



## FIRST AID POLICY

First Aid is the initial assistance or treatment given to someone who is injured or suddenly taken ill.

St. Saviour's School Ikoyi will undertake to ensure compliance with the relevant legislation with regards to the provision of First Aid for all the children, Staff and employees and as far as is reasonably practicable to others who may also be affected by our activities.

Responsibility for First Aid in St Saviour's School Ikoyi is held by the Miss Mabel Edah, the School Nurse and Miss Modupe Oladiran, the assistant School Nurse. We have a well-equipped sickbay at St. Saviour's School Ikoyi, staffed by two qualified nurses.

The nurses are on duty in the sick bay every school day and available to administer first aid, to deal with any accidents or emergencies, or to help if someone is taken ill.

All new pupils and staff are given information on where to go for help in the event of an accident as part of their induction into the school.

### 1. AIMS AND OBJECTIVES:

Our First Aid policy requirement will be achieved by:

- Carrying out a First Aid need assessment to determine the First Aid provision requirement for the situation.
- Keeping records of all accidents and injuries and having a procedure in place for ensuring that they are reviewed regularly in order, where possible, to minimize the likelihood of recurrence.
- Ensuring that there are enough trained First Aid staff on duty and are available.
- Ensuring that there are suitable and sufficient facilities and equipment available to administer First Aid in our school.
- Ensuring that the above provisions are clear and shared with all who may require them.
- Ensure at least one qualified person is present on the school site when children are present.

### 2. FIRST AID TRAINING

In St Saviour's School, Ikoyi the Administrative Manager ensures that appropriate numbers of staff are trained as School First Aiders including appointed persons, they are:

- All Teaching Staff
- All Class assistance and Teaching assistance
- Admin staff
- Some support staff (Stewards/Driver).





## **6. FIRST AID ON SCHOOL TRIPS/OR TRAVELS**

In the event of children needing first aid on school trips/travels.

- Travel/ Trips First Aid kits are taken from the sickbay
- The teacher in charge on the trip must have the first aid box and a mobile phone with her.
- The first aider deals with minor ailments.
- Gloves are ALWAYS worn when treating injuries.
- Any accident or incident is reported back at school and an 'incident in school' form filled in as soon as possible.
- No medication may be given to a child unless prescribed by a doctor signed and dated and a signed letter from parents for consent. An administration of medicine form must be signed and dated by first aider in charge. NO other medication MUST be given by anyone.
- For any head injuries in school, the parents are informed immediately by telephone and the incident report form, and first aid report forms are filled. If the parents or guardians cannot be reached on telephone, then an e-mail is sent.
- If children are sent home, they must be collected by a parent or an authorized adult with School ID.

## **7. FOR KEY STAGE 1 CHILDREN**

- Every child that comes to the sickbay is given a note and a sticker with an inscription (I VISITED MY SCHOOL NURSE TODAY) note in my folder placed on their arm
- Every other child that visits the sickbay is given a note.
- The note contains- (Name, date, time, class, injury/complaint, treatment, or further treatment if necessary).

## **8. MEDICAL EXIT SLIP**

- If a child is taken or sent home from the sickbay, the nurse MUST send a note/phone/or communicate directly with the class teacher so that they are aware.
- The nurse also gets in touch with the front office/security post and informs them that a parent is coming to pick a child. On arrival the parent goes to the front office, and he/she is brought to the sickbay, the nurse gives the person picking up the child a signed 'Medical Exit Slip', this is taken with the child to the class teacher who will also sign out the child. The slip is then taken to the front office then taken to the security post before the child is authorized to leave school.
- The Deputy Head Teacher (Pastoral & Operations) is also informed about the child's exit.

## **9. SAFETY CHECKLIST**

- Is any specific training required to administer medicines?
- Is any necessary protective clothing or equipment available?



- Has the parent completed the Pupil Medical Questionnaire? Has a copy been filed?
- Is the member of staff clear what they are expected to do?
- Is the emergency contact information, particularly for the parent or guardian clear?
- What action is necessary in the event of an accident or failure of the agreed procedures?
  
- Will medication be stored in a safe place and at a suitable temperature?
- Where a child suffers from asthma (or any occasional ailment) and may need to use an inhaler?
- Where equipment such as an inhaler is necessary, we strongly encourage children to take personal responsibility for these items as soon as possible.

## 10. CHILDREN WITH INFECTIOUS DISEASES

Children with infectious diseases will not be allowed in school until deemed safe by their Doctor and/or the School Nurse. We will always contact the parents if the child suffers anything more than a trivial injury, or becomes unwell, or if there are any concerns about health. Parents should contact the school office or notify the class teachers as soon as they are aware of the infection. A brief note along with a doctor's note should be passed to the school office when the child returns to school. All children and staff entering the school are encouraged to use hand sanitizer.

## 11. CARE OF HEAD INJURY POLICIES

### Definition

Head injury is any trauma to the scalp or brain. This may be a minor bump on the skull or serious brain injury.

A minor head injury is a frequent occurrence in the school playground and on the sports field. Fortunately, most head injuries are mild and do not lead to complications or require hospital admission. However, a small number of children do suffer from severe injuries to the brain. Complications such as swelling, bruising, or bleeding can happen inside the skull or brain. The amount of damage also depends on the force and speed of the impact.

All children who suffer a head injury/bump head whilst at school, must be sent to the school Nurse immediately and an incident report filled out for ongoing care.

### PROCEDURE/CARE OF HEAD INJURY

#### Assessment

The Nurse does a quick assessment on the child to ascertain the type and degree of Head Injury. To achieve the above, the nurse checks if there is a swelling, bruising or bleeding from a cut on the Scalp or bleeding under the scalp, if there is swelling.

While doing the above, the nurse checks for the consciousness of the child, if well orientated in time and space by asking the child questions like what is your name? where are you? Etc.



The nurse also checks if the child is vomiting or looks nauseous, having blurred vision by waving your hand in front of the child, slurred speech and any clumsy or staggering movement.

In rare cases, there may be a critical head injury and the child needs to be immediately transferred to the hospital especially if the following **danger signs** are present.

- Unconsciousness or lack of consciousness (for example problems keeping eyes open)
- Problems with understanding, speaking, reading or writing
- Numbness or loss of feeling in parts of body
- Problems with their balance or walking,
- Any changes in eyesight (blurred vision)
- Any clear fluid or blood running from either or both ears, and/or nose
- Deafness in one or both ears
- A black eye with no associated damage around the eye
- Any evidence of scalp or skull damage, especially if the skull has been penetrated
- Any convulsions or fits.

## 12. PROCEDURES

All health issues should be reported or referred to the school nurse in the sickbay.

- Any child with an injury whether minor or major is brought immediately to the sickbay.
- The necessary care is carried out or given to him/her by the nurse.
- A note is written stating
- ***Name of child***
- ***Date /time***
- ***The kind of injury or complaint of the child***
- ***Treatment given/ carried out.***
- ***If any further treatment at home, or the child is to be taken to the hospital for expert management, is sent home through the child.***
- If the child is being observed in the sickbay, the class teacher is informed through a telephone call.

If a child is ill or in the event of a serious incident

- First aid treatment is given.
- The parents or guardian is called to pick up the child for expert management.
- In the event of parents being unreachable, the contact people on the child's forms will be phoned.
- If the contact person can't be reached, we then contact them via e-mail.
- The nurse and another member of staff accompany the child to the school's hospital, LAGOON Hospital on Bourdillon Road, Ikoyi and remain with the child until the parent or guardian arrives in the hospital.



In the case of a medical emergency:

- While first aid treatment is being carried out by the nurse.
- The parent or guardian is informed.
- The accident and First aid report forms are filled. The first aid report form is taken by the nurse to accompany child to the hospital.
- The child is accompanied by the school nurse and a member of staff to the school's hospital OR the child's family doctor as directed by the parent or guardian.
- The nurse and the member of staff remain with the child until the parents or guardian arrive in the hospital.

**ON NO ACCOUNT SHOULD THE SICK BAY BE LEFT OPEN WHEN THE NURSES OR A STAFF IS NOT PRESENT IN THE SICKBAY!!!!**

### **Dealing with body fluids**

Gloves are worn by the nurse when dealing with body fluids to prevent cross- infection.

### **Pupils with medical conditions**

Parents are required to inform the school sick bay of any medical conditions or food allergies affecting their children and the teacher of the child notified.

Brought- in- drugs are kept in a locked cupboard in the clinic. Their expiry dates are recorded, and parents are sent a reminder when a replacement is required.

## **13. MANAGEMENT PROCEDURES**

- The school nurse compiles a list of children known to have medical conditions such as Asthma, Sickle Cell Anemia, Nosebleeds and Allergies. The list is in the sick bay and copies given to the class teacher.
- If a medical condition is diagnosed in a child after admission, the nurse is informed as soon as possible.
- Children should be supplied with their prescribed inhaler (LABELLED WITH NAME AND CLASS) to carry with them and a spare one which will be kept in the school sickbay for use if your child misplaces/forgets their own.
- Every pupil suffering from asthma and uses the EpiPen injection should have one kept in a locked cupboard in the sickbay. A register will be kept by the school nurse of those prescribed an Adrenaline Auto Injector (AAI). Written consent is required from the parent/legal guardian or child's doctor as part of the individual's healthcare plan.
- Expiry dates are recorded, and parents are sent a reminder when a replacement is required.
- Expired inhalers are sent back home to be replaced by a new one.
- Children should take their inhalers with them at P.E. time, to the poolside when swimming and on school trips.
- The sickbay has a nebulizer which will be available for use for asthmatic pupils during attacks, if the situation requires such treatment. We feel this is necessary to prevent casualties.



#### **14. PARENTAL RESPONSIBILITIES**

It is the parent's responsibility to ensure that the school sickbay is informed of any changes to a child's condition or medication and that the child is supplied with an inhaler to carry with them and a spare to be kept in the sickbay.

##### **Treatment of staff**

Any member of staff that reports to the sickbay would be given first aid treatment according to the complaint lodged.

If fit to continue work, he/she will remain in school, but if not, he/ she would be advised to go to the hospital.

In case of an emergency:

Our primary health providers (Total Health Trust) and Reliance HMO are informed.

Staff are taken to the nearest THT hospital or Reliance hospital, which is St Ives Hospital Ikoyi and Best Care Hospital Ikoyi with which the school has a retainership contract.

Ambulance contact Number: 767 or 112

#### **15. PARENT INFORMATION**

We have one well equipped sickbay staffed by two registered nurses. The nurses are responsible for administering any first aid or prescription medicines that your child may require during the school day.

The sick bay is open every day, and the purpose of the sickbay is to provide first –aid treatment for school related injuries. It is neither equipped, nor designed to care for outside of school injuries or illnesses and it is not intended to take the place of medical care. Also, a Physician's and Dentist's written instructions for treatment which may need to be carried out during the school hours will be followed, as we are aware there are circumstances when children require medication during school hours.

#### **16. MEDICAL NEEDS**

We hold medical information on all our pupils to ensure that we can provide appropriately for their needs or look after them if they are injured or have an accident. We would therefore be grateful if you completed and returned the pupil's medical questionnaire enclosed with this document before he/she joins the school.

#### **17. MEDICAL EXAMINATIONS AND CHECK UPS**

Your consent will be sought for these examinations:



- Annual Eye Screening [May]
- Annual Dental Check [October]
- Annual Hearing Assessment [February]
- The above three tests are carried out for the reception classes in [October]

## 18. MEDICAL RECORDS

We keep records of all treatment that your child receives during his/ her time at school. We also record all accidents and injuries to your child. Access to these records is restricted to the nurses, Head Teacher and Admin manager.

### **If your child becomes ill/Medical emergency**

1. We will always contact you if your child suffers anything more than a trivial injury, or if he or she becomes unwell during the school day, or if we have any worries or concerns about his/her health.
2. A medical / injury report will accompany your child home to notify you of any treatment given in the school.
3. We will ask you to collect your child if he/she becomes severely ill during school hours.

## 19. MEDICINE ADMINISTRATION

If your child has a medical condition which necessitates regular access to medication, please inform the nurse, so that an appropriate regime can be devised. The relevant staff will be informed, in confidence, of any condition that is likely to affect him/her in any area of school life.

At St. Saviour's School, the policy concerning medication must be followed for the protection of all our children.

- A special medicine administration permit must be filled out by parent/guardian before medications such as antibiotics, anti-malarial or any other such medication, can be administered to a child. These forms are already available in the school sickbay. Any dosage change{s} must also have written instructions by parents.
- A medicine administration permit can be sent on line to the school nurse on [m.edah@stsavioursschikoyi.org](mailto:m.edah@stsavioursschikoyi.org) OR [m.oladiran@stsavioursschikoyi.org](mailto:m.oladiran@stsavioursschikoyi.org) OR [nurse@stsavioursschikoyi.org](mailto:nurse@stsavioursschikoyi.org) while the medicine is sent to the nurse through the minder and not the child when the parent cannot come personally.
- No child is to have any medicine [this includes over-the counter and prescription medicine] on their own at any time. Parents must deliver medicine to school and pick up any leftover medication.
- \*NEVER SEND MEDICATION OF ANY TYPE THROUGH YOUR CHILD!
- If medication is sent by a child, the medication will not be dispensed unless a Parent/guardian/or parent's designee comes to school to verify and sign for the medication with the School Nurse.



- All medication must be sent in their original containers.
- Non-prescription medicines must have the pupil's name written or taped on the container.
- All medication must be brought to the school sickbay. The medication will be stored/ kept in the fridge or a locked cupboard in the sickbay.
- Only with specific instructions from the doctor may the pupils keep the medication with them. These instructions must be presented to the sickbay especially inhalers for asthmatic pupils.
- When a child's inhaler expires the nurse would send a letter home requesting a replacement.
- The school clinic must be aware if a child is on any special treatment.
- If your child is being given any drug or is sick, please alert the school sickbay and the front office if not in school due to ill health. Any comment or message to be passed on to the School Nurse can be done by a letter/ email.
- A sick child does not benefit much from class work; it is better to allow a child to stay at home.

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Member of staff responsible for policy:	Nurse Mabel Edah