



Newton International Academy First Aid Policy

Newton International Academy (NIA) strives to provide a safe environment for pupils, employees and visitors to the School. NIA endeavours to adopt a holistic approach to each individual embracing his or her social, physical and mental needs. The School undertakes to promote good Health and Safety procedures commensurate with modern practice and advice within the context of a school and activities where there will be necessarily an element of risk.

First Aid and medical provision is made according to an assessment of the risk of each situation (classroom, playing fields, extra-curricular activities, trips, science laboratories etc.) and will be reviewed and altered as far as is reasonably possible according to changes in information and the medical needs of pupils and employees.

First Aid Provision

The Nurse's Stations have 4 trained nurses across the 3 campuses who provide cover from 6.40am to 2.30pm from Sunday to Thursday. Special Events are covered by an on-call system.

Other members of staff are first aid trained appropriate to the qualifications required for the activity or area of the School for which they are responsible.

For the Early Years Foundation Stage, at least one person with a current first aid certificate will be on the premises at all times when children are present, and at least one person with a current first aid certificate will accompany any outing.

A list of those who have been trained in First Aid is available from the Deputy Principal.

No member of staff is a qualified paramedic and therefore all serious incidents will be referred to the Nurses and if required pupils will be accompanied to hospital or if appropriate an ambulance called.

First Aid Training

First Aid training is available to all members of staff, who are updated every year. The course, run by one of an external agency, covers basic first aid training.

It is advisable that on all school trips the pupils are aware that there is a designated First Aider.

First Aid Equipment

The Nurse's Station is equipped to deal with first aid emergencies and placed round the School are basic first aid boxes which all staff should be aware of through their First Aid training. Portable kits are available for trips and sporting events that occur off site. The Nurse's Station provides these.

There are also first aid kits in each Gym and Exit door to the Outside Areas in EYFS Buildings.

All staff supervising swimming events are first aid trained and have an additional lifeguard qualification. Any pupils visiting from other schools injured or ill will be seen by the Nursing staff and treated appropriately.

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Contacts

If a pupil suffers from an illness or accident, when appropriate, attempts will be made to contact next – of - kin, but if it is deemed that emergency action is required, the School undertakes to refer the patient to the appropriate professionals without prior consent.

It is imperative that all contact numbers are kept up-to-date in the school office.

Provision and Administration for Medicines

Due to prescribing restrictions in schools it is necessary for all medication, prescribed or over-the –counter to be handed into the Nurse’s Station, this includes antibiotics, etc. They should be clearly labelled with the pupil’s name, name of medication dose and timing. Asthmatics are encouraged to carry an inhaler with them at all times. A generic Salbutamol (reliever) inhaler and spacer device is kept in the Nurse’s Station for emergency use by known asthmatic whose parents have given prior consent. Parents may wish to provide the School with a spare inhaler if they so wish.

Pupils with serious allergies requiring an Epipen should carry their own with them at all times and are asked to provide a second Epipens which is stored in the Nurse’s Station for individual use only.

A record of allergies and medical conditions are kept by the Nurses and updated termly.

This information will also be available on the individual’s electronic school record as a ‘Red Flag’ and can be accessed by all teaching staff on a ‘need to know’ basis. Training is given in house when required for specific medical conditions, such as diabetes.

For all students under the age of 16, all other medication, including over-the-counter medication should be handed into the Nurses for safekeeping and administration

Prescription medications may only be given to the pupil for whom they are prescribed. All medication administered in School by Nurses must be recorded.

It is the responsibility of the parents to ensure that pupils take their morning medication and to ensure that day pupils with daily medication take them home when leaving the school at the end of each day.

Day pupils requiring remedial pain relief for conditions such as menstrual pain or sports injuries can have it administered in the Nurse’s Station, where supplies of simple pain relief (paracetamol & ibuprofen) are kept as stock.

It is recognised that Epipen users and diabetics carry relevant equipment for emergency use and are aware of the procedure should administration be necessary. However, Nurses or a trained member of staff should perform the actual administration.

Nurse’s Station staff are called upon to support the care provided by the first aiders.

The Nurse station is used as a comfortable and safe place to look after the pupils until their parents are able to pick them up. A record of any medical incidents is kept with the current policies and medical records.

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For the Early Years Foundation Stage, prior written permission for each and every medicine will be obtained before any medication is administered.

Written records of all medicines administered to children will be kept and parents informed.

For all pupils including those in the Early Years Foundation Stage, the Nurse will, in consultation with parents and medical professionals, put in place individual management plans to support the medical needs of individual pupils. On all trips it is the responsibility of the parents of day pupils to liaise with the trip leader regarding the administration of any medication.

Medical Information

The School will keep medical information about particular pupils and all members of staff responsible for the pupil at any time should make themselves aware of his or her medical requirements. Separate forms are required for school trips and outdoor activities. On all trips, members of staff are required to check the medical requirements of all those attending the trip and to carry the information with them.

It is the responsibility of parents to keep the Nurse's Station informed and updated of any changes to the health and medical requirements of their children in writing.

The School cannot be responsible for any shortcomings in medical provision if this information is not forthcoming. It is the responsibility of employees to keep the School informed and updated of any changes to their health and medical requirements that may pose a risk to the health and safety of themselves, the pupils and their colleagues during the everyday performance of their tasks.

All visits to the Nurse are recorded in a daily diary and on individual records on the computer. These records are kept separate from the house records and are confidential; information will only be passed to third parties on a 'need to know' basis with the prior consent of the individual. Confidentiality may only be breached if it is believed to be a matter of child protection and under these circumstances further advice will be sought from the School Medical Officer which will be followed up in accordance with the Child Protection Policy. Individual care plans are written for pupils with specific health problems, including chronic conditions and disabilities and these pupils will have a specific named nurse. These care plans are reviewed regularly.

Vaccinations

It is the responsibility of the day students' parents to ensure that their vaccination programme is up-dated at their own GP surgery and to inform the Nurses that vaccinations have been given.

NIA Procedures for pupil illness and accident during school hours

If a pupil becomes unwell during lesson time or a teacher considers a pupil is not well enough to continue working they are sent to the Nurse for assessment and where contact with parents will be made, if appropriate.

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Any pupil sent from lessons needs to be accompanied by another pupil to the Nurse. All pupils unwell must report to Reception before going home so their absence can be recorded.

The pupil will remain in the Nurse's Station until either the School nursing staff are satisfied that he or she is well enough to return to lessons or the parents have been contacted and have taken the pupil home.

Should the nature of the illness not enable the pupils to be seen at the Nurse's Station, the nurse on duty should be immediately phoned to attend on site.

In the event of an acute emergency, any member of staff may call the emergency services. In the event of spillage of bodily fluids, any member of staff may call the Cleaning Manager.

Please see the School Health & Safety Advisor for further information.

Health Promotion and Education

The Nurses and other staff provide health promotion and education both informally and in a more structured way through the PSHE programme.

School Trips and Activities Off-Site

Those taking trips and activities undertake a thorough risk assessment and are equipped with a First Aid kit and a mobile phone in case of emergency.

Staff have emergency contact numbers and pupils are briefed thoroughly and given emergency contact instructions for any unsupervised time.

NIA procedures for pupil illness and accident during school hours:

Basic medical supplies are also kept in the Medical Room.

All staff may administer basic first aid, but major incidents should be immediately referred to the Duty School Nurse. All incidents should be recorded in the Incident Book kept in the Nurse's Station.

If a child is too ill to be in lessons parents will be informed by the school office and the child will be collected.

In those rare cases where either basic or major first aid is clearly inappropriate due to the severity of the accident, the Head of School, or a Deputy Head must be informed immediately, so that they can arrange for the child to be taken to hospital and the parents informed.

Medicines in School

Requests for Nurses to administer medicine to children during the school day must only be agreed when absolutely necessary, and must always be supported by a written request from the parents to be maintained in the Nurse Station.

Medical Records

Medical record cards for each child are held in the Nurse's Station in the. It is the responsibility of each class teacher to be fully aware of any medical condition or allergy, and to familiarise him/her with the emergency symptoms and procedures involved.

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Contagious disease/illness

If a child has, or is suspected of having, any contagious disease or illness, he or she (and their parents) should be referred to the Head of School and the Nurse's Station informed.

Reporting Accidents

All accidents have to be recorded in one of the accident forms.

Medical treatment will be recorded in the record book in the Nurse's Station.

Serious accidents have to be reported to the CEO.

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