



First Aid Policy **(Whole School including EYFS)**

Independent Day School

Our Lady of Sion School

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Statement of intent

Our Lady of Sion School is committed to providing emergency first aid provision in order to deal with accidents and incidents affecting staff, pupils and visitors. The arrangements within this policy are based on the results of a suitable and sufficient risk assessment carried out by the school in regard to all staff, pupils and visitors.

The school will take every reasonable precaution to ensure the safety and wellbeing of all staff, pupils and visitors.

This policy aims to:

- Ensure that the school has adequate, safe and effective first aid provision for every pupil, member of staff and visitor to be well looked after in the event of any illness, accident or injury, no matter how major or minor.
- Ensure that staff and pupils are aware of the procedures in the event of any illness, accident or injury.
- Ensure that medicines are only administered at the school when express permission has been granted for this.
- Ensure that all medicines are appropriately stored.
- Promote effective infection control.

Nothing in this policy will affect the ability of any person to contact the emergency services in the event of a medical emergency. For the avoidance of doubt, staff should dial 999 in the event of a medical emergency before implementing the terms of this policy and make clear arrangements for liaison with ambulance services on the school site.

1. Roles and Responsibilities

The governing board is responsible for:

- The overarching development and implementation of this policy and all corresponding procedures.
- Ensuring that the relevant risk assessments, and assessments of the first aid needs of the school specifically, have been conducted.
- Ensuring that there is a sufficient number of appointed first aiders within the school based upon these assessments.
- Ensuring that there are procedures and arrangements in place for first aid during off-site or out-of-hours activities, e.g. educational visits or parents' evenings.
- Ensuring that insurance arrangements provide full cover for any potential claims arising from actions of staff acting within the scope of their employment.
- Ensuring that appropriate and sufficient first aid training is provided for staff and ensuring that processes are in place to validate that staff who have undertaken training have sufficient understanding, confidence and expertise in carrying out first aid duties.
- Ensuring that adequate equipment and facilities are provided for the school site.
- Ensuring that first aid provision for staff does not fall below the required standard and that provision for pupils and others complies with the relevant legislation and guidance.

- Ensuring that the school has:
 - A suitably stocked first-aid kit.
 - An appointed person to take charge of first-aid arrangements.
 - Information for all employees giving details of first-aid arrangements.

The headteacher is responsible for:

- Ensuring that all staff and parents are made aware of the school's policy and arrangements regarding first aid.
- The day-to-day implementation of this policy and its related procedures.

The bursar (appointed person) is responsible for:

- Ensuring that all staff are aware of the locations of first aid equipment and how it can be accessed, particularly in the case of an emergency.
- Ensuring that all pupils and staff are aware of the identities of the school first aiders and how to contact them if necessary.
- Monitoring of accident book and review of procedures
- Overseeing the school's first-aid arrangements.
- Taking charge when someone is injured or becomes ill.
- Ensuring that an ambulance or other professional medical help is summoned when appropriate.
- Calling the emergency services where necessary.
- Maintaining injury and illness records as required.
- Undertaking emergency first aid training, first aid at work, and refresher training where appropriate, to ensure they have knowledge of:
 - What to do in an emergency.
 - How to assess and monitor a casualty.
 - First aid for the unconscious casualty.
 - First aid for someone who is having a seizure.
 - Paediatric first aid.

Staff are responsible for:

- Ensuring that they have sufficient awareness of this policy and the outlined procedures, including making sure that they know who to contact in the event of any illness, accident or injury.
- Securing the welfare of the pupils at school.
- Making pupils aware of the procedures to follow in the event of illness, accident or injury.

First aid staff are responsible for:

- Completing and renewing training as dictated by the governing board.
- Ensuring that they are comfortable and confident in administering first aid.
- Ensuring that they are fully aware of the content of this policy and any procedures for administering first aid, including emergency procedures.
- Keeping up to date with government guidance relating to first aid in schools.

2. First Aid Provision

The school will routinely re-evaluate its first aid arrangements through a risk assessment, at least annually, to ensure that these arrangements continue to be appropriate for hazards and risks on the school premises, the size of the school, the needs of any vulnerable individuals onsite, and the nature and distribution of pupils and staff throughout the school.

The school will have suitably stocked first aid boxes in line with the assessment of needs. Where there is no special risk identified in the assessment of needs, the school will maintain the following minimum provision of first aid items:

- A leaflet giving general advice on first aid
- 20 individually wrapped sterile adhesive dressings, of assorted sizes
- 2 sterile eye pads
- 2 individually wrapped triangular bandages, preferably sterile
- 6 medium-sized individually wrapped sterile unmedicated wound dressings
- 2 large-sized individually wrapped sterile unmedicated wound dressings
- 3 pairs of disposable gloves
- 2 Sick bags
- Sterilised Wipes

All first aid containers will be identified by a white cross on a green background.

Staff must inform the office if any items are used. The regular review of the contents and replacement of any items used is the responsibility of the Receptionist in the Senior School and the Secretary in the Junior School. Appropriate records of these checks are to be maintained.

First aid boxes are in the following areas:

Senior School	Junior School
a. Reception	a. Kitchen
b. School Hall	b. Sick Bay
c. Sick Bay	c. Nursery
d. Central Kitchen	d. Staff Room
e. Maintenance Workshop	e. Travel Bag
f. CDT Workshop	f. Mini Bus
g. Science Department	g. Staff Cloakroom
h. P.E. Office	
i. All minibuses	
j. Food and Nutrition Room	
k. Resource Centre	
l. Art Room	
m. 2 x Travel Bags	

Travelling First Aid Kits:

Travelling first aid kits for use at sports fixtures or on expeditions and school trips are available from the Senior School Sick Bay and Junior School Sick Bay. Staff responsible for these activities are to collect a kit and return it after use and to inform the office if used. A first aid box is kept in each school minibus. Guidance on first aid arrangements at sports fixtures is contained in the Trips Policy and Health and Safety Manual.

3. First Aiders & Appointed Persons

The main duties of first aiders will be to administer immediate first aid to pupils, staff or visitors, and to ensure that an ambulance or other professional medical help is called when necessary.

The school will ensure that all first aiders hold a valid certificate of competence, issued by a HSE-approved organisation, and that refresher training and retesting of competence is arranged for first aiders within the school before certificates expire.

The school will be mindful that many standard first aid at work training courses do not include resuscitation procedures for children and will consequently ensure that appropriate training is secured for first-aid personnel where this has not already been obtained.

First aid notices will be clearly displayed throughout the school with information on the names and locations of first aiders to ensure that pupils and staff know who they must contact in the event of illness or injury.

The current first aid appointed person(s) are:

Senior School First Aiders	Location
Julie Ayling	Chapel Block, Ground Floor
Sharôn Bruwer	Chapel Block, Ground Floor
Mandy Cool	Chapel Block, Ground Floor
Tara Daly	Chapel Block, Lower Floor
Steve Danes	A Block, Gym
Jane Glynn	A Block, Ground Floor
Katy Goodridge	A Block, Ground Floor
Victoria Greco	Chapel Block, Ground Floor
Gary Hardley	A Block, Ground Floor, Kitchen
Matthew Heyward	A Block, Ground Floor
Helen Holloway	A Block, Second Floor
Wendy Jenkins	Chapel Block, Ground Floor
Hilary Kepa	A Block, First Floor
Louise Lamb	A Block, First Floor
Beverley Martin-Cross	A Block, Ground Floor
Aidan McDonagh	A Block, First Floor
Michele Peet	Chapel Block, First Floor
Gemma Puddle	Chapel Block, Ground Floor
Stacey Revell	A Block, Ground Floor
Tony Salmon	A Block, Second Floor
Melissa Seggery	A Block, First Floor
Chris Snewin	A Block, Ground Floor
Junior School & Nursery First Aiders	
Maria Chirico	Main Building
Jayne Danes	Main Building
Amina Joda	Nursery, Ground Floor
Peri Kirk	Main Building
Gillian Pyne	Early Years, Ground Floor
Sophie Tanner	Early Years, Ground Floor
Minibus First Aiders	
Martin Gander	
Graeme Morrey	
Andy Rudd	
David Irwin	
Gary Hardley	

The school will ensure that there is always a sufficient number of first-aid personnel available on site at all times to provide adequate cover to all areas of the school.

Early Years Foundation Stage (EYFS) Only:

In line with government guidance and taking into account staff:child ratios, the school will ensure that there is at least one member of staff with a current and full paediatric first aid (PFA) certificate on the premises and available at all times when pupils are present, and accompanying pupils on any and all outings taken.

The school will ensure that PFA certificates are renewed every three years, and that training meets the criteria set out in Annex A of the 'Early years foundation stage (EYFS) statutory framework'. The school has a list of trained staff is held by the School and displayed in reception.

Whole School:

All staff members will be made aware that agreeing to become a first aider for the school is strictly on a voluntary basis and that they should never feel pressured to take on this role.

When selecting first aiders, the school will follow the criteria laid out in government guidance, considering the individual's:

- reliability and communication skills;
- aptitude and ability to absorb new knowledge and learn new skills;
- ability to cope with stressful and physically demanding emergency procedures;
- availability to respond immediately to an emergency.

4. Accommodation

The school's first aid room will be suitable to use as and when it is needed, and any additional medical accommodation will be available in accordance with the school's first aid needs assessment.

The first aid room will be used to enable the medical examination and treatment of pupils and for the short-term care of sick or injured pupils. The first aid room includes a wash basin and is situated near a toilet.

The first aid room will not be used for teaching purposes.

The first aid room will:

- Be large enough to hold an examination or medical couch.
- Have washable surfaces and adequate heating, ventilation and lighting.
- Be kept clean, tidy, accessible and available for use at all times when employees are at work.
- Have a sink with hot and cold running water.
- Be positioned as near as possible to a point of access for transport to hospital.

5. Arrangements for First Aid

In the event of an accident or illness, where possible the pupil or member of staff should be sent to the Reception (Senior School) and Secretary's Office (Junior School) immediately. If this is not possible then the first-aider should be called immediately.

The main duties of a first-aider are to:

Give immediate help to casualties with common injuries or illnesses and those arising from specific hazards at school.

The School arranges the approved training of first aiders to comply with the Health and Safety (First Aid) Regulations and a list of trained staff is displayed on the staff and pupil notice boards as well as in the Sick Bay. Lists of the employees who have attended an enhanced two or three day course specifically designed for first aid at work or Paediatric First Aid are displayed in the Senior and Junior School reception areas.

This policy has a supplementary appendix outlining guidance for the treatment of:

- Generic first aid guidance
- Generic Policy for Asthma Care
- Generic Policy for Anaphylaxis
- Generic Policy for Automated External Defibrillators (AEDs)

6. General First Aid Guidance

Take care not to become a casualty yourself whilst administering first aid. Be sure to use protective clothing and equipment where necessary. If you are not a trained first aider, send immediately for the nearest first-aider where one is available.

First-aiders should take precautions to avoid infection and must follow basic hygiene procedures. They should have access to single use disposable gloves and hand washing facilities. All dressings, gloves, etc soiled with blood or other body fluids should be disposed of in a yellow clinical waste bag, which is then placed in the clinical waste bin for collection by a licensed contractor. These bins are placed in each Sick Bay and the Early Years' building.

7. Emergency Procedures

If a child/adult is severely injured and needs to attend hospital the matter should also be reported to the Bursar. A note will be made of the date and time of the event. If the Bursar is not available then the matter should be referred, in order, to the following people: -

- In the Senior School: The Deputy Head, the Assistant Bursar
- In the Junior School: The Senior Teachers of Junior School, the Assistant Bursar

If an incident, illness or injury occurs, the member of staff in charge will assess the situation and decide on the appropriate course of action, which may involve calling for an ambulance immediately or calling for a first aider.

If called, a first aider will assess the situation and take charge of first aider administration. If the first aider does not consider that they can adequately deal with the presenting condition by the administration of first aid, then they will arrange for the injured person to access appropriate medical treatment without delay.

Where an initial assessment by the first aider indicates a moderate to serious injury has been sustained, or the individual has become seriously unwell, a responding staff member will call 999 immediately.

Where necessary, a trained staff member will administer emergency help and first aid to all injured persons. The purpose of this is to keep the victim alive and, if possible, comfortable, before professional medical help arrives. In some situations, immediate action can prevent the accident from becoming increasingly serious, or from involving more victims. Where the seriously injured or unwell individual is a pupil, the following process will be followed:

- A responding staff member calls 999 immediately and follows the instructions of the operator – this may include the administering of emergency first aid.

- Where an ambulance is required, the senior official to whom the incident was reported must accompany the pupil in the ambulance and call the pupil's parent as soon as possible to inform them of the course of action taken. The senior official remains with the pupil at the hospital until a parent arrives.

Staff should **always** call an ambulance when there is a medical emergency and/or serious injury. Examples of medical emergencies include:

- a significant head injury;
- fitting, unconsciousness or concussion;
- difficulty in breathing and / or chest pains;
- a severe allergic reaction;
- a severe loss of blood.

Where an ambulance is not required, but medical attention is needed, the pupil is taken to a hospital or doctor in a staff car, accompanied by at least two staff members – one to drive the car, and one who is a first aider, to sit with the pupil in the back seat and attend to their medical needs. The pupil's parent is called as soon as possible to inform them that this course of action has been taken, and at least one of the staff members remains with the pupil at the hospital or doctor's office until a parent arrives.

- The school will ensure that no further injury can result from any incidents that occur, either by making the scene of the incident safe, or, if they are fit to be moved, by removing injured persons from the scene.
- Responding staff members will see to any pupils who may have witnessed the incident or its aftermath and who may be worried or traumatised, despite not being directly involved. These pupils will be escorted from the scene of the incident and comforted. Younger or more vulnerable pupils may need parental support to be called immediately.

Once the above action has been taken, details of the incident will be reported promptly to:

- The Headteacher, the Bursar and DSL's
- The parents of the victim(s)

The school is aware that responding to an incident can be stressful for the first aider, and that following an incident, the first aider may require support. This may take the form of a debrief from any ambulance crew on scene, an appointment with their GP, or mental health support from external helplines and websites located at the bottom of the government page ['Promoting and supporting mental health and wellbeing in schools and colleges'](#).

8. Reporting accidents and record keeping

The School has a legal responsibility to report certain injuries, work related diseases and dangerous occurrences and near miss accidents under The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR). The information enables the Health and Safety Executive (HSE) and local authorities, to identify where and how risks arise, and to investigate serious accidents.

The School will report, therefore:

- Fatal accidents
- Specified injuries (as defined in RIDDOR 2013, Regulation 4)

- Accidents to 'non-workers' (which would include pupils, parent and visitors, for example) where the person is taken to hospital
- Accidents which result in the incapacitation of a worker (such as a teacher or caretaker) for more than seven days

The HSE booklet "Reporting accidents and incidents at work, A brief guide to the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR)" is referred to, when further detail is required at: <http://www.hse.gov.uk/pubns/indg453.pdf>.

In the event of incident or injury to a pupil, a parent will be informed as soon as practicable. In the event of a serious injury or an incident requiring emergency medical treatment, the school will telephone the pupil's parent as soon as possible. Parents will be informed of any injury to the head, whether minor or major, and be given guidance on the action to take if symptoms develop.

Advising Parents of Sickness / Injury

The School will inform parents of any significant illness, accident, injury or first aid treatment provided on the same day or as soon as reasonably practicable. For the Junior School a phone call is made for any injury to the head no matter how slight, a bumped head sticker is used, and an accident record sheet is sent home. For the Senior School a phone call is always made for a head injury, to notify of any medication administered and any significant illness.

The School will notify local child protection agencies, as appropriate, of any serious accident or injury to, or the death of, any child whilst in their care and act on any advice given. A note will be made of the date and time of the event.

Diarrhoea and/or vomiting

The school follows the advice from the Health Protection Agency, NHS and Public Health Agency that all pupils or staff who present with symptoms of Diarrhoea and/or vomiting should be excluded from school until 48 hours after the person is free from symptoms, unless authorised by a member of the Senior Leadership Team. The School will expect parents/guardians to make arrangements for their child to return home should symptoms begin at school or if the pupil returns to school sooner than the recommended advice.

9. Offsite visits and events

Before undertaking any offsite visits or events, the teacher organising the trip or event will assess the level of first aid provision required by undertaking a suitable and sufficient risk assessment of the visit or event and the persons involved.

The school will take a first aid kit on all offsite visits which contains at a minimum:

- A leaflet giving general advice on first aid.
- 6 individually wrapped sterile adhesive dressings.
- 1 large sterile unmedicated dressing.
- 2 triangular bandages individually wrapped and preferably sterile.
- 2 safety pins.
- Individually wrapped moist cleansing wipes.
- 2 pairs of disposable gloves.

Additionally, the school will ensure that all large vehicles and minibuses have a first aid box readily available and in good condition which contains:

- 10 antiseptic wipes, foil packed.
- 1 conforming disposable bandage that is not less than 7.5cm wide.
- 2 triangular bandages.
- 1 packet of 24 assorted adhesive dressings.
- 3 large sterile unmedicated ambulance dressings that are not less than 15x20cm.
- 2 sterile eye pads, with attachments.
- 12 assorted safety pins.
- 1 pair of non-rusted blunt-ended scissors.

For more information about the school's educational visit requirements, please see the Educational Visits Policy.

10. Pupils' own medication and storage

A medical questionnaire is distributed to parents of every new pupil and an update request is issued every year, usually in September. The form includes significant past medical problems, current medical problems and any ongoing treatment including medication. Relevant information will be entered on the School's database. Parents will advise the school when a child has a chronic medical condition or severe allergy so that an IHP can be implemented and staff can be trained to deal with any emergency in an appropriate way. Examples of this include epilepsy, diabetes and anaphylaxis. A disclaimer will be signed by the parents in this regard.

It is recognised that arrangements may be needed for pupils with particular medical conditions (for example, asthma, epilepsy, diabetes). Where necessary, a specific risk assessment will be carried out and appropriate controls put in place.

Pupils who are required to take prescription medication during a school day may deposit the medication with Reception (Senior School) or Secretary's Office (Junior School) and then attend to receive the same when necessary. This includes paracetamol or similar medicines. Please see Pupil Medication Policy.

10a. Medical Consent

A pupil's ability to consent to or refuse medical treatment is acknowledged and is based on the so-called 'competency' of the pupil as judged by the medical professional proposing the treatment. Parental consent from the parents of pupils for the administration of medication is obtained on the medical form distributed alongside the contract before the pupil is enrolled in the school.

10b. Confidentiality of Medical Information

The School first aiders must understand the School's policies regarding confidentiality of medical information. There may be times where a conflict of loyalty may occur between the School and the pupil as a patient. Each case should be reviewed individually before any confidential information is shared, but parents (and pupils) should be made aware that any medical information passed to the school may be shared on a 'need-to-know' for those who have responsibility to pupils whilst in the School's care. Should there be a time when no resolve can be found with regards to sharing information, then the Headteacher must have the final decision. Pupils should be made aware that confidence will be upheld by the School's health team so long as safety or risk (to self or others) is not compromised by doing so. Staff should be made aware of pupils with disabilities or

medical conditions that may affect the safety of the pupil such as vision or hearing loss, diabetes or epilepsy, etc. Staff and specifically catering staff will also be made aware of significant dietary requirements and significant allergies.

Some pupils may be required to carry their own with them following professional medical advice, ie, Epi-pens and inhaler. Separate arrangements are in place to ensure that the school has back up medication for these situations, eg, a spare 'named' Epi-pen located in the medical room. The School will work closely with parents to ensure that the controls identified in specific risk assessments are agreed and implemented where required. Please see Pupil Medication Policy.

10c. Storage

Medicines will be stored securely and appropriately in accordance with individual product instructions, save where individual pupils have been given responsibility for keeping such equipment with them. Medicines will be stored in the original container in which they were dispensed, together with the prescriber's instructions for administration, and properly labelled, showing the name of the patient, the date of prescription and the date of expiry of the medicine. The Receptionists are responsible for checking medications are in date.

All Senior School medication is to be stored in the medication cupboard or the medical fridge in the Senior School Office. All Junior School medication is to be stored either in the medication cupboard, medical fridge or classroom.

An emergency supply of medication will be available for pupils with medical conditions that require regular medication or potentially lifesaving equipment, e.g. an EpiPen.

10d. Self-management

Following discussion with parents, pupils who are competent to manage their own health needs and medicines will be encouraged to take responsibility for self-managing their medicines and procedures. This will be reflected in their IHP.

Where possible, pupils will be allowed to carry their own medicines and relevant devices. Where it is not possible for pupils to carry their own medicines or devices, they will be held in suitable locations that can be accessed quickly and easily. If a pupil refuses to take medicine or carry out a necessary procedure, staff will not force them to do so. Instead, the procedure agreed in the pupil's IHP will be followed. Following such an event, parents will be informed so that alternative options can be considered.

If a pupil with a controlled drug passes it to another child for use, this is an offence, and appropriate disciplinary action will be taken.

Pupils with diabetes may require continuous glucose monitoring with a sensor linked to their mobile phone to monitor blood sugar levels, allowing them to manage their medical condition effectively. In these circumstances the school will allow the pupil to use their mobile phone for monitoring purposes only. In these cases, the student would still be required to follow our mobile phone policy, with the understanding that any monitoring would take place in the medical room, after informing a member of staff providing first aid cover at that time. All staff would need to be informed of this situation and the IHP would cite the agreement too.

11. Illnesses and allergies

When a pupil becomes ill during the school day, their parent will be contacted and asked to pick their child up as soon as possible.

A quiet area will be set aside for withdrawal and for pupils to rest while they wait for their parent to pick them up. Pupils will be monitored during this time.

Where a pupil has an allergy, this will be addressed via the school's Generic Policy for Anaphylaxis.

The school will manage any emergencies relating to illnesses and allergies in accordance with the Emergency procedures section of this policy.

12. Immunisation

The School will continually monitor the requirements for providing immunisations. The SLT and Health Manager will agree annually whether the School will host NHS immunisation teams to visit pupils, although it is expected that this will go ahead.

13. Health and wellbeing

It is recognised that issues relating to the general health and wellbeing of staff and pupils at the School may be identified, such as those relating to emotional and sexual health (eg, eating disorders, self-harm, stress related conditions).

In the case of the pupils, this is addressed through the School's pastoral care system.

In respect of staff members, this is addressed through the School's management procedures, including the provision of information in respect of Health and Wellbeing.

14. Staff Taking Medicine

It is recognised that arrangements may be needed for staff with particular medical conditions (for example, asthma, epilepsy, diabetes). Staff with pre-existing conditions are identified when they join the school and are asked to inform their line manager if conditions arise during the staff member's time at the School. Where necessary, a specific risk assessment will be carried out and appropriate controls put in place.

Staff who are required to take prescription medication during a school day are obliged to ensure that it does not present a risk to others.

15. Monitoring and review

This policy will be reviewed every two years by the governing board, and any changes will be communicated to all members of staff.

Staff will be required to familiarise themselves with this policy as part of their induction programme. Staff will be informed of the arrangements that have been made in connection with the provision of first aid, including the location of equipment, facilities and personnel.

The next scheduled review date for this policy is **May 2027**.

Approved by Board of Governors

APPENDIX A

Generic first aid advice

In the case of injury or severe pain do not give a child a drink. This could delay possible treatment if the child is required to have an anaesthetic at hospital. It is permissible to moisten the lips with a tissue.

REMEMBER - A FIRST AIDER'S MAIN DUTIES ARE TO:

- Give immediate help to casualties with common injuries or illnesses and those arising from specific hazards at school.
- When necessary, to ensure that an ambulance or other professional medical help is called.

MAKE SURE THAT ALL SERIOUS OR SIGNIFICANT INCIDENTS ARE REPORTED TO THE CHILD'S PARENTS AND A SENIOR MEMBER OF STAFF AS QUICKLY AS POSSIBLE.

Generic Policy for Asthma Care

Difficulty breathing:

- Contact a School first aider and/or the Health manager
- Loosen tight clothing such as tie & collar
- Ask if they are asthmatic and if they have their inhaler with them
- If yes, ensure they use their inhaler as prescribed (Emergency Inhaler may be available)
- Are they blue around the mouth? Grey coloured face? Breathing short and shallow?
- If the inhaler is making no difference or condition worsening after 5 minutes call (9) 999
- Ensure the School office is made aware of an ambulance being called and can assist with arrival of emergency services.

Generic Policy for Anaphylaxis

There are a number of pupils on roll at the school who are at risk of Anaphylactic shock due to different allergens and carry adrenaline auto-injectors (AAI) for treatment. Pupils who are at risk of anaphylaxis due to food products will be made known to the catering staff.

Symptoms of an allergic reaction may include (but not limited to):

- Itchy eyes/ skin/ rash
- Tingling mouth, lips and tongue
- Swelling mouth, lips, tongue
- Difficulty in breathing, wheezy or croaky voice
- Feeling faint/ dizzy
- If these symptoms begin slowly or appear mild an antihistamine (eg, Cetirizine or Loratidine) may be given in tablet or liquid form (read the packet for appropriate dosage).

- If these symptoms do not improve or are worsening within 5-10 minutes then the pupil's AAI must be used and (9) 999 must be called stating 'anaphylaxis'.
- AAI's should be carried on the pupil's person. A spare AAI should be provided to the school to keep. These are stored in the School office.
- The School will order and maintain two 'spare' AAI to be stored in the School office and in the Senior School hot canteen. These are only to be used when there is no other medication and should not be considered when ensuring pupils have two AAI's on site.
- Whilst School policy states two AAI's must be provided for each pupil at the school, we are aware of the national shortage of AAI's and therefore understand this is not always possible. The situation is being closely monitored and the policy will be amended if required.

Generic Policy for Automated External Defibrillators (AEDs)

This guidance is applicable to all those involved in the provision of first aid related to school activities who may use the Automated External Defibrillators (AEDs) and those responsible for maintaining them. This is to ensure there is adequate knowledge amongst staff about the use of the AEDs and their locations in school and to ensure appropriate staff have suitable training in the use of the AEDs.

The school has two AEDs, one in each school, both placed in the entrance lobby.

The AEDs should be used on any persons in cardiac arrest, meaning someone who is unconscious and not breathing.

All staff are aware of the AEDs, their location and manufacturer's instructions. All staff should partake in a short general awareness briefing. Selected staff should be made aware of how to perform maintenance checks on the AEDS.

First-aiders are more confident in using the AEDs and have undergone a more detailed training session using them.

All staff should be aware that all members of staff can use the AEDs; it is not limited to first aiders.

All AEDs should be checked by selected members of staff for errors, damage or any other maintenance concerns no less than weekly. A record of these checks are kept.

The AEDs are stored in protected cabinets which should also be checked for any issues and immediately reported to the Bursar if issues are found.

In any incident where the AEDs are used, 999 should immediately be called.

After an incident SLT should support persons involved in aiding (which may include themselves) a cardiac arrest situation who may require support following the incident. If the AEDs are used, the person(s) responsible for the AED should be informed as soon as possible to ensure the AED can be used again with as small a delay as possible.