



St Andrew's School, Turi

First Aid Policy

ST ANDREW'S SCHOOL, TURI, KENYA

ALTIORA

1. Policy

Policy statement

The School recognizes its statutory and moral responsibilities to provide medical care to those who require it. We are an inclusive community that aims to support and welcome pupils with medical conditions. The School understands its responsibility to be welcoming, inclusive and supporting to all pupils with medical conditions and provide them the same opportunities as others at the School.

- The school ensures all staff understand their duty of care to children and young people in the event of an emergency.
- Staff receive on-going training and are regularly updated on the impact medical conditions can have on pupils.
- Staff feel confident in knowing what to do in an emergency.
- This school understands that certain medical conditions are serious and can be potentially life threatening, particularly if ill-managed or misunderstood.
- This school understands the importance of medication being taken as prescribed.
- Staff understand the common medical conditions that affect children at this school.

Scope

This policy and any associated procedures relate to the provision of medical care on the School site. A separate policy exists related to the administration of First Aid.

Definitions

<i>First Aid</i>	The help given to someone who is, or who is thought to be, unwell or injured, until further medical care is available
<i>Medical Care</i>	The care provided to a patient, including but going beyond First Aid treatments
<i>The Patient</i>	Anyone who is, or is thought to be, unwell or injured
<i>Parents</i>	Either or both of a student's parents or those with legal parental responsibility
<i>Teaching Staff</i>	Anyone employed by the School to teach or supervise students
<i>Student</i>	Anyone attending St Andrew's School as a pupil or student
<i>Houseparents</i>	Include designated Houseparents, Assistant Houseparents, and anyone else acting in this capacity.

Terminology

In this policy, '**Board**' refers to the Board of Governors; '**School**' refers to both the Senior and Preparatory Schools either separately or jointly depending on the context; '**Director**' refers to the School's Executive Director; '**Head**' refers to both the Head of the Senior School and the Head of the Preparatory School; '**F & S Director**' refers to Finance and Strategy Director; '**Staff**' refers to all those working for or on behalf of the School (including staff working on behalf of third part contractors), full or part-time, permanent or temporary, in either paid or voluntary capacities and '**Parents**' includes one or both of the parents, and legal or education guardians.

Review

This policy will be subject to triennial review by the School Doctor.

2. Roles and responsibilities

The Board

The Board ensures that there is adequate funding for and provision of medical care facilities and personnel for the School to deliver quality medical care to those who may need it.

The Finance and Strategy Director and Heads

The Finance and Strategy Director and Heads are responsible for:

- ensuring the school is inclusive and welcoming to those with medical conditions
- liaising between interested parties
- ensuring that policy is implemented and kept up to date
- ensuring that staff are appropriately trained
- ensuring adequate insurance provision is in place
- providing indemnity to staff who deliver medical care

The School Doctor

The School Doctor ensures that systems are in place for the provision of quality medical care, and reports any significant issues to the Finance and Strategy Director and/or Heads.

Houseparents, Matrons and Teaching Staff

Houseparents, matrons and teaching staff have a responsibility to:

- consider the health of the students under their care
- providing appropriate reassurance, or refer the student to the medical centre for further assessment when necessary
- being aware of the triggers and symptoms of medical conditions of students under their care
- permitting immediate access to emergency medication
- ensuring that students have any required medication when out of the school buildings
- understanding the impact that students' medical conditions have on their school-related activities and liaising with Parents and the Medical Team whenever necessary
- Houseparents will at times be responsible for providing basic medical treatments such as would normally be provided by a student's parent(s) at home.

The School Nurses and Medical Centre Assistants

The School Nurses and Medical Centre Assistants make initial assessments of unwell students, according to their training and expertise, and provide an appropriate combination of reassurance, treatment(s), and/or referral to the School Doctor.

The School Doctor

- The School Doctor oversees the medical care provided by the School Nurses and Medical Care Assistants
- is responsible for development and maintenance of quality medical services and associated policies, protocols and procedures
- provides medical expertise to those patients who need it.

Parents

Parents are responsible for :

- informing the School of any medical conditions that their child has, including daily or intermittent healthcare needs related to these
- completing a Medical Questionnaire
- providing signed consent for the School to provide medical care to their child

3. Principles

Medical care is provided on the principles of restoring wellbeing through the tenets of accurate diagnosis, appropriate investigation and relevant treatment and/or specialist referral when necessary.

4. Facilities

The School has Medical Centres on the Senior School and Prep School sites. Both medical centres have accommodation where patients can be 'admitted' for rest, recovery, monitoring and/or treatment.

The medical centres are equipped to deal with a variety of conditions, but are not hospitals. There will be times when a patient requires further medical care than can be provided in the School, and arrangements will be made for transfer to a more appropriate facility. The decision to do this will usually be made following a discussion between the Nurse on duty and the School Doctor.

5. Personnel

The medical facilities and personnel are under the supervision of the School Doctor.

The School Doctor is on call for emergency medical care, and runs clinics for face-to-face consultations by appointment; the details of these are subject to change and will be published within the School.

There is a Nurse on duty 24/7, who is supported by Medical Assistants.

6. Accessing Medical Services

First Aid should be administered prior to, or concurrently with, accessing medical services. Please refer to the First Aid Policy.

Emergencies

Please refer to the Appendix "Procedure for Medical Emergencies."

Emergencies requiring air evacuation

For clarity concerning air evacuation contact one of the following, in order:

- a) Finance & Strategy Director: Internal **321 (office)** or **311 (home)** or **0721726607**
- b) SS Headmaster: Internal **201 (office)** or **211 (home)** or **0733 679841**
- c) PS Headmaster: Internal **101 (office)** or **111 (home)** or **0769176741**

Contact AAR for students and staff with AAR cover: **020 715319**

Contact JWS for staff covered by JWS: Quote the reference 000012

24hr mobile: 0729 666333 or 0733 278682

Tel: +254 (0)20 4441001/2

OR contact the Flying Doctor direct: **0733 639088** or **020 6002 492** or **0722 314239** and then notify JWS or AAR.

Students: non-emergency cases

A student who feels unwell must report this to the member of staff responsible for him/her at that time. The member of staff is then responsible for contacting the nurse on duty and arranging for the student to be reviewed in an appropriate timeframe.

At night the student should report illness to the Houseparents who will make a decision about contacting the Duty Nurse.

If at any point the Nurse feels that the student would benefit from consultation with a doctor, she will make arrangement for this. If the School Doctor is not available, she will arrange for consultation with a doctor off-site.

When it is deemed necessary for a patient to remain admitted outside of the normal staffing hours of the medical centre, the nurse on duty will remain resident in the Medical Centre overnight.

Staff: non-emergency cases

Staff are welcome to attend either Medical Centre during normal hours (7am – 9pm from Prep School; 7am – 10pm for Senior School) to consult with the Duty Nurse about medical issues, after calling in advance. They can also book appointments with the School Doctor by contacting the duty nurse at either Medical Centre.

If the School Doctor is unavailable and the Duty Nurse is unable to provide a satisfactory solution to the problem, the staff member can seek medical care in Nakuru, Eldoret or Nairobi; the Medical Centres hold lists of recommended specialists for various conditions.

7. Contact Details

In an emergency please follow the Appendix, “Medical Emergency On-Site Management.”

A rota is published each half term to show which nurse is on duty. A nurse is available at the Medical Centre from 7am to 10pm in Senior School, and 7am to 9pm in Prep School (weekends 9am-5pm for both Medical Centres), and can be contacted by the internal line or by mobile phone. Outside these hours, contact the duty nurse by mobile phone. The Medical Centre opening hours during School Holidays will be circulated to staff in the days prior to the holiday commencing.

Contact details are as follows:

Email: medicalcentre@turimail.co.ke – this distributes to all School Nurses and the School Doctor

Senior School Medical Centre:

Internal Line 207

On Call Mobile: 0789 355028 or 0708 608820

Prep School Medical Centre:

Internal Line 107

On Call Mobile: 0789 112145 or 0706 240854

8. Administration of medicines to students

Please see the Administration of Medication Policy.

9. Illness reporting

Daily record sheets in the Medical Centres are used to record pupils and students who are unwell, details of treatment and medication given and are signed by the nurse responsible.

Medication given to members of staff is recorded confidentially.

Lists are available on the daily bulletin section of iSAMS of pupils and students admitted to the Medical Centres, those attending appointments, and those who should be off games.

One of the medical team attends the regular Pastoral meetings to share concerns about any of the students.

10. Communication

10.1 Consent to treatment

Parents are required to sign in advance agreeing that a member of staff may administer medical treatments, and may sign consent for a pupil or student to undergo emergency surgery if deemed necessary and if it is not possible to contact the parent at the time. The Medical Centre is responsible for ensuring these consent forms are held for each student.

10.2 Accident/Incident reporting

Any accident or incident involving any staff member or student should be reported to either of the Medical Centres. Both Medical Centres hold confidential detailed records of accidents and incidents which have occurred, allowing review and analysis in order to, where possible, minimise the likelihood of recurrence. This review may be done by the School Doctor, Executive Management team, the Board of Governors and the School Health and Safety Committee.

10.3 Communication with parents and others

Parents and Houseparents of students are contacted in the event of significant injuries or accidents, if a student is admitted to the medical centre, if a student requires an x-ray or hospital treatment, if a student is seen by the School Doctor, or if there are any concerns about a student's health.

In the event of a head injury, matrons, house parents and relevant teachers will be informed by the School nurses in order that appropriate monitoring can take place.

A list of students to whom medication has been administered through the Medical Centre is sent to each boarding house daily. This provides information on the time and dose given, and the reason for attendance at the Medical Centre. If a student has already had their maximum dose of a medication, then the boarding house parents will be informed by the nurse. A list of students to whom medication has been administered during the night in boarding houses is emailed to the Medical Centre the following morning by the Houseparents.

A phone call is made to Houseparents by the nursing staff to communicate details of students who may need monitoring.

The School Doctor will communicate appropriate details of consultations with students to relevant parties, which will usually include Parents and Houseparents, and may include other members of the

Medical and Pastoral teams. The specific people who are contacted is a matter for professional judgement on a case-by-case basis.

If a student is admitted to the Medical Centre this will be communicated to the Houseparents and Parents; responsibility for this lies with the Nurse or Doctor who decided to admit the patient.

11. Allergies

School nurses will ensure that all members of staff, including kitchen staff, are aware of students who have allergies, and the allergens to be avoided. A list of students, their known allergens, is supplied to the kitchen staff and placed in each staff room at the start of each term.

Nurses will ensure that the procedure to be adopted in the event of anaphylactic shock is clearly understood and that the location and operation of adrenaline auto-injectors is known by Teaching Staff. A list of staff trained to administer AAls is available in the Medical Centre.

12. Care of students with chronic conditions and/or disabilities

12.1 School healthcare register

A list of students with chronic conditions and significant past medical conditions is kept by the Medical Centre and distributed to Teaching Staff each term or more frequently as required, in addition to individualised updates for students whose conditions change during the term.

Where a student requires special treatment related to these, this will be determined on an individual basis and will usually involve input from the student, his or her parents, relevant Teaching Staff, the School Doctor and a School Nurse, and consolidated into an Individual Healthcare Plan.

12.2 Ongoing communication and review

Parents are requested to update the school of any changes to their child's health conditions on a yearly basis, or more frequently if necessary. This information is sent to and stored in the Medical Centre, and summarised into the healthcare register and Individual Healthcare Plans.

12.3 Storage of and access to medical information

Information is stored both in hard copy and electronically under the care of the Medical Team. It is sent by internal email to staff who have a reason to need to know it.

13. Hospital Treatment

In the event of a pupil or student needing an x-ray or hospital treatment a School Nurse or an appropriately trained person will accompany the child in school transport.

Where a pupil or student is injured or becomes seriously ill while on an off-site activity or away sports

fixture, an accompanying member of St. Andrew's school staff should travel with the child to hospital. Alternatively a member of staff from the host school may accompany the child, taking any relevant medical and personal details. A list of all emergency contacts and medical information relating to pupils and students must be taken to off-site activities.

Once in hospital, the nurse or staff member accompanying the child, should remain until the parent/guardian has arrived or until completion of treatment.

14. Management of blood-borne diseases, including HIV

14.1 Minimising risk of transmission

Those involved in educating and caring for students with HIV or other blood-borne diseases should be sensitive to their need for confidentiality and their right to privacy. Both the parents and the student may need support, as may the teachers and others involved in the direct care of the student at school. The people who are aware that a student is infected is therefore decided on a 'need to know' basis, but this will include medical staff, Houseparents, the Head teacher and Head of Pastoral. Most HIV positive students show no symptoms of infection. If the measures outlined in this policy are put into practice then the 'need to know' is largely eliminated.

In Music lessons, there should be no sharing of wind instruments, reeds or mouthpieces.

In Science lessons, Students should not give blood for any reason. However, staff may use a fresh, sterile lancet on themselves to demonstrate the structure of fresh human blood. The students may take samples of 'cheek epithelial cells' if they use a cotton bud to gently remove the cells. Human saliva should not be collected for enzyme experiments.

14.2 Good hygiene practice

In all cases of normal First Aid the use of disposable gloves should be employed. After use the gloves should be incinerated. When work is completed, staff should wash and dry their hands. In an emergency, direct mouth-to-mouth resuscitation should not be withheld, but Ambu-bags are available for mouth-to-mouth resuscitation and are strongly recommended.

Minor cuts, open or weeping skin lesions and abrasions should be covered with waterproof dressings. If staff have cuts or abrasions they should not administer First Aid if another member of staff can provide it. The burning/incineration of all used disposable gloves, soiled linen/clothes, etc. should be done after 'double bagging' the contaminated items.

14.3 Personal hygiene

Razors, toothbrushes or other items that can become contaminated with blood must not be shared. Sanitary towels must be disposed of in plastic bags and will be incinerated. Tampons may be flushed

down the toilet. Cleaners will be provided with protective gloves to use when disposing of these materials.

14.4 Treating splashes of blood

The following guidance should be followed:

- Wash the wound or splashes of blood immediately and thoroughly with soap and water. If the splashes of blood are in the eyes or mouth then wash out immediately with copious amounts of water.
- Apply a suitable dressing and pressure pad if needed.
- Seek medical advice as soon as possible.

14.5 Cleaning blood/vomit

Details of techniques are kept in the School cleaning protocols.

15. Hygiene and Infection Control

School Staff are made aware of the potential hazards when dealing with blood, body fluids and clinical waste. There is a protocol in place for cleaning body fluids, with dedicated buckets and yellow bin bags for this purpose. These are placed in each medical centre, and in each dormitory and boarding house.

To minimise the risk to themselves and others, staff dealing with injuries and sick children have access to hand-washing facilities and protective equipment. Disposable gloves are available in every First Aid box. Clinical waste is disposed of via the Medical Centres.

Containers for the disposal of sharps are in the Medical Centres.

Compiled by:	School Doctor
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