilepsy or allergies e.g. nut allergy, requiring adrenaline injection.
- For pupils who are recovering from a short-term illness that are well enough to return to School but are receiving a course of antibiotics, cough medicines etc.

Each request will be considered on its merits and the School Nurse will endeavour to pay regard to the best interests of the pupil and the implications for the School.

Circumstances requiring caution

The School Nurse may refuse a request to administer medicine in certain circumstances

- Where the medicines pose a threat or danger to other staff or pupils
- Where the timing and nature of the administration are of vital importance and where serious consequences could result if a dose is not taken
- Where some technical or medical knowledge or expertise is required and the School Nurse is not available
- Where intimate contact is necessary

Please refer to the '[Medical Policy for School Medicines](#)' for further guidance.

Administration of Analgesics to Pupils

The School will provide Paracetamol and throat lozenges (medicines are only administered if age appropriate). Written consent must be obtained from the parents/guardians and this can be found on the pupil's personal Confidential Medical Information Form. The School Nurse will provide a list of parental consents, which can be found in all 4 Medical Rooms. The school Nurse also provide with the consent list the dosage of Paracetamol permitted. The dosage will be the minimal amount. These over-the-counter medicines must be administered with discretion as it is acknowledged that rather than lose lesson time, a pupil may take a mild analgesic when suffering from a headache or toothache etc.

Parental Consent for Treatment

- A pupil who is over 16 years of age may give consent to any surgical, medical or dental treatment. For the younger pupil, normally the parent will make the decision and this is regarded as the most desirable course of action
- If a pupil is on a School trip where medical treatment may be needed, then the parents are required to give their written consent for the teacher to act in *loco parentis* – should the parent refuse then the School may decide not to permit that pupil to go on the School trip.
- Parents and pupils who belong to religious bodies such as Jehovah's Witnesses and Christian Scientists should make their views and wishes known to the School so that the implications of their beliefs can be discussed and, if possible, accommodated.

For further advice and guidance on any First Aid matter, please contact the School Nurse. This information is available on [Staff Shared under School health and Safety Policy](#).