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# BRADFORD GIRLS' GRAMMAR SCHOOL

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*Co-educational up to 11, Girls only 11-16*

## FIRST AID POLICY

**Approved by:** Governors

**Date:** January 2023

**Last reviewed on:** January 2023

**Next review due by:** December 2024

## AIMS

It is the aim of the school that, so far as is reasonable and practicable, every possible step will be taken to ensure that there are adequate and appropriate personnel, facilities and equipment for providing First Aid on the school premises and off the premises whilst pupils are on school visits.

## FIRST AID BOX CONTENTS

The minimum contents of the first aid boxes are:

- 20 individually wrapped sterile adhesive dressings (assorted sizes) • 2 sterile eye pad
- Four individually wrapped triangular bandages (preferably sterile) • Six safety pins
- 6 medium sized individually wrapped sterile unmedicated wound dressings
- 2 large sized individually wrapped sterile unmedicated wound dressings
- 1 pair of disposable gloves
- A pair of scissors
- A leaflet giving general advice on First Aid

The contents of the first aid boxes will be checked and restocked by the staff with responsibility for each area.

First Aid boxes will be taken on all school trips and girls will be made aware of the member of staff responsible. At least one First Aid qualified member of staff will be on the school premises when pupils are present.

## PROCEDURES - ACCIDENTS

Anyone requiring First Aid should be taken where possible to **Medical Room in the B corridor** or **Lady Royd Reception to seek urgent attention**. Alternatively, a list of staff with current First Aid qualifications is displayed alongside First Aid boxes and one of these should be brought to the individual in need.

The main duties of any First Aider are to give immediate help to casualties with common injuries/illnesses or those arising from hazards at school, and to ensure when necessary that an ambulance or other professional medical help is called. However, any accident involving **a head injury on any pupil** requires particular action to be taken including:

- completion of the Early Years Accident Log **or** recording at the Senior School medical room or Lady Royd Reception as appropriate
- inform parents/carers and advise them to remain vigilant for any signs of concussion accompany an injured person when appropriate to the Accident and Emergency Reception at the Bradford Royal Infirmary.
- ensure that Health Forms and/ or Health Questionnaires go to the hospital with the pupil Note: All pupils must be accompanied to hospital and remained with until a Parent/Carer arrives

## CALLING AN AMBULANCE

- trained First Aid staff make an informed judgement about the nature and seriousness of illness or injury
- staff are advised to err on the side of caution and to call an ambulance when concerned about illness or injury
- head injuries are always of particular concern and pupils are carefully monitored until a decision is made about the appropriate course of action for treatment
- when an ambulance is called for the School Reception is informed who in turn inform the Principal.

## ACCIDENT REPORTS

- **All reports are logged on 'Medical Tracker'. The forms featured on the appendices can also be used, however all incidents are always logged on Medical Tracker.**
- Pupils with injuries under clothing such as on legs under tights will be assessed with 2 members of staff present and with permission of the student to assess injury – details of this will be recorded on Medical Tracker.
- the Academy Business Leader will inform HSE and school insurers if appropriate.
- parents will be informed by telephone and a copy of the Accident Report form will be made available on request
- the school adheres to RIDDOR (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations, 1995) under which schools are required to report to the Health & Safety Executive (Tel. 0845 300 99 23)

## PROCEDURES - SICKNESS

- where a pupil is complaining of sickness such as: headaches, stomach upsets, earaches or toothaches they go to the Senior Phase Medical Room/Lady Royd Reception
- the pupil will be monitored, and their attendance will be recorded
- the pupil is made comfortable and if no improvements are noted parents are contacted and the pupil may be collected

## TRAINING

- regular training will be provided for staff to keep qualifications up-to date and new staff to become qualified
- staff who work in medium/high risk areas of school will be encouraged to obtain qualifications
- curriculum and Subjects Leaders are responsible for ensuring that individual subject areas needs are met

## ADMINISTERING MEDICATION

- Requests for prescription medicine to be administered to Lady Royd pupils will be agreed
- In the case of Senior Phase students any request to administer prescription medicine will be considered on its merits and the decision taken will have regard to the best interests of the pupil and the implications for the school especially staff. (See Appendix 3)

## SPECIFIC MEDICAL CONDITIONS

- Where pupils have particular medical conditions such as; asthma, epilepsy or diabetes their names are added to the school medical register which is updated at each data capture point **OR** upon request by parents.
- Each Phase also maintains 2 x 'Blue' inhalers for emergency use
- Specific medication for individual pupils is named and stored in the Medical Room - which is kept locked - and parents should provide a Medical Care Plan

## CONCLUSION

Whilst it is not a condition of employment to give First Aid, teachers and other staff in charge of pupils are expected to use their best endeavours at all times, particularly in emergencies to secure the welfare of pupils in the same way Parents/Carers might reasonably be expected to. In general, the consequences of taking no action are likely to be more serious than those of trying to assist in an emergency. However, staff should not give First Aid treatment for which they have not been trained and should always try to summon assistance from a qualified First Aider.

## APPENDIX 1

### ADMINISTERING MEDICATION IN SCHOOL

The Governors and staff at BGGs wish to ensure that pupils with medical needs receive care and support in school. Pupils should not be denied access to any part of the curriculum because they are on medication and/or require medical support, nor should these pupils be denied access to extra-curricular visits or activities. Where the decision is taken to administer medicines in school the following should be adhered to:

- If a Parent/Carer wants the school to administer medication Parents/Carers must specifically **REQUEST IN WRITING** that the school administers it and give their permission.
- Parents/Carers must provide such medication to the school in a secure and labelled container also specifying at what times/intervals and what dose of the medicine is to be given.
- Lady Royd pupils will be reminded by staff when it is time to take their medicine(s) whilst in the Senior Phase it is the responsibility of the pupil to report to the Medical Room at the time required
- **The medicine, in the smallest practicable amount, should be brought to school by the Parent/Carer not the child and delivered personally to the Medical Co-ordinator at the Senior School Main Reception. Medication will normally only be accepted where prescribed by a doctor or other medical professional**
- Medicines should be clearly labelled with contents, the owner's name and dosage and must be kept in a locked cupboard in the Medical Room
- Medicine should be self-administered, if possible under adult supervision, and a written record kept of the dates and times of the administration
- Lady Royd pupils receive a slip stating dose and time that medication was administered which is signed by the member of staff who administered the medication.
- Where some technical or medical knowledge or expertise is required, responsibility can only be taken if appropriate training has been undertaken e.g. eye / ear drops, Epipen, buccal midazolam etc
- Students with anaphylaxis carry their own Epipen and their Care Plan and spare Epipen are kept in the Medical Room
- In cases where pupils suffer regularly from acute pain e.g. migraine Parents/Carers may request – but must supply their own – appropriate painkillers for their child's use i.e. Ibuprofen or Paracetamol and leave with the medical co-ordinator for storage in the medical room
- Aspirin or preparations containing aspirin are not permitted and will not be given to pupils
- A member of staff trained in First Aid is normally available in Lady Royd Reception/Main Reception to take care of medicines although all staff in these areas are aware of the required procedures
- Whilst all staff have a duty to take reasonable care with the health and safety of pupils in school, including the oversight and management of an up to date and timely pupil's Care Plan/Care Package, there is no contractual obligation for staff to administer medication. Where staff do agree to participate in this duty it should be recognised that these duties are voluntary
- Given that staff have acted within school policies and procedures they will normally be covered by the school's insurance. These make it clear that only authorised and/or appropriately trained staff can administer medication to pupils or supervise self-administration of medicine by pupils
- No pupil is excluded from school visits, but they will be expected to self-administer any medication. Trained staff can administer an Epipen in line with the Care Plan for an individual pupil

## APPENDIX 4

### First Aid Needs Assessment

All First Aid Training provided by the school includes elements covering inhalers, Epipens and Auto Defibrillation Devices.

A number of PE / Swimming Lessons are covered by the senior school PE staff, who hold appropriate First Aid Certification.

The School campus is situated within 5 minutes of the Bradford Royal Infirmary which has a 24hr Accident and Emergency Department.

The first-aid needs assessment indicates that the suggested requirements are:

First-aid personnel	Required Yes/no	Number needed
First-aider with a <b>First Aid at Work (FAW)</b> certificate	Yes	At least one on the school campus during a normal school day.
First-aider with an <b>Emergency First Aid at Work (EFAW)</b> certificate	Yes	At least 1 on duty at all times while people are at work
First-aider with specific training <b>Paediatric First Aid</b> <b>National Rescue Award for Swimming Teachers and Coaches</b>	Yes	A minimum 4 of during the hours of normal school occupation.
Appointed person	Yes	1
First-aid equipment and facilities	Required Yes/no	Number needed
First-aid Kits / containers	Yes	At Least 2 kits.
Additional equipment (specify) (e.g. automated external defibrillator AED))	yes	3

Mobile first-aid kits	Yes	As identified by individual Trip Risk Assessment.
First-aid/medical room	Yes	2 (Senior and Primary)

## Bradford Girls' Grammar School Anaphylaxis Policy Addendum

<b>Author/s</b>	Measha Harris
<b>Review Frequency</b>	Annual
<b>Date of next review</b>	January 2024
<b>Purpose</b>	To minimise the risk of any pupil suffering a severe allergic reaction whilst at school or attending any school related activity. To ensure staff are properly prepared to recognise and manage severe allergic reactions should they arise.
<b>Links with other policies</b>	Child Protection Policy First Aid policy

Anne Meares (Lady Royd Primary School) and Firoza Saeed (Bradford Girls' Grammar School) are the named staff members responsible for coordinating staff anaphylaxis training and the upkeep of the school's anaphylaxis policy.

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## 1. Introduction

An allergy is a reaction by the body's immune system to substances that are usually harmless. The reaction can cause minor symptoms such as itching, sneezing or rashes but sometimes causes a much more severe reaction called anaphylaxis.

Anaphylaxis is a severe systemic allergic reaction. It is at the extreme end of the allergic spectrum. The whole body is affected often within minutes of exposure to the allergen, but sometimes it can be hours later. Causes often include foods, insect stings, or drugs.

**Definition:** *Anaphylaxis is a severe life threatening generalised or systemic hypersensitivity reaction.*

This is characterised by rapidly developing life-threatening airway / breathing / circulatory problems usually associated with skin or mucosal changes.

It is possible to be allergic to anything which contains a protein, however most people will react to a fairly small group of potent allergens.

Common UK Allergens include (but not limited to):

Peanuts, Tree Nuts, Sesame, Milk, Egg, Fish, Latex, Insect venom, Pollen and Animal Dander.

This policy sets out how Bradford Girls' Grammar School will support pupils with allergies, to ensure they are safe and are not disadvantaged in any way whilst taking part in school life.

## 2. Role and Responsibilities

### **Parent responsibilities**

- On entry to the school, it is the parent's responsibility to update the Medical Condition Section of the Student Data Collection Sheet of any allergies. This information should include all previous severe allergic reactions, history of anaphylaxis and details of all prescribed medication. Parents are responsible for updating the school should any of this information change throughout the school year.
- Parents are to supply a copy of their child's Allergy Action Plan ([BSACI plans](#) preferred) to school. If they do not currently have an Allergy Action Plan this should be developed as soon as possible in collaboration with a healthcare professional e.g. Schools nurse/GP/allergy specialist.
- Parents should fill in a form provided by the school stating that they give permission for their child to be administered with the stated dose of medication. (See appendix 1)
- Parents are responsible for ensuring any required medication is supplied, in date and replaced as necessary.
- Parents are requested to keep the school up to date with any changes in allergy management. The Allergy Action Plan will be kept updated accordingly.

### **Staff Responsibilities**

- All key staff will complete anaphylaxis training. Training is provided for all key staff on a yearly basis and on an ad-hoc basis for any new members of staff.
- Staff must be aware of the pupils in their care (regular or cover classes) who have known allergies as an allergic reaction could occur at any time and not just at mealtimes. Any foodrelated activities must be supervised with due caution.

- Staff leading school trips will ensure they carry all relevant emergency supplies. Trip leaders will check that all pupils with medical conditions, including allergies, carry their medication. Pupils unable to produce their required medication will not be able to attend the excursion.
- The school will ensure that the up-to-date Allergy Action Plan is kept with the relevant pupil's medication.
- It is the parent's responsibility to ensure all medication is in date however the school will check the medication kept at school on a termly basis and send a reminder to parents if medication is approaching expiry.
- The school keeps a register of pupils who have been prescribed an AAI and a record of use of any AAI(s) and emergency treatment given.

### **Pupil Responsibilities**

- Pupils are encouraged to have a good awareness of their symptoms and to let an adult know as soon as they suspect they are having an allergic reaction.
- Pupils who are trained and confident to administer their own auto-injectors will be encouraged to take responsibility for carrying them on their person at all times.

### **3. Allergy Action Plans**

Allergy action plans are designed to function as Individual Healthcare Plans for children with food allergies, providing medical and parental consent for schools to administer medicines in the event of an allergic reaction, including consent to administer a spare adrenaline autoinjector.

Bradford Girls Grammar School recommends using the British Society of Allergy and Clinical Immunology ([BSACI Allergy Action Plan](#)) to ensure continuity. This is a national plan that has been agreed by the BSACI, the Anaphylaxis Campaign and Allergy UK.

It is the parent/carer's responsibility to complete the allergy action plan with help from a healthcare professional (e.g. GP/School Nurse/Allergy Specialist) and provide this to the school.

### **4. Emergency Treatment and Management of Anaphylaxis**

#### **What to look for:**

- swelling of the mouth or throat
- difficulty swallowing or speaking
- difficulty breathing
- sudden collapse / unconsciousness
- hives, rash anywhere on the body
- abdominal pain, nausea, vomiting
- sudden feeling of weakness
- strong feelings of impending doom

Anaphylaxis is likely if all of the following 3 things happen:

- **sudden onset** (a reaction can start within minutes) and **rapid progression of symptoms**
- **life threatening airway and/or breathing difficulties** and/or **circulation problems** (e.g. alteration in heart rate, sudden drop in blood pressure, feeling of weakness)



- **changes to the skin** e.g. flushing, urticaria (an itchy, red, swollen skin eruption showing markings like nettle rash or hives), angioedema (swelling or puffing of the deeper layers of skin and/or soft tissues, often lips, mouth, face etc.) Note: skin changes on their own are not a sign of an anaphylactic reaction, and in some cases don't occur at all

If the pupil has been **exposed to something they are known to be allergic to**, then it is more likely to be an anaphylactic reaction.

Anaphylaxis can develop very rapidly, so a treatment is needed that works rapidly. **Adrenaline** is the mainstay of treatment and it starts to work within seconds. Adrenaline should be administered by an **injection into the muscle** (intramuscular injection).

What does adrenaline do?

- It opens up the airways
- It stops swelling
- It raises the blood pressure

Adrenaline must be administered with the **minimum of delay** as it is more effective in preventing an allergic reaction from progressing to anaphylaxis than in reversing it once the symptoms have become severe.

#### ACTION:

- Stay with the child and call for help. **DO NOT MOVE CHILD OR LEAVE UNATTENDED**
- Remove trigger if possible (e.g. Insect stinger)
- Lie child flat (with or without legs elevated) – A sitting position may make breathing easier
- **USE ADRENALINE WITHOUT DELAY** and note time given. (inject at upper, outer thigh - through clothing if necessary)
- CALL **999** and state **ANAPHYLAXIS**
- If no improvement after 5 minutes, administer second adrenaline auto-injector
- If no signs of life commence CPR
- Phone parent/carer as soon as possible

All pupils must go to hospital for observation after anaphylaxis even if they appear to have recovered as a reaction can reoccur after treatment.

#### 5. Supply, storage and care of medication

(Around age 11 years +) Pupils will be encouraged to take responsibility for and to carry their own two adrenaline injectors on them at all times (in a suitable bag/ container).

For younger children or those assessed as not ready to take responsibility for their own medication there should be an anaphylaxis kit which is kept safely, not locked away and **accessible to all staff**.

Medication should be stored in a rigid box and clearly labelled with the pupil's name and photograph.

The pupil's medication storage box should contain:

- adrenaline injectors i.e. EpiPen® or Jext® (two of the same type being prescribed)
- an up-to-date allergy action plan
- antihistamine as tablets or syrup (if included on plan)
- spoon if required
- asthma inhaler (if included on plan).

It is the responsibility of the child's parents/carers to ensure that the anaphylaxis kit is up-to-date and clearly labelled, however the school will check medication kept at school on a termly basis and send a reminder to parents if medication is approaching expiry.

Parents can subscribe to expiry alerts for the relevant adrenaline auto-injectors their child is prescribed, to make sure they can get replacement devices in good time.

### **Older children and medication**

Older children and teenagers should, whenever possible, assume complete responsibility for their emergency kit under the responsibility of their parents. However, symptoms of anaphylaxis can come on **very suddenly**, so school staff need to be prepared to administer medication if the young person cannot.

### **Storage**

AAIs should be stored at room temperature, protected from direct sunlight and temperature extremes.

### **Disposal**

AAIs are single use only and must be disposed of as sharps. Used AAIs can be given to ambulance paramedics on arrival or can be disposed of in a pre-ordered sharps bin. Sharps bins to be obtained from and disposed of by the local authority. The sharps bin is kept in the Medical room.

## **6. 'Spare' adrenaline auto injectors in school**

Bradford Girls Grammar School has purchased spare **adrenaline auto-injector (AAI) devices for emergency use in children who are risk of anaphylaxis**, but their own devices are not available or not working (e.g. because they are out of date).

These are attached to the wall in a green coloured rigid box, clearly labelled 'Emergency Anaphylaxis Adrenaline Pen', kept safely, not locked away and **accessible and known to all staff**.

Bradford Girls Grammar School holds 2 spare pens which are kept in the following location:

### **Medical Room (Main Reception)**

Bradford Girls' Grammar School is responsible for ensuring that spare medication is in date on a monthly basis and is replaced as needed.

Written parental permission for use of the spare AAIs is included in the pupil's Allergy Action Plan.

If anaphylaxis is suspected **in an undiagnosed individual** call the emergency services and state you suspect ANAPHYLAXIS. Follow advice from them as to whether administration of the spare AAI is appropriate.

## 7. Staff Training

Tanya Hussain (Lady Royd Primary School) and Firoza Saeed (Bradford Girls' Grammar School) are the named staff members responsible for coordinating all staff anaphylaxis training and the upkeep of the school's anaphylaxis policy.

Bradford Girls Grammar School will conduct a practical anaphylaxis training session at the start of every new academic year.

All staff will complete online anaphylaxis awareness training at the start of every new academic year. Training is also available on an ad-hoc basis for any new members of staff.

Training includes:

- Knowing the common allergens and triggers of allergy
- Spotting the signs and symptoms of an allergic reaction and anaphylaxis. Early recognition of symptoms is key, including knowing when to call for emergency services
- Administering emergency treatment (including AAI) in the event of anaphylaxis – knowing how and when to administer the medication/device
- Measures to reduce the risk of a child having an allergic reaction e.g. allergen avoidance and knowing who is responsible for upkeep of allergen information.
- Associated conditions e.g. asthma
- Managing allergy action plans and ensuring these are up to date
- A practical session using trainer devices (these can be obtained from the manufacturers' websites [www.epipen.co.uk](http://www.epipen.co.uk) and [www.jext.co.uk](http://www.jext.co.uk) )

## 8. Inclusion and safeguarding

Bradford Girls' Grammar School is committed to ensuring that all children with medical conditions, including allergies, in terms of both physical and mental health, are properly supported in school so that they can play a full and active role in school life, remain healthy and achieve their academic potential.

## 9. Catering

All food businesses (including school caterers) must follow the Food Information Regulations 2014 which states that allergen information relating to the 'Top 14' allergens must be available for all food products.

The school menu is available for parents to view in advance on a 3-week rotation cycle with all ingredients listed and allergens highlighted on the school website at <http://bggs.com/>

The school will inform the Catering Manager of pupils with food allergies.

*(Every school should have a system in place to ensure catering staff can identify pupils with allergies e.g. a list with photographs– include details here of your school system for identifying pupils and who has responsibility for keeping this up to date)*

Parents/carers are encouraged to meet with the Catering Manager to discuss their child's needs.

The school adheres to the following [Department of Health guidance](#) recommendations:

- Bottles, other drinks and lunch boxes provided by parents for pupils with food allergies should be clearly labelled with the name of the child for whom they are intended.
- If food is purchased from the school canteen/tuck shop, parents should check the appropriateness of foods by speaking directly to the catering manager.
- The pupil should be taught to also check with catering staff, before purchasing food or selecting their lunch choice.
- Where food is provided by the school, staff should be educated about how to read labels for food allergens and instructed about measures to prevent cross contamination during the handling, preparation and serving of food. Examples include: preparing food for children with food allergies first; careful cleaning (using warm soapy water) of food preparation areas and utensils. For further information, parents/carers are encouraged to liaise with the Catering Manager.
- Food should not be given to primary school age food-allergic children without parental engagement and permission (e.g. birthday parties, food treats).
- Foods containing nuts are discouraged from being brought into school.
- Use of food in crafts, cooking classes, science experiments and special events (e.g. fetes, assemblies, cultural events) needs to be considered and may need to be restricted/risk assessed depending on the allergies of particular children and their age.

#### 10. School Trips

Staff leading school trips will ensure they carry all relevant emergency supplies. Trip leaders will check that all pupils with medical conditions, including allergies, carry their medication. Pupils unable to produce their required medication will not be able to attend the excursion.

All the activities on the school trip will be risk assessed to see if they pose a threat to allergic pupils and alternative activities planned to ensure inclusion.

Overnight school trips may be possible with careful planning and a meeting for parents with the lead member of staff planning the trip should be arranged. Staff at the venue for an overnight school trip should be briefed early on that an allergic child is attending and will need appropriate food (if provided by the venue).

#### **Sporting Excursions**

Allergic children should have every opportunity to attend sports trips to other schools. The school will ensure that the P.E. teacher/s are fully aware of the situation. The school being visited will be notified that a member of the team has an allergy when arranging the fixture. A member of staff trained in administering adrenaline will accompany the team. If another school feels that they are not equipped to cater for any food-allergic child, the school will arrange for the child to take alternative/their own food.

Most parents are keen that their children should be included in the full life of the school where possible, and the school will need their co-operation with any special arrangements required.

11. Allergy Awareness

Bradford Girls' Grammar School supports the approach advocated by The Anaphylaxis Campaign and Allergy UK towards nut bans/nut free schools. They would not necessarily support a blanket ban on any particular allergen in any establishment, including in schools. This is because nuts are only one of many allergens that could affect pupils, and no school could guarantee a truly allergen free environment for a child living with food allergy. They advocate instead for schools to adopt a culture of allergy awareness and education.

A 'whole school awareness of allergies' is a much better approach, as it ensures teachers, pupils and all other staff aware of what allergies are, the importance of avoiding the pupils' allergens, the signs & symptoms, how to deal with allergic reactions and to ensure policies and procedures are in place to minimise risk.

12. Risk Assessment

Bradford Girls' Grammar School will conduct a detailed risk assessment to help identify any gaps in our systems and processes for keeping allergic children safe for all new joining pupils with allergies and any pupils newly diagnosed.

APPENDIX 1:



ASPIRE • SUCCEED • LEAD

**BRADFORD GIRLS' GRAMMAR SCHOOL**

Co-educational up to 11, Girls only 11-16

**MEDICAL AUTHORISATION**

I hereby authorise a qualified first aider to administer..... when required to my daughter.....

Signature of Parent/Guardian \_\_\_\_\_ Date \_\_\_\_\_

Daughter's Name \_\_\_\_\_ Form \_\_\_\_\_

Parents' telephone numbers:

Father - daytime \_\_\_\_\_ evening \_\_\_\_\_ Mother -  
daytime \_\_\_\_\_ evening \_\_\_\_\_

Doctor's name and address \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_