

**Peponi House
Preparatory School
Nairobi, Kenya**



First Aid Procedure Policy

First Aid at Peponi House is under the control of the School Nurse. In the Nurse's absence she will arrange cover from external agency in conjunction with the Estate Manager. All procedure and guidance is created in accordance with DfEE Guidance On First Aid For Schools (2012) and Kenyan Occupational Safety and Health Act (2007).

MEDICAL RECORDS

Parents are required to fill out a Medical Form when a pupil joins the school, detailing any medical conditions that the child has suffered from or any ongoing conditions that need further treatment, as well as normal childhood diseases and immunisations. The Nurse is responsible for alerting all members of staff to any relevant medical details of pupils in their care.

The Nurse is in charge of ensuring all medical notes on PASS / 3Sys are up to date.

RECORD KEEPING AND REPORTING

The Pupil Records on PASS / 3Sys and the Incident Book are used for confidential recording of:

- Accidents or incidents that have occurred during the school day, giving full details and treatment.
- Unwell pupils and treatment given.
- Medication required with parental consent.
- Medication given and by whom.
- Other medical information as required.

At the start of every academic year the Nurse will email all staff with a list of pupils with severe allergies or conditions. A photo of the child will be attached to an overview of their illness and what they should do should an emergency occur. This is also clearly on display in the staff room for all staff to see.

FIRST AID BOXES

First Aid boxes are located in key areas of the school as detailed below:

- Kitchen
- Art Room
- ICT / Library
- Lab One
- Lab Two
- Back Office
- Nurse's Room

The Nurse also has comprehensive First Aid Kits for sporting fixtures and educational visits and trips. In conjunction with the Trips's coordinator, the trip leader taking children on school trips must liaise with the Nurse and ensure that she supplies them with an appropriate supply of First Aid equipment. The school nurse is responsible for ensuring that all first aid boxes are intact and are appropriately stocked.

TRAINED FIRST AIDERS

As well as the School Nurse, the school has a team of trained first aiders.

Ephantus Imanene – Catering Manager

Anisa Vohora – Teacher

Samson Gitua – Grounds Supervisor

John Irungu – ICT/Library

Karen Kibuko – Admin

Chris Haynes – Teacher

Stephen Tetley – Teacher

Alex Omondi – Swimming Coach

Jane Muthui – Back Office
John Kimotho – Teacher/Games
Ezekiel Oganga – Teacher

These names are printed inside all of the school's first aid boxes. They can be called upon to assist with any First Aid requirements until the School Nurse arrives to take charge of the incident.

It should be noted that Anita Fofana in the sports department used to be an Accident and Emergency nurse and can also be called upon in an emergency situation.

All staff have access to the Educare course 'First Aid Essentials For International Schools' and are encouraged to complete this module, particularly those who are involved with sporting and outdoor activities.

Peponi House takes the welfare and safety of its community very seriously and it has been identified, as a matter of Health and Safety provision within the whole school, that compulsory basic First Aid Training must be given to all staff before the end of the academic year 2017-18.

Hygiene Procedures

All first Aid Kits contain latex gloves and an apron to protect first aiders from bodily fluids. Spill kits are located in the Nurse's Room and are available to cleaning staff with instructions on their safe use. Cleaning staff are advised on the safe cleaning and removal of body spills by the School Nurse. Used dressings are disposed of in a secure biohazard bin located in the Nurses room which is emptied regularly by an approved specialist.

ALLERGIES

The Nurse will ensure that all members of staff are aware of pupils who have allergies, including severe nut allergies, and the allergens to be avoided. The Nurse will also ensure that the procedure to be adopted in the event of anaphylactic shock, where a pupil is susceptible, is clearly understood and that the location and operation of Epipens is known and understood by the School Staff.

Please see school Epipen policy.

COMMUNICATION

All staff must have the nurse's phone number stored in their mobile phone. In the event of a serious injury or incident at break time or during a sports activity, the Nurse must be contacted. Parents are contacted if their child has been involved in an accident. In the event of a child needing non-urgent hospital treatment the Parent will be contacted to collect the child and take them to the hospital for treatment.

If an urgent visit is required to hospital, or where it has not been possible to contact the Parent, the Nurse or an appropriately trained person must accompany the child until the Parent has been contacted and is able to make their way to the hospital.

If a child is unwell or sick, the parents are contacted and the child goes home until they are well again.

If this course of action is not possible the child will stay in the Nurse's Room until the end of day.

TRANSFER TO HOSPITAL

In cases requiring transport to hospital, where there is any doubt concerning the condition of the child/adult, an ambulance should be called (Emergency numbers are posted in the Staff Room, Medical Centre, Offices and other key areas of the school). All staff should have the emergency contact numbers stored in their mobile phones. Due to the very nature of Ambulances in Kenya it might be deemed more efficient to use one of the school cars or buses. The decision must only be made by the Nurse in conjunction with the Senior Leadership Team.

Use an ambulance when:

- A person is unconscious or in a coma.
- Severe head injury

- Any fracture, or suspected fracture, which cannot be fully immobilised
- Cases of severe shock
- Any severe bleeding
- Any injury to the eye, where the jolting of a car could bring on haemorrhage, i.e. object piecing the eye-ball
- If there is any possibility that the person's condition could deteriorate

Home Sports Fixtures

If an ambulance is needed for a child visiting the school for a match and the guest teacher supervising the child is unable to accompany her/him to hospital, then Nurse, in the parents' absence, or another member of Peponi staff will accompany the child to hospital, taking any relevant medical and personal details. The Nurse will only go if there is another qualified person on site to take over from her.

If it is decided by the Nurse and the supervising games staff that the condition of the child or staff member, or any visitor to the school, is not serious enough to call an ambulance, but that a visit to hospital is necessary, then the parents of the affected child or a suitably responsible person for adult visitors, will be contacted and appropriate arrangements will be made.

Away Sports Fixtures and Other Off-Site Activities

Where a pupil is injured or taken seriously ill while on an off-site activity or away sports fixture and the accompanying member of Peponi House staff or the Parent is unable to travel by ambulance with the child to hospital, another suitable adult present or, if at an away sports fixture, a member of staff from the host school, must accompany the child, taking any relevant medical and personal details relating to that child. If an appropriately trained person decides that hospital treatment is needed but is not urgent, then the parents must be contacted and suitable arrangements made. For Up-Country fixtures, staff should ensure that they have relevant medical information, as per residential trips below.

For Off-Site Outdoor Education Activities, the service provider must ensure suitable provision of first aid equipment and trained first aid staff in addition to that provided by Peponi House staff. The Trips coordinator will liaise with service providers to ensure their provision is appropriate. The Trip Leader must also carry all emergency contact numbers for AAR, who provide the school's emergency first aid response and insurance cover.

ADMINISTRATION OF MEDICINES

The Nurse or an appropriately trained member of staff in the Nurse's absence can administer prescribed medication if needed during school hours. Written consent from parents will be necessary and must include clear guidance on its usage. On occasions it may be necessary for the Nurse to administer infant or junior analgesia to a pupil. Verbal consent from the parents/guardians will be sought immediately prior to administration.

Children are not permitted to bring any medication into school themselves. Parents are directly responsible for delivering any medication to the Nurse and collecting it at the end of the school day.

The only exceptions to this rule are:

- Pupils who are asthma sufferers with prescribed inhalers.
- Children with a severe nut allergy who have Epipens – please see Epipen policy for clarification.
- Other specified emergency medication.

If medicines are administered in school the Nurse will indicate in the homework diary.

All medication will be stored in a locked cupboard or fridge in the Nurse's room.

Individually named spare asthma inhalers for emergency use will be stored in a clearly marked unlocked cupboard in the Nurse's room. Self-administration of inhalers is permitted once the child is deemed competent and their technique checked by the nurse or parents. A small supply of analgesia is kept in a

locked cupboard in the Nurse's Room for staff use only. A written record is kept of any analgesic medication taken and by whom.

Administration of Medication in school

Parents to sign 'Medication Consent Form' detailing child's name, medication to be given, dose and time to be given. Parents to be contacted if unexpected analgesia is needed during the day. Ascertain from parents when the last dose was given and whether the child has previously had an allergic reaction. Medication must only be issued to the pupil for whom it has been prescribed. Any medication given must be recorded in the Incident Book in the Nurse's room with date, time, dose given and signature of person administering.

- Parents must be informed of medication given, time and dose.
- Parents must be immediately informed of any adverse reactions.

Administration of Medication to Save a Life

In extreme emergencies e.g. an anaphylactic reaction, certain medicines can be given or supplied without the direction of a medical practitioner. For example the administration of adrenaline by auto-injection (Epipen) and chlorpheniramine (e.g. Piriton) are among those drugs that are available for the administration by anyone in an emergency, for the purpose of saving life. Staff are trained to administer this medication.

Administration of Medication on Residential Trips

Sometimes it is necessary for staff other than the Nurse to administer medicines on residential or overseas trips. Details must be provided by parents on the 'permission, medical details and contact form' that is completed by the parents prior to departure. All medical information received from parents, plus additional information received from the Nurse and 3 Sys/PASS must be summarised on the trip 'contact sheet' and carried by the trip leader and other staff running the trip.



PEPONI HOUSE SCHOOL

Anaphylaxis / Epipen policy

POLICY

Peponi House School seeks to provide a safe environment for staff and pupils who are at risk of severe allergic reactions. It undertakes to ensure that anyone suffering a severe allergic reaction will be treated appropriately and enabled to access emergency services promptly.

PROCEDURE

- The medical history of all new pupils is carefully analysed to identify children who suffer from Anaphylaxis Allergy.
- The presence in school of a susceptible pupil must be made aware to all staff.
- Children suffering such allergies will be identified by photographs displayed in the staff room and catering office. This will be checked and updated by the school nurse every term.
- The children will not carry their own Epipens. They will be kept in the School Nurse office at all times. All staff must however be aware of the children in their care who might need them.
- 2 junior Epipens and 2 adult Epipens are stored in the nurse's office in a white box clearly labelled. In an event the nurse's room is locked an Epipen is available hanging behind deputy headmaster's door and in the kitchen in a pencil case.
- During field trips and fixtures a junior and adult Epipen must be carried at all times. The school nurse will ensure that this is in place.
- When on school trips / fixtures the teacher accompanying the pupils must always check that the children have their Epipen before getting on the bus. They will not be allowed to leave the school site unless they have them.
- A written protocol for treatment of Anaphylaxis is kept with the Epipens. There is also a laminated copy on display in the staff room and every classroom. This will be checked termly by the school nurse.
- In case of an Anaphylaxis Allergy when an Epipen has been administered the child will be taken to hospital immediately and the parents informed. **The incident will then be written up, recorded with the school nurse and noted on PASS / 3Sys.**