



SHAPWICK SCHOOL

FIRST AID PROCEDURE AT SHAPWICK

First Aid training is completed as part of the INSET for all staff. All residential Houseparents must complete basic First Aid training and all other staff are encouraged to do First Aid training and update it every 3 years. We always ensure that there is a qualified first Aider on site at all times.

First Aiders

Name	Date next due	Name	Date next due
Burbach S	Jan 2012	Cooper K	Jan 2012
Wolfman F	Jan 2012	Pouncy S	Jan 2013
Whittock J	Jan 2012	Dyer C	Jan 2012
Coombes S	Jan 2013	Leese H	Jan 2013
Lush H	Jan 2013	Marsh S	Jan 2013
Burnett D	Jan 2013	Pollard C	Jan 2013
Walton I	Jan 2013	Windsor S	Jan 2013
Jenkins M	Jan 2012	Hogg J	Jan 2013
Wood M	Jan 2013	Middleton L	Jan 2012
		Middleton C	Jan 2013

1. Medicine and dressings administered or given to any pupil must be recorded in the duplicated record book provided. The top sheet should be removed from the book at the time of the recording and put into the School Assistant's tray in the school office. Houseparents should send in their record sheets as necessary on a daily basis. A checklist of exactly what is to be recorded is below. The details on the sheets received will be recorded on a daily basis on the School Assistant's computer.

If the School Assistant is not in school the Manor Houseparent or Abi Holdsworth will be responsible for administering daily medications

Written information will be passed on to Houseparents daily when action has been taken involving boarding pupils. When the School Assistant is not on duty, Houseparents will be notified of any medication given or any medical action taken, by telephone by the duty member of staff.

2. All medical/hospital/dental visits will be recorded on the information management system (Double First/Engage) and the Houseparents informed.
3. Where a dressing has to be given or an incident of a personal nature has to be dealt with, the pupil should be taken to the Medical Room (Manor ex Dorm 3 - Keys are in school office/staffroom). Staff should obtain the assistance of any available qualified first aider on the staff to deal with the incident. If qualified staff are not available, the adult dealing with the incident should ensure they wash their hands, use disposable gloves where body fluids are involved and should record the incident below.

4. The Medical Room should be used if a pupil needs to lie down during the day. A call button is available and will sound at the top of the main stairs. Staff giving permission for pupils to lie down in the medical Room must inform the School Assistant who will take responsibility for monitoring the pupil or liaising with Duty staff/Houseparents. A record of the pupil's whereabouts must be recorded in the Staffroom diary. Appropriate action and follow-up must always be taken.

Internal medical records which have been completed by parents on entry to the school are available on the information management system. These should be checked as and when necessary. Any problems or questions ask the School Assistant. Houseparents from other Houses may be contacted if available and appropriate alternative action may be taken.

5. It is accepted that certain classrooms/teaching areas will have basic first aid facilities available, particularly where minor injury can occur due to the practical nature of the work. Minor incidents or scratches and grazes need not be recorded. Medicine (particularly Paracetamol) must not be available or given to pupils in the classrooms, and should only be administered by Houseparents, the School Assistant, Secretary or Duty staff. The first aid reporting routine must be followed as previously detailed where applicable.
6. Before paracetamol is given, all staff **must** enquire as to if and when paracetamol was last taken. It is possible that pupils have brought medicines in the local shop or elsewhere and enquiries to safeguard against overdose must be made. If in doubt make enquiries with appropriate Duty staff/Houseparents/School Assistant. A weekly stock check of paracetamol and a daily stock check of schedule drugs will be kept.
7. Incidents where bodily fluids are involved: Wear gloves and assess the casualty. Ensure the area is safe for all concerned. Treat the injury/casualty as appropriate. Remove waste responsibly to prevent spread of infection.
8. Assessing Injuries/casualty: Follow the basic first aid procedure for unconscious or seriously injured casualties and call an ambulance. For where there is a suspected fracture, excessive pain or a head/back injury assess the casualty then either transport to hospital or if unable to move the casualty call an ambulance. All other casualties assess using Basic First Aid procedure and treat accordingly **if casualty not responding to treatment or if there is any doubt either transport to hospital or call an ambulance.**

CHECKLIST FOR RECORDING FIRST AID ADMINISTERED

RECORD (where applicable)

- Date
- Time
- Medicine (prescribed or otherwise)
- Dressing (elastoplast/wound bandage)
- Antiseptic used
- Cause of incident
- Nature of illness/injury
- If further action required
- Who has been informed of incident (if required)

PUPIL FIRST AID BOXES ARE LOCATED IN:

- Church Farm
- Craft Block
- Chemistry Lab
- Physics Lab
- Biology Lab
- Medical Room
- Individual Boarding Houses

STAFF FIRST AID BOXES ARE LOCATED IN:

- Staff Room
- Kitchen
- Church Farm

Copies to School Assistant/Staffroom/Houseparents/all staff

Addendum following meeting with Mr Brown Pharmacy Inspector (CSCI) – 09/11/05

- The Headmaster to check all boarding house and Prep school medicine records (Ritalin, paracetamol and any other regularly used medicines) and to log onto the computer at Shapwick to check their records
- A record must be kept of how many paracetamol are bought and distributed to boarding houses
- A staff book to record paracetamol used – all staff to be included
- All prescriptions to be recorded
- Creams and lotions not to be used for more than one person
- Record all usage of sun cream and whether the pupil has refused or not.
- Record when buying bottles of sun cream and distributing to boarding houses
- Training to use Epi-Pens must only be given by a qualified nurse – not by a parent
- Insulin – ensure correct storage of insulin in fridge between 2 and 8 degrees. Must be kept secure
- Be aware that MELATONIN can be used as a vitamin supplement. It is illegal if given by a third party. Can be bought legally in USA or over the Internet. **MUST NOT BE GIVEN BY SCHOOL STAFF**

The policy will be reviewed and updated annually by the Headmaster

Next due on: 1st September 2012