

# PORT·REGIS

POLICY NAME	Health and First Aid	POLICY OWNER	Senior Nurse
APPROVED BY	Wellbeing Committee/CoM	DATE APPROVED	February 2022
DATE OF LAST REVIEW	February 2023	DATE OF NEXT REVIEW	February 2024

## Health and First Aid Policy

Whole school policy including EYFS.

### Health

#### Health Centre

Port Regis has a dedicated Health Centre, which is run by our Nurse Manager, supported by two other Health Care Professionals (one Nurse and one Paramedic) and a Health Care Assistant (HCA).

There is always a Health Care Professional (HCP) on duty 24 hours a day, 7 days a week during normal term-time – in accordance with the school term dates as published on the school website.

The Health Centre holds surgeries at various times between 07.45 – 20.00, 7 days a week, although there are times when nurses will be out covering sport on site. We need to prioritise this, especially during rugby season. Therefore, on Wednesdays and Saturdays, we utilise our first aid trained staff to attend to simple things like plasters or minor grazes/scratches. Simple first aid can be administered by any appropriately qualified person.

After 20.00 the HCP will be on-call, resident in the Mansion and available if needed via the POPEMP phone.

If a child becomes ill overnight the Houseparent/s will notify the HCP on-call who will offer advice or treatment over the phone or see the pupil in the Health Centre, to determine whether or not s/he should stay in their boarding house or move to the SAN. After 20.00, the HCP on-call should not be called for minor issues which could easily be managed in the boarding houses (e.g. plasters, ice packs, grazes/scratches). If pain relief is required, the HCP must be contacted so that they can check for allergies, advise when medication was last given and document any doses given by the boarding house.

The Health Centre is located centrally in the Mansion and consists of two dormitories, one for each sex, its own kitchen, consulting room, clinical room, waiting room, two lavatories and two bathrooms. There is also an isolation room, with its own toilet and shower.

The Health Centre is available for children who are not well enough to carry on the normal routine of school. If necessary, children may be sent home from the Health Centre.

Each bed in the Health Centre can be curtained off for privacy and has its own emergency call button. There are additional emergency call buttons in other areas of the Health Centre, and the buzzers sound in the

Health Centre office, and the Day Room. Overnight, children will be shown where the doorbell to the on-call flat is, so that the HCP can be alerted if needed overnight.

#### **Duties of the Health Care Professional or Health Centre Assistant.**

HCPs are employed primarily, to attend to the medical needs of the pupils on site, with particular responsibility for boarders. We do also have a responsibility to provide first aid to our staff and any visitors to the site. This includes Mental Health First Aid and two of the HCPs currently hold a qualification for this.

#### **Medical checks**

New boarding entrants are encouraged to register with the School GP Surgery (Abbey View Medical Centre) - those usually resident outside the UK must do so. Their height and weight is recorded and monitored as required.

Parents are encouraged to organise optician appointments, dental checks and treatment with the family dentist during school holidays, but in some circumstances, dental, orthodontic or ophthalmic appointments can be arranged locally in term time.

Influenza vaccinations are offered annually to all children from Reception – Year 8.

Parents are kept informed of any medical or mental health conditions affecting their child. House Parents are informed of any treatment if considered necessary by the HCP/HCA.

Port Regis Health Forms are completed by parents and brought to the Health Centre. They are kept in a medical folder, along with any other medical information pertaining to the child. These are stored in a filing cabinet in an office which is always locked when unattended. All medical records are uploaded onto the computer system 'iSAMS'. Members of staff are informed of any specific medical conditions, and kitchen staff are informed of any dietary needs or food allergies. Lists of these (with photograph) are available in the Sports Hall, the Health Centre, the Staff Room and Boarding Houses.

In the Pre-Prep and Nursery, information pertaining to a child's medical needs is gained through medical forms which are completed on entry by parents and/or carers. This information and a child's needs are reviewed regularly by Pre-Prep staff through correspondence with parents and/or carers at the start of the academic year.

#### **Special medical care**

Please refer to the 'Supporting Children with Medical Needs Policy.'

#### **The Dispensary**

The dispensary is situated between the two Health Centre dormitories.

There are several medicine cupboards in the treatment room – this is always locked when unattended. Controlled drugs are kept in a specifically designed double locked cupboard in the Consulting Room, which is also locked when not in use. The keys for the controlled drugs cupboard are kept separately from the main Health Centre keys (in a drawer, in the treatment room). All controlled drugs are entered into the log when they are received. They are counted and an accurate record is kept of when they were administered and the number of individual tablets remaining. This is in keeping with the regulations as set out by The Department for Health - Controlled Drugs (Supervision of management and use) Regulations 2013.

Children are expected to hand in all medicines and vitamins on arrival at the school. Vitamins may be taken in the boarding houses but must first be checked in the Health Centre to ensure that they are safe to be taken. Any that are not appropriate will be retained in the Health Centre and returned to the parents at the earliest opportunity.

A record is kept of all treatments given in the Health Centre and in all boarding houses. A separate record is kept of all accidents which require a hospital visit. There are also accident books in the Health Centre where any accidents/incidents involving a member of staff or visitor to the School are recorded. Certain accidents and illnesses are reportable by law to the HSE (*Health and Safety Executive*) under RIDDOR (*Reporting of injuries, diseases and dangerous occurrences regulations - 2013*) and we will always make the person aware if the incident/accident is RIDDOR reportable. Some incidents/accident for pupils are also reportable but only in a small number of specific circumstances. A copy of the requirements is held in the Health Centre and also available online. The Health Centre Manager is responsible for reporting under RIDDOR.

In the Pre-Prep - Prescribed medication: Parents are expected to hand these to the class teacher and to supply written instructions on administration, to include name of drug, dosage to be given and times for medication to be administered. A dispensing form is completed whenever an adult gives a child medication. This includes name of drug, dose given, and time given. This is dated and signed by administering adult. Medications are stored securely, out of children's reach and forms are kept within each child's individual file.

### **Health Promotion**

Healthy eating and living habits are strongly promoted via the Life Skills curriculum, through Assemblies and during education sessions undertaken by Health Centre staff. The importance of drinking plenty of water throughout each day and eating healthy and nutritious food – amongst other topics - is emphasised. Meals are also supervised in the dining room by boarding staff, to ensure that children are receiving a balanced diet. The School Catering Department offers a wide variety of high quality and nutritious meals and snacks.

Pre-Prep staff sit and eat with Pre-Prep children and monitor their daily intake at lunchtime. If there are concerns about a child's eating habits (in either Prep or Pre-Prep), staff liaise with parents and concerns are shared in with the Health Centre and in staff meetings, to ensure all staff can be vigilant.

### **Staff Medication**

Staff are responsible for their own medication at all times. It must be stored safely and out of reach of the children, ideally locked in a classroom office or on their person where possible. Staff must inform the Health Centre if they are taking any medication that may affect their ability to work.

Please refer to the 'Staff Code of Conduct,' which references that all staff have a duty to safeguard children in their care. This includes ensuring that any medication is not accessible.

All staff are asked to complete a medical questionnaire at the start of their employment and asked to update the Health Centre if there are any changes to their health condition which may affect their ability to work. This enables the Health Centre to carry out any necessary risk assessments and support the staff member as needed. Please note, the School HCPs do not hold Occupational Health qualifications and in some circumstances, guidance will need to be sought from an appropriately qualified Occupational Health Professionals.

## First Aid

It is a statutory requirement for an employer to make adequate First Aid provision for its employees and anyone else on the premises. In the case of Schools, this includes all teaching and non-teaching staff, all pupils and any visitors to the School. The employer has a responsibility under the *Health and Safety at Work Act* (1974) for ensuring that a School has a Health and Safety Policy and this should include arrangements for First Aid.

This policy takes full account of this and of the *DfE Guidance on First Aid* – relevant documents can be found via the links below:

<https://www.hse.gov.uk/legislation/hswa.htm>

[https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\\_data/file/306370/guidance\\_on\\_first\\_aid\\_for\\_schools.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/306370/guidance_on_first_aid_for_schools.pdf)

### **Aims**

First Aid is the first assistance or treatment given to a casualty for any injury or sudden illness before the arrival of an ambulance or qualified medical expert.

*The aim of first aid is to:*

- Preserve life
- Prevent the condition worsening
- Promote recovery

Port Regis strives to provide a safe environment at all times. The purpose of this policy is to ensure:

- That there is effective, safe and timely first aid for pupils, staff and visitors in the event of an accident or illness.
- That a casualty and any others involved are treated with care, compassion and courtesy.
- All staff are aware of the system in place for dealing with accidents, injuries or illnesses and know how to call for help.
- First aid kits are available throughout the School for use by all staff and that these are maintained regularly. First aid kits are also available in the Health Centre for staff to take on any trips or away matches.
- Risk assessments are undertaken and updated regularly. This will provide awareness of any health and safety issues within School or on trips and help to mitigate against any potential dangers or accidents. Patterns or trends should be identified and necessary action taken to prevent recurrence.

### **In order to ensure adequate First Aid provision:**

- There are 3 qualified HCPs who cover the Health Centre during term time. They are supported by a part-time Health Care Assistant. All are fully trained in resuscitation techniques and have access to life-saving equipment (external defibrillator and oxygen).
- In the Pre-Prep a Paediatric First Aider is always present when there are children on site or on a trip. Prior to the trip the First Aider will seek assistance and advice from the Health Centre when necessary.
- All resident members of staff attend a First Aid course provided by an organisation approved by The Health and Safety Executive and hold a valid certificate of competence in Emergency First Aid, renewed every three years. Such courses are also attended by relevant teaching and some peripatetic staff. Records of staff certification are kept by the Bursar and updates are organised by the Health Centre's Health Care Assistant. The courses are usually arranged as part of staff inset. Gap Year students are given basic First Aid instruction by the HCPs at the start of their employment.

- Sports Centre and other support staff identified in the First Aid Risk Assessments attend the 4-day First Aid at Work course and attend a one-day refresher course every year and they are overseen by the Sports Centre Manager. A qualified Lifeguard is present at all times during swimming activities. Records of Support Staff First Aid training are kept by the Sports Centre Manager and Bursar. The Sports Centre Manager is also responsible for the provision of First Aid during holiday courses.
- Appropriate First Aid arrangements are made for staff and pupils engaged in off-site activities and visits.
- The HCPs are responsible for alerting all members of staff to the identification and treatment of any children with serious medical conditions (for example; Asthma, Epilepsy, Diabetes, Allergies). Details are held on the electronic database 'PASS'. Any member of staff who takes children out of school is required to contact the Health Centre ([health@portregis.com](mailto:health@portregis.com)) and provide a list of children who will be on the trip. The Health Centre will then contact the staff member with relevant medical details. If the whole form is going on a trip, lists will be printed by the Health Centre and medical details highlighted. The HCP is responsible for contacting the appropriate member of staff taking children out of School and it is then that member of staff's responsibility to collect the medication. All members of staff taking children out of School must also be given a First Aid bag by the Health Centre.
- In the Pre-Prep, there are two 'bum-bag' style first aid kits to be carried by Pre-Prep staff when moving around the School campus with children (e.g. to sports, walks or forest school).
- All first aid kits held in the Health Centre are checked on their return and other kits around the site are replenished termly. Staff must inform the Health Centre if they notice that supplies need replenishing, however.
- New members of staff are required to attend the School Health Centre, as part of their induction, and are given instruction on hygiene procedures for the spillage of bodily fluids.
- Heads of Department are required to draw up a First Aid Risk Assessment to identify any potential hazards in the teaching of their subjects and to consider preventative measures. The Risk Assessment is to be filed on J:Central/Risk Assessments and updated annually (or if there are significant changes) by the Heads of Department. These should be raised at Health and Safety meetings and the Health Centre Manager will confirm that adequate First Aid provision is available. Department Heads are responsible as follows:

Boarding – Head of Boarding

Sports Centre – Sports Centre Manager

Motcombe Park Sports Centre and Activities – Sports Centre Manager

Sports – Director of Sports

Gym – Director of Gym

Maintenance – Estates Bursar

Grounds – Head Groundsman

Catering – Catering Manager

Domestic Staff – Domestic Manager

Lone Workers – Estates Bursar

Pre-Prep – Head of Pre-Prep

Expeditions and Hobbies – Director of Administration

Gaps Accommodation – Estate Bursar/Head of Boarding

Break Football – Sports Centre Manager

Hirings and Lettings – Sports Centre Manager/Estates Bursar

External Use of FMS – Director of FMS

Whole School Risk Assessment (including visitors on Grandparents Day, Sports Day etc.) – School Nurse

- Parents of new pupils are required to give consent for the administration of First Aid and medical treatment in the event of an emergency, both in school and during off-site activities.
- The children themselves receive courses on First Aid delivered through the Life Skills programme and additionally by the HCPs during PR Plus and the Leaver's Programme for A Form.

### **In the event of an Emergency**

If an emergency occurs on the school premises the HCP or HCA should be called to attend, either by the emergency telephone (POPEMP) or in person. They will assess the situation and decide what course of action should be taken and if an ambulance is required to attend.

If the casualty is not breathing or clearly requires the emergency service the following action should be taken before calling the Health Centre:

- Dial 999 and call for help
- Call POPEMP
- Send a runner to fetch the Defibrillator, one located in Queen's Duty Manager office, one inside the north door, opposite reception
- Start CPR

In the case of a minor injury a casualty should be sent directly to the school Health Centre, to be treated by the HCP/HCA on duty. Children who have sustained a head injury should not be sent unaccompanied.

First Aid kits/boxes are available in all boarding houses, academic buildings (including Pre-Prep and EYFS), sports halls, dining hall and minibuses, as well as by the netball courts and in the sports pavilion. Members of staff should familiarise themselves with their nearest First Aid kit/box.

Accident records are held for each child in the Pre-Prep (in their classroom) for the recording of minor injuries. Pre-Prep staff liaise with parents regarding any injuries, and depending on the injury the School HCP may also be involved.

In the event of an emergency outside school, the member of staff leading the excursion is responsible for the casualty and should seek any medical help required. The member of staff should inform the School HCP as soon as possible of any incident. The School HCP will liaise with parents, Headmaster and Tutor.

## Responsibilities

The School HCPs and the HCA are responsible for:

- Informing parents and liaising with hospital staff. Parents of boarders and day children will be contacted by phone or email by a member of Health Centre staff to inform them of the situation. Staff will also use this means to obtain any relevant treatment permissions and make any collection or hospital appointments and admissions as required.
- Recording of accidents/illness (on PASS) and reporting all incidents requiring hospital attendance to the Bursar. Incident forms should be completed by the person in attendance and then given to the Health Centre. Serious injuries are reported to the Health and Safety Executive, in accordance with the *Health and Safety at Work Act (RIDDOR 1995)*. All incidents, major or minor, are recorded in each child's personal Health Centre electronic record.

In the EYFS and Pre-Prep if a child becomes ill or unwell during the school day staff will call parents so that the child may be collected and taken home. This procedure is discussed with parents on joining and republished in termly information packs. Public Health England produce the 'Spotty Book,' which gives advice linked to illness incubation periods and infection limitations. This is available online:

<https://www.england.nhs.uk/south/wp-content/uploads/sites/6/2019/09/spotty-book-2019-.pdf>

Informal discussion with parents also occurs throughout the year, with useful reminders emailed to parents as necessary, regarding how much time children should remain off school after illnesses.

In the EYFS and Pre-Prep, parents are informed by staff of any accident, illness or injury sustained by a child on the same day or as soon as reasonably practicable and any first aid treatment given. Information pertaining to the accident and injury is recorded in the child's record, an information sheet completed and given to parents on collection of the child and the adult's signature gained to confirm that information has been received. Pre-Prep staff liaise with parents regarding any injuries and depending on the injury the School Nurse may be involved with contacting parents.

In the Prep School, accidents, illnesses or injuries are usually reported to the parents, except for the most minor.

The Health Centre can always be contacted or the child can be brought to the Health Centre.

The leaflet below is available around the School as a reference point for all staff and has been written in accordance with current NHS guidelines.





**Port Regis School**  
**Motcombe Park**  
**Dorset**  
**SP79QA**

### Emergency Medical Procedures

- Epileptic Seizure
- Asthmatic Attack
- Anaphylaxis
- Diabetic Hypoglycaemia
- Choking
- Basic Life Support

This leaflet has been produced for the staff of Port Regis School.

Please contact the school's Medical Centre directly if you have any queries or require extra training.

[health@portregis.com](mailto:health@portregis.com)  
 01747 857908

**In all emergencies please ensure that the School Nurse is informed via the Emergency POPEMP number.**

07974418413

Diabetic Hypoglycaemia	Choking
<b>Signs and Symptoms</b> <ul style="list-style-type: none"> <li>• Weakness, faintness or hunger</li> <li>• Confusion and/or irrational behavior</li> <li>• Sweating with cold, clammy skin</li> <li>• Rapid pulse</li> <li>• Palpitations and muscle tremors</li> <li>• Slurred Speech</li> <li>• Deteriorating level of response</li> </ul> <b>What to do</b> <ul style="list-style-type: none"> <li>• <b>Call the School Nurse on POPEMP.</b></li> <li>• If co-operative, sit the person down and give them 200mls of sugary drink or 3 x glucose tablets (a supply is kept in the child's school bag, Health Centre kitchen and Queen's Pavilion). If no improvement after 15 mins give a further 100mls of sugary drink or 2-3 glucose tablets.</li> <li>• If the pupil responds well after 10 minutes give them a carbohydrate based food (example two digestive biscuits) and drink and allow them to rest.</li> <li>• If the pupil is less cooperative but is able to swallow, give Glycogel (a whole tube), squeezed into each side of their mouth.</li> <li>• If there is still no improvement <b>Call 999</b> and state "Hypoglycemic Attack".</li> </ul> <p>An intra-muscular injection of Glucagon is kept in the Medical Centre and will be administered by the School Nurse/Paramedic/qualified attendant if the pupil is unconscious.</p>	<b>Signs and Symptoms</b> <ul style="list-style-type: none"> <li>• Coughing excessively</li> <li>• Suddenly becomes quiet</li> <li>• Discoloration of lips and face</li> </ul> <b>What to do</b> <ul style="list-style-type: none"> <li>• <b>Get help to call the school nurse on the emergency POPEMP number.</b></li> <li>• If they can cough effectively encourage the pupil to do so until the obstruction has cleared</li> <li>• If the cough is ineffective follow the procedure below:</li> </ul> <ol style="list-style-type: none"> <li>1. 5 back blows</li> <li>2. 5 abdominal thrusts</li> <li>3. Repeat until the patient recovers</li> <li>4. If they become unconscious <b>Call 999</b> and commence CPR.</li> </ol>
<b>BASIC LIFE SUPPORT</b> <div> <div>Unresponsive?</div> <div>Not breathing normally?</div> </div> <div> <div>Shout for Help</div> <div>Get Defibrillator*</div> </div> <div> <div>Open Airway</div> <div>If the child is 1 to 8 years old give 5 initial rescue breaths</div> </div> <div> <div>30 Chest Compressions</div> <div>2 Rescue Breaths</div> <div>30 Chest Compressions</div> </div> <div> <div>Repeat as required until emergency assistance arrives or until the casualty regains consciousness and can breathe unaided.</div> </div> <p>* Defibrillators located on the outside of the Sports Centre and inside the North door main entrance righthand side.</p>	

Epilepsy	Asthmatic Attack	Anaphylaxis
<b>Signs and Symptoms</b> <p>The casualty becomes stiff, loses consciousness, falls to the floor and begins to jerk or convulse. They may look a little blue around the mouth from irregular breathing. Tonic-clonic seizures can last a few minutes. <b>Get help, call the school nurse on the emergency POPEMP number.</b></p> <p>Remember <b>ACTION</b> for tonic-clonic seizures:</p> <div> <div><b>A</b></div> <div><b>C</b></div> <div><b>T</b></div> <div><b>I</b></div> <div><b>O</b></div> <div><b>N</b></div> </div> <p><b>Assess:</b> Assess the situation – are they in danger of injuring themselves? Remove any nearby objects that could cause injury.</p> <p><b>Cushion:</b> Cushion their head (with a jumper, for example) to protect them from head injury.</p> <p><b>Time:</b> Check the time – if the seizure lasts longer than 5 minutes you should call 999.</p> <p><b>Identify:</b> Look for a medical bracelet or ID card – it may give you information about the person's seizures and what to do.</p> <p><b>Over:</b> Once the seizure is over put them on their side (in the recovery position).</p> <p><b>Never:</b> Never restrain the person, never put something in their mouth and never try to give them food or drink.</p>	<b>Signs and Symptoms</b> <ul style="list-style-type: none"> <li>• Persistent cough</li> <li>• Audible wheeze</li> <li>• Nasal Flaring</li> <li>• Unable to talk or complete sentences</li> <li>• Chest feels tight</li> </ul> <b>What to do:</b> <ul style="list-style-type: none"> <li>• <b>Get help, call the school nurse on the emergency POPEMP number.</b></li> <li>• Keep calm and reassure, encourage to sit up and slightly forward.</li> <li>• If they have an inhaler give two puffs of the Salbutamol inhaler (via a spacer if available).</li> <li>• If the pupil does not have an inhaler on them emergency inhalers are kept in the Medical Centre. If no improvement give a further 2 puffs every 2 minutes up to 10 puffs.</li> <li>• Stay calm and reassure the pupil.</li> <li>• If the pupil is no better or you are concerned in anyway <b>call 999</b> for an ambulance. If medical assistance does not arrive in 10 minutes give another 10 puffs as previously.</li> </ul>	<b>Signs and Symptoms</b> <ul style="list-style-type: none"> <li>• Itchy, red rash or hives on skin</li> <li>• Difficulty in talking/breathing</li> <li>• Abdominal pain and vomiting</li> <li>• Swelling around lips and face</li> <li>• Sense of impending doom</li> <li>• Loss of consciousness</li> </ul> <b>What to do:</b> <ul style="list-style-type: none"> <li>• <b>Get help, call the school nurse on the emergency POPEMP number and call 999 and say ANAPHYLAXIS.</b></li> <li>• Administer Auto Adrenaline Injector (AAI). If the pupil/person does not carry an AAI on them, they will also be kept in the Oak Room, the Medical Centre kitchen, the pupil's boarding house and in Pre Prep (if the child is in Pre Prep).</li> <li>• Staff members will be given a box containing 2 x AAI's for pupils that require them when conducting activities away from school.</li> <li>• Record the time of administration of the AAI.</li> <li>• Reassure the pupil, monitoring for signs of deterioration.</li> <li>• If the ambulance has not arrived and there is not improvement within 5 minutes administer a second AAI.</li> </ul>
<b>Call an ambulance if:</b> <ul style="list-style-type: none"> <li>• Pupil's first seizure</li> <li>• Seizure lasts for more than 5 minutes</li> <li>• Pupil is injured</li> <li>• One seizure follows another</li> </ul>	<b>Call an ambulance if:</b> <ul style="list-style-type: none"> <li>• Pupil appears exhausted</li> <li>• Has a blue/white tinge around the lips</li> <li>• Is going blue</li> <li>• Has collapsed</li> </ul>	<b>If in doubt administer the Auto Adrenaline Injector</b>



## PROTOCOL FOR OVER THE COUNTER MEDICINES

There is a qualified HCP or HCA between the hours of 07:30 and 20:00 in the Health Centre, who is responsible for dispensing all medicines.

There may be occasions when medicines have to be administered by other staff, such as during the night, at away matches or on expeditions.

Any 'over the counter' medicines kept in boarding houses must be kept in a locked cupboard, and House-Parents should be responsible for the key. House-Parents must seek the consent of the HCP on duty before administering any 'over the counter' medicines. Anything given must be written in the medical records book held in the House First Aid Cupboard, noting the child's name, the medicine and dosage and the time it was given. The School HCP conducts an on-going reconciliation of over-the counter medicines in the Health Centre and conducts termly reconciliations within boarding houses.

Any member of staff taking children out of school must check with the Health Centre in advance whether any of those children may require medication. Any medication should be looked after by the member of staff in charge. A written record should be kept of any medication given.

For more detail refer to the medicine management policy.

In the Pre-Prep and EYFS, medicines (both prescription and non-prescription) are only administered to a child where written permission for that particular medicine has been obtained from the child's parent and/or carer. Medicines should not be administered unless they have been prescribed for a child by a doctor, dentist, nurse or pharmacist. A written record is made each time a medicine is administered to a child, and parents and/or carers informed on the same day or as soon as reasonably practicable.

Rewritten by SCP and JS  
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