



# ***Whole School First Aid & Healthcare Policy***

**Staff should always dial 112 for emergency services in the event of a serious emergency, medical or otherwise, before implementing the terms of this policy.**

2023-2024

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# 1. Rationale

The health and safety of all members of the school community and visitors to the school is of utmost importance. This First Aid and Healthcare Policy is created with the aim of ensuring that all staff members, visitors to the school, pupils and parents are aware of standard first aid procedures that will be followed in the event of any major or minor illness, accident or injury, and how they can contribute to the effective resolution of such incidents.

This policy is created and maintained by the school nurse with the assistance of the School Directors, and is put into practice in conjunction with the school's Health and Safety Policy. The Board of Directors will ensure that this policy and all student medical sheets will be reviewed regularly and be readily accessible to parents and school staff where appropriate.

## 2. Roles and responsibilities

### The Board of Directors

The Board of Directors holds the overall responsibility for ensuring that the school has an up-to-date first aid policy, and effective first aid provision, personnel, and equipment in place.

The Board of Directors must further ensure that arrangements are in place to support pupils with medical conditions and in doing so they should ensure that such children can access and enjoy the same opportunities at school as any other child. The Board of Directors should ensure that sufficient staff have received suitable training and are competent before they take on responsibility to support children with medical conditions. However, it is the School Nurse that is in the best position to monitor the first aid provision in the school on a day-to-day basis.

### The School Nurse

The School Nurse is a qualified pediatric nurse, with a degree in Nursing, specialized in school nursing and pediatrics. The School Nurse has responsibility for ensuring that first aid provision is up to standard on a day-to-day basis. If this task is delegated to another member of staff, the Board of Directors is responsible for ensuring that the member of staff is adequately equipped, qualified and willing to carry out this role.

The School Nurse will ensure that the medical sheets of all students with specific

medical information (allergies, illness, chronic conditions etc) are regularly reviewed and remain relevant and up to date. These will be developed with the child's best interests in mind and ensure that the school assesses and manages risks to the child's education, health and social wellbeing and

minimizes disruption. Headteachers should ensure that all staff who need to know are aware of the child's condition.

The School nurse is present in school Monday to Friday during the school day in the school clinic. Anyone can contact her by email or calling ext. 115, 2058 or 661 618 323.

The School Nurse cares about all students and staff in our school. Some of her day to day work is to control the pharmacy stock, keep information regarding allergies, intolerance or special diets updated, heal wounds, provide assistance to students or staff who have been involved in minor accidents, administer medication and help monitor students with diabetes or epilepsy. The School Nurse will use our internal Portal to record all student visits to the medical center, including details of time of arrival, condition, medication administered, contact with parents/carers, referral to external medical center, and time of departure. The School Nurse also monitors expiration dates of all medicines at school, including those within First aid kits and specific student medicines held in the clinic.

She gives training for all school staff regarding first aid, emergency situations and use of defibrillators. Moreover, there are a number of activities and events to promote good health and well-being at Caxton. We provide workshops and information on preventing back pain, cardiovascular protection, quitting smoking and mindfulness. Additionally, we also offer the annual flu and Covid vaccination.

The nurse auxiliary is the member of staff in charge of the school clinic when the school nurse is away and will keep records using the School Portal, just as the School Nurse does. If the school nurse is away for a prolonged period of time, the school will provide the clinic with a specialized nurse until the School Nurse returns.

## **First Aiders**

In addition to the school nurse, the school has several staff members who have completed theory and practical first aid training. First aiders receive updated training every year from the school nurse. First aiders are required to give immediate first aid to staff, pupils and visitors to the school when it is needed and ensure that emergency services are called when necessary. First aiders are not paramedics.

We have a number of additional staff who have been trained to use the defibrillator.

There will be at least one first aider on the school site when children are present.

Members of staff with maximum first aid training are:

SOGUES COLOM ANDREA	SCHOOL CLINIC
BENEDI BUENDIA MARIA	SCHOOL CLINIC
MADRID ZAMORA AMPARO	SCHOOL CLINIC
ANA BELEN ALVARO BASCUÑANA	SPORTS CENTRE
LEAL CARBONELL JOSE	SPORTS CENTRE
PI MIGUEL ADRIÁN	SPORTS CENTRE
LEYSEN NIK	PRIMARY
PADILLA ISABEL	SPORTS CENTRE
RAMON CERVERA VICTOR	PRIMARY
COHEN CAROLINE	PRIMARY
ALANDI GARCIA CARLA	PRIMARY
GARCIA SERRANO ANDREA	PRIMARY
GALLEGO GIRALDEZ DEBORAH	PRIMARY
TROYA LOPEZ MARIA MERCEDES	PRIMARY
VILA COMENGES MARIA TERESA	SECONDARY
BRUNELL ROBERT OLAV	SECONDARY
TORTOLA DENECKER CARLA	SECONDARY
ANDREWS EMMA VICTORIA	SECONDARY
MICHELI NILASHA	SECONDARY
LOZANO PICO INMACULADA	SECONDARY
GARCIA PIQUER NATALIA	SPORTS CENTRE
CLEMENT QUESADA MARIA	PRIMARY
RUIZ DE PRADOS MARIA JOSEFA	PRIMARY
SAEZ BORRAS MARTA	PRIMARY
DELGADO ROMERA CELIA	SPORTS CENTRE
MORENO MARIN CARMEN MARIA	SPORTS CENTRE
KAISER ALGUACIL DANIEL	MAINTENANCE
ESTELLÉS GARCÍA RUBEN	MAINTENANCE
NUGENT RICHARD	DOE (DUKE EDIMBURG)
BONO MORELL ISABEL	COMMUNICATION
SOLER MARTIN FRANCISCA	DINING ROOM
NUÑEZ PANADERO ESTHER	DINING ROOM
GIMENO FERNANDEZ MONICA	DINING ROOM
BENJAMIN CARLA	PRIMARY
ALCOY ALACREU MIREIA	PRIMARY

FELIZ RAMIREZ JONATHAN  
FORNER TEJEDOR ALBA

PRIMARY  
PRIMARY

## School staff

School staff who are not designated first aiders still have responsibility for first aid provision throughout school. All staff receive first aid training from our school nurse. All staff should be aware of this policy, the school's health and safety policy, and basic first aid. All our Dining Room, Bus, Patio, maintenance, baby caxton and swimming Staff attend an annual First Aid training session, delivered by the School Nurse. Teachers and non teaching staff receive this training every two years. Staff should:

- Ensure that they are familiar and up to date with the school's first aid policy and standard procedures.
- Keep their managers informed of any developments or changes that may impact on the school's first aid provision, including any incidents that have already occurred.
- Ensure that all the correct provisions are assessed and in place before the start of any activity.
- Take a first aid kit on all trips, as well as the medical information of their students, emergency contact details and how to act in case of an emergency.
- Ensure that activities in school that they are supervising or organising are risk assessed, and in line with the school's Risk Assessment and Health and Safety policy, to reduce the risk of accident or injury.
- Ensure that any equipment used is properly cared for and in proper working order, including first aid boxes around the school. Any defects should be immediately reported to the school nurse.
- Be aware of the needs of pupils with medical conditions that they teach. The School nurse sends all teachers the medical sheet of the students with medical issues, so they can know and understand their diagnosis and possible symptoms, as well as knowing how to act in case of emergency.
- Know what to do and respond accordingly when they become aware that a pupil with a medical condition needs help. They should use the First Aid Training that has been provided by the school nurse in emergency situations.

- Every time students go on a trip, the teachers take a first aid kit, any specific medicines required by children on the trip, and a document which outlines illnesses, allergies, intolerances and how these should be dealt with for each student in an emergency situation. Teachers can always contact the school nurse during a trip to receive advice or medical instructions.
- Where appropriate to the needs of the students, teachers and other school staff may be asked to provide support to and monitoring of students with specific conditions. Where this is the case, staff receive sufficient and suitable training from the School Nurse to achieve the necessary level of competency before taking on responsibility to support children with medical conditions
- Staff will not be asked to administer prescribed medicines or undertake healthcare procedures, as the nurse will do so. Only if the school nurse is not present and the staff member is qualified to act in case of emergency, will staff be expected to do this.
- All members of staff are aware that they can bring their own medication to school. This medication will be kept and supervised at the school clinic by the school nurse and auxiliary.
- In case we have a student with a specific, serious illness that needs special care, the School Nurse will inform and teach all members of staff, who will help the student with any needs.

Volunteers at the school have the same responsibilities for health and safety as any other staff, and will be expected to be familiar with the school's health and safety policy and procedures.

## **Students**

Students at the school should be familiar with this policy and should ensure that they are aware of who the school staff first aiders are. If they are unsure, they should ask a member of staff. Students can help the school ensure first aid provision is effectively put into practice by the School Nurse and staff by:

- Reporting any medical emergencies or incidents to a member of staff immediately; When an emergency occurs at school, students call a member of staff and the member of staff quickly contacts the School Nurse ( via telephone or sending students to the clinic).

- Reporting to an adult anything that they feel to be a hazard to health and safety on or near the school premises. If something is reported, the Maintenance department is contacted as soon as possible.
- Taking care of their own safety and the safety of others. Students that put themselves, staff, or any other members of the school community or visitors to the school in danger through reckless behaviour will be dealt with under the school's behaviour policy.
- All students are expected to act in a way which demonstrates a positive awareness to the needs of those with medical conditions and be aware of their responsibility for informing a member of staff if a fellow student is unwell.

## Parents

Parents can help the school maintain effective first aid provision by letting the school know of all necessary medical information, medical reports, modifications or requirements of the students. Parents should always:

- Alert the school to any ongoing or temporary medical conditions that their child has that may require first aid. This is extremely important.
- If medicines have been prescribed either for a set timescale or as an ongoing provision, the school must be notified in writing. This medicine will be kept by the school nurse, in the clinic unless there is a specific reason to change the location of the medicine. It is important that parents do not send their children to school with prescribed medicine or other types of medicine without the knowledge of school staff.
- The medicines will NEVER be sent in the school bag. Medicines should be given to the bus lady and she will take them to the school nurse or given directly to the nurse if students come to school by car.
- School nurse monitors expiration dates of all medicines at school (including those within First aid kits and specific student medicines).
- Familiarising themselves with this policy so that they understand the steps that will be taken if their child requires emergency first aid for any reason.



## Visitors to the school

Visitors to the school are expected to take care around school and have reasonable responsibility for the safety of themselves and other members of the school community. All visitors will have access to this first aid policy, as well as the school health and safety policy. Names of some school first aiders are displayed **in the main office next to the defibrillator**.

## 3. First aid boxes

The school has 42 first aid boxes. 12 of them are used by the Caxton football club, 12 of them used for primary and secondary trips and the other 18 kits are located around the school. First Aid Kits can be found in:

### **Primary Building:**

- The Primary Office
- Baby Caxton
- Nursery
- Reception Classes
- Y1 classes
- Reception and Y1 playground
- Y2 classes
- Y3-6 playground

### **Secondary Building:**

- Caxton Sports Centre
- Indoor swimming pool
- Secondary office

### **Other:**

- Kitchen
- Dining room
- Outdoor swimming pool
- Main office
- Theatre
- Birthday parties at school, Basketball club

They can be replenished from supplies kept by the School Nurse in the Clinic. It is the responsibility of all members of staff in each department to ensure that their first aid boxes are fully stocked at all times and that items are within expiry dates. A member of staff should be responsible for each kit, who should ensure that everything is up to date and nothing is missing.

Every first aid kit contains gauze, betadine, plasters, saline drops, gloves. Some contain atarax (antihistamine), ventolín and a chamber, apiretal, dalsy, thermometer, ice packs and scissors.

First aid boxes should only be used by adults and can be used in the time it takes for the School Nurse, to transfer the student to the school nurse (when appropriate) or emergency services to arrive.

**For off-site activities**, first aid boxes should be taken from the nurse's office and returned back to the same place. These will be taken on any off-site activity and should be signed out and in from the nurse's office.

**For school minibuses and coaches**, there will be first aid boxes permanently kept on board. These must be maintained by the bus company and should be kept in good condition, ready for use at all times.

## 4. Information on students

The school takes student privacy and confidentiality very seriously. The School Nurse will be responsible for sharing medical information with other staff on a need-to-know basis – for example, ensuring that information regarding student allergies is shared with staff taking a class on an off-site trip. All medical information is stored online.

All staff will be made aware of which pupils have access to asthma inhalers, EpiPens, injections, or similar medical equipment. This is important to ensure that all staff are prepared to deal with medical emergencies relating to these conditions no matter where in school the child is.

## 5. Policy for students with medical conditions that are known to the school

This covers students with medical conditions such as diabetes, epilepsy or asthma. When the school is notified by a parent or healthcare professional that a student has been diagnosed with a medical condition, or will be transferring to the school or returning after a prolonged absence, the staff related with the student will be informed.

The school is conscious that it is vital to ensure that all staff are prepared at all times for a medical emergency as far as is practicably possible. The points below outline the provision in place for preparing for this type of an emergency:

- All staff are given first aid training every year or every two years.
- A record of all students who have any medical issues, personal medication etc. is kept up to date by the school nurse and can be found by all members of staff on individual Pupil Files on the School Portal.
- Any required medication will be kept in the nurse's office, suitably labelled and easily accessible in case of an emergency.
- Staff will be made aware of each individual's circumstances.
- Under no circumstances will a student be prevented from accessing their inhalers and medication and administering their medication when and where necessary.
- All staff will ensure that students will always be permitted to drink, eat or use the toilet or have other relevant breaks (e.g. to check blood sugar levels) whenever they require them, in order to manage their medical condition effectively.
- The School Nurse always informs the teachers of any medical issue regarding any student. Where a student becomes ill and needs to visit the school clinic they will be accompanied by another student or a teacher.
- A database will be kept on the central school system that details students with medical issues. The School Nurse is responsible for reviewing this on a regular basis and ensuring that it is up to date. It will be made clear to staff that they have a responsibility to regularly remind themselves which students are on this list, and what they should do in the case of an emergency.

- In the case of a medical emergency,, the school nurse should always be contacted. Emergency services should be contacted where they are needed, or thought to be needed.
- If a student becomes unwell during the course of the school day, legal tutors are always informed by the School Nurse as soon as possible.
- Parents of a student who has a temperature will be contacted by the School Nurse. IF the student has 38°C or more the nurse will ask parents to take the student home. Parents of Primary students who have 38° or above are not allowed to travel home on the bus. In these cases, the School Nurse will contact parents and ask them to be collected from school.
- A record of all the visits to the clinic is made through the School Portal. Every day the school nurse records all accidents and illnesses at school including arrival and departure time from the clinic, diagnosis, medication administered or treatment given, contact made with parents and referral to an external clinic or hospital.
- If a student needs to be taken to hospital, unless an ambulance is needed, a staff member from the main office or from maintenance (depending on when the incident takes place) will take the student to an external clinic or to the hospital in Sagunto, always accompanied by another adult. The school will always try to contact parents before taking a student to a medical centre, but in the case of an emergency, will not wait if parents cannot be contacted.

## 6. Managing and administering medicines on school premises

The school is only responsible for administering medicines when not to do so would be detrimental to the student's health or school attendance. The following key points guide the school's policy on managing medicines in accordance with the statutory guidelines for *Supporting Pupils at School with Medical Conditions.*:

- The School Nurse keeps a record of all medication administered, with dosages and times as well as who administered the medicine.
- No prescribed medicines will be given at school without a doctor's prescription.
- Wherever clinically possible, the school requests that medicines should be prescribed in dosage frequencies which enable them to be taken outside school hours. Only those medicines that can't be organised to be given out of school will be administered by the school nurse.

- The school will only accept prescribed medicines that are in-date, labelled, provided in the original container as dispensed by a pharmacist. They must include instructions for administration, dosage and storage. It is accepted that insulin will be provided in pen/pump form.
- Students cannot keep any medicines in their bags. Parents will always give medicines to the bus supervisors or to the school nurse directly.
- Medicines are stored safely at all times but pupils will have immediate access to their own medication at all times in the school clinic. Items such as inhalers, blood glucose meters and adrenaline pens are always readily available and will not be locked away.
- Where a child has been prescribed a controlled drug (e.g. paracetamol, ibuprofen, antibiotics, antihistamines...), this will be administered by the school nurse in accordance with the prescriber's instructions.
- Any medication which is no longer required will be returned to the parent to arrange for safe disposal. This will always be sent through the bus lady or given directly to parents.
- Sharps boxes will always be used for the disposal of needles and other sharps. There are boxes in the school clinic.
- The school recognises that any student who has been prescribed a controlled drug may legally have it in their possession if they are competent to administer it themselves. However it acknowledges that passing it to another child for use is an offence. Whenever possible we aim to keep all medicines in the school clinic to ensure safety for all students.
- The school will keep a record of any controlled drugs that have been prescribed for students and these will be stored in the school clinic. A record will be kept of all dosages administered and the amount held in school.

## 7. Procedure in the event of an illness

If a student falls ill while in a school lesson they should immediately tell the member of staff in charge, who will assess the situation and decide the best course of action. They will be accompanied to the school nurse if appropriate. Students who are clearly in pain, are distressed, or are injured will never be required to go to the School Nurse unaccompanied.

The School Nurse will administer the appropriate first aid, and parents will be called to pick up their child if they are too unwell to complete the rest of the school day. If a parent or carer is unable to get to the school to pick up the child, the child will remain in the Clinic until they are able to get there at the end of the school day or arrange for another family member or carer to collect them.

If a child who is sent home early is still too unwell to attend school the next day, parents should follow the steps outlined in the 'Reporting continued absence due to illness' subheading below. The school aims to reduce the risk of a spread of infection or illness and asks parents to keep their child at home where there is a risk. Staff will work with students who have missed classes to ensure that they are able to catch up on all the classwork that has been completed in their absence.

If a member of staff is unwell, he or she may visit the nurse throughout the school day but should ensure that their line manager is aware of class cover that has been arranged or needs to be arranged either for a single lesson or for a prolonged period of time.

### **Reporting continued absence due to illness**

Most cases of absence due to illness are short term, but parents will need to email or make a phone call to the Primary or Secondary Secretaries to alert the school on each day of absence. If the cause is an infection or any contagious disease, the School Nurse will be immediately informed. The School Nurse receives copies of 'absences' prepared by the Secretaries each day.

## 8. Procedure in the event of an accident or injury

In the case of an accident or injury, the student must inform a member of staff immediately. The member of staff will assess the situation and contact the School Nurse as soon as possible, even if their assistance is not required. The School Nurse will determine whether or not emergency services need to be called.

Amparo Madrid, nurse auxiliary, should be called if the School Nurse is unavailable for any reason.

### Emergency services:

The school nurse or in her absence, the nurse auxiliary will decide whether calling emergency services is needed or not in the following cases:

- The School Nurse determines that there is a severe injury and should be taken to the hospital as soon as possible.
- If the student is unconscious and does not recover completely
- Severe breathing difficulties and/or chest pains that cannot be solved with medicine and need immediate medical treatment at a medical center.
- A severe allergic reaction that doesn't respond with the epi pen.
- A severe loss of blood
- Severe burns or scalds
- the possibility of a serious fracture
- In the event that the first aider does not consider that they can adequately deal with the presenting condition by the administration of first aid, or if they are unsure of the correct treatment.

In any situation where the School Nurse cannot resolve the incident with the medicines and equipment present in school, an ambulance will be called or the student will be taken to the nearest health centre.

If an ambulance is called, the member of staff who has helped deal with the incident will inform Maintenance immediately. The Maintenance and Main Office Departments will ensure that access to the school site is unrestricted and that the pupil can be easily accessed by emergency services when they arrive.

Students who are taken to hospital in an ambulance will be accompanied by a member of staff unless parents are able to reach the school site in time to go with their child themselves. Ambulances will not be delayed waiting for parents to arrive at the school. Parents will be informed immediately of any medical emergency and told which hospital to go to.

All accidents and injuries must be recorded on the School Portal.

## **9. Procedure in the event of contact with blood or other bodily fluid**

The school understands the importance of ensuring that the risk of cross-contamination is reduced as far as is reasonably practicable, and the training that staff undertake outlines the best practice for this. It is important that the first aider at the scene of an accident or injury takes the following precautions to avoid risk of infection to both themselves and other students and staff:

- Cover any cuts and grazes on their own skin with a dressing
- Wear suitable disposable gloves when dealing with blood or other bodily fluids
- Wash hands after every procedure.

If the first aider suspects that they or any other person may have been contaminated with blood and/or other bodily fluids that are not their own, the following actions should be taken without delay:

- Wash splashes off skin with soap and running water
- Wash splashes out of eyes with an eye wash bottle ( can be found in the school clinic )
- Wash splashes out of nose or mouth with tap water, taking care not to swallow the water
- Record details of the contamination
- Report the incident to the school nurse and take medical advice if appropriate.



## 10. First aid in the physical education department and off-site provision

The risk of injury is increased during increased physical activity. It is the responsibility of the Heads of Physical Education in Primary and Secondary to ensure that the first aid box in this department is kept fully stocked. All staff in this department should be aware of where the box is stored, what should be in it, and appropriate use.

When an accident occurs during P.E, students are taken to the School Clinic.

For off-site activities first aid boxes will be taken from the Clinic and returned back to the same place. These will be taken on any off-site activity and should be signed out and in from the Clinic.

It is good practice for staff who are in charge of off-site activities to check with the host school that there is adequate first aid provision in place. Risk assessments should be carried out where possible. If an accident or injury does occur, first aid should be sought from the host school's first aiders. If the student must visit the host-school's nurse's office or be given first aid treatment elsewhere, a member of staff from our school should be with them at all times. Where necessary in an emergency situation, students should be taken to the nearest Accident and Emergency Department.

Injuries that occur off-site should be reported to the school nurse on return to the school, who will provide first aid follow-up care where necessary.

During a school trip, teachers can contact the school nurse to receive medical advice or to solve any doubts regarding students' health.

# 11. Reporting accidents, emergencies, and first aid administration

Only the school nurse or the nurse auxiliary are allowed to administer medication at school. When other staff members administer any medicine, the School Nurse must be contacted first and she must coordinate this and record this in the clinic programme according to the Data Protection Act 1998.

If an incident occurs in the playground, the supervision staff will complete a report explaining the incident details. They should record the date, time and place, what happened, actions taken, injuries or a brief outline of the illness, and first aid administered

All injuries that have occurred, and first aid that has been carried out both on and off-site, should be reported to the School Nurse, no matter how minor the injury. The School Nurse is responsible for ensuring that all incidents are recorded on the School Portal and stored properly. The School Nurse will review the accidents report each month to ensure that it is an effective method of record keeping, and that all incidents are being recorded as is school policy. Each month, the accidents report will show the total number of visits to the clinic, number of accidents, number of ill students and severe accidents

The School Nurse is also responsible for ensuring that parents are kept up to date as is appropriate regarding the health of their child in school, injuries that they have sustained, and medical treatment that they are receiving. In an emergency situation or in the case of a serious injury, parents will be informed as soon as is practicably possible.

The School Nurse should report to the Directors on the effectiveness of the first aid provision, to ensure that the school is continuously on top of first aid best practice and incidents and accidents can be avoided as far as is reasonably practicable. The Directors have access to the accidents report so they can keep updated on the school incidents and prevent them if possible.

## 12. Serious incidents and illnesses

Serious incidents will also be recorded, and reviewed by the School Nurse. The Board of Directors will review cases of serious incidents and determine what, if any, steps could be taken in order to ensure that the same accident does not happen in the future.

### Reporting notifiable diseases

The school is legally required to report certain injuries, diseases and dangerous occurrences. Normally students or staff that are suspected of suffering a notifiable disease are referred to their doctor, who makes a diagnosis and then reports this disease to the National Health Centre.

Students, Staff or visitors with severe injuries are always taken to a health center or hospital, where the doctor in charge will report the incident if necessary.

Work related accidents are dealt with by the 'Mutua' . The 'Mutua' doctor will check the staff member and give him/her the best treatment. Reports are sent to school regarding work accidents and bajas (a medical note which signs staff off work).

### Incident investigations

An investigation may be launched by external authorities in the case of accidents or incidents that fall under the Spanish Law. Accident reports will be reviewed and witnesses may be interviewed.

Members of the school's Senior Leadership Teams or members of the Board of Directors may decide to conduct internal investigations into less serious incidents to ensure that policies and procedures are being used correctly and effectively, and that future incidents of a similar nature can be avoided.

