



ST. EDWARD'S  
OXFORD

### First Aid & Needlestick Policy

St Edward's School has a duty to ensure that there is timely and competent administration aid for pupils and employees who become ill or who are injured at school.

First Aid is defined as the immediate attention to prevent minor injuries becoming major ones. It excludes giving tablets or medicines to treat illness.

At St Edward's, all the House Matrons and the nurses employed in the Health Centre hold a current first aid certificate. In addition, all Boarding House staff and the following Departmental employees also hold a valid certificate:

Location	Name	Location	Name
Boat House	Philip Colbourne	Estates	Maciej Mazur
Bursary	Sue Quartermain	Grounds	Kevin Mills
Bursary	Jasmine Luthra	Grounds	Elliot Bowden
Catering	Ralph Wiskin	IT	Neil Buckingham
Catering	Varughese Cherian	IT	Konstantinos Parganas
Catering	Tom Noakes	Life Science	Beata Kolodziej
Catering	Matthew Edney	Life Science	Louise Bowen
Catering	Aurelio Martins	Lodge	Rebecca Ting
Catering	Ben Cooper	Lodge	Jo Butler Parker
Catering	Vilmos Kovacs	Logistics	Edson Pereira
Catering	Germano Telo	Logistics	Danny Axford
Catering	Carl Parsons	Maths	Ashley Currie
Catering	Balint Oze	Maintenance	Luke James
Catering	Michaela McAfee	MCR	Lisa Smyth
Catering	Gabor Nagy	Music	Ghislaine Isherwood
CCF	Simon Frazer	North Wall	Amy Walters
Design	Susannah Baldwin	North Wall	Sherrell Perkin
Design	Stuart Giles	North Wall	Clive Stevenson
Design	Matthew Stone	North Wall	Rebecca Welburn
Design	Ollie Barstow	North Wall	Jonathan Keeley
Domestic	Marie Halsey	North Wall	Amy Rowland
Estates	Karelen Pilon	North Wall	Will Bailey (Volunteer)
Estates	Richard Hayes	North Wall	Angela Welter (Volunteer)
Grounds	Elliot Bowden	Science	Tom Holdsworth
Grounds	Kevin Mills	Science	Graham Quelch

First Aid boxes can be found at the following locations. These are checked and maintained by the Estates Office.

All boarding houses

School buildings as follows:

Art Design and Technology	Library
Boathouse	Maintenance
Bursary	Maths
Catering	MCR
Chapel/Chambers	New Hall
Classblock	Martyrs Pavillion
English	Piggeries
Facilities Reception	Physical Sciences
IT	Sports (Douglas Bader)
Language	The Lodge
Laundry	The North Wall
Learning Support	The Ogston Building
Life Sciences	Warden's Lodgings

- If a pupil becomes unwell in a class or suffers a minor injury, it is good practice to send that pupil to the Health Centre. They must always be accompanied by another pupil. The Health Centre should be telephoned (319244) to warn them a pupil is coming over.
- If a pupil is seriously injured or too ill to move, then the Health Centre should be contacted and a nurse will attend the pupil.
- If a pupil has been seen by the Health Centre, then the nurse on duty will inform parents concerning the illness or an accident.
- If the pupil has been involved in an accident but not been seen by the Health Centre, then the HM will contact parents.

### **Calling an ambulance from the Health Centre (What to expect/what to do for non-medical staff**

- In most circumstances, an ambulance will be called by a nurse from the Health Centre. However, there may be times, e.g. anaphylactic shock, where an ambulance needs to be called immediately. If you need to call an ambulance:
  - o Dial 999
  - o State that you require the ambulance service
  - o Answer any questions concerning the incident as briefly as possible.
- The School address is: St Edward's School, Woodstock Road, Oxford OX2 7NN
  - o Tell the operator exactly where the incident has taken place.

- Post pupils at the entrance to the Main School and St Edward's Avenue (entrance to the playing fields) to direct the ambulance to the incident
- Contact the Health Centre (01865 319244) to inform them that you have called for an ambulance
- Ring the Gatehouse (01865 319322) and alert them that an ambulance has been called

### **Reporting an accident**

- All accidents must be recorded in an Accident Book. These can be found at the following locations:

MCR	Segar's House
Sing's House	Cowells House
Maintenance	Music School
Boathouse workshop	Mac's House
Oakthorpe House	Oakthorpe House
Estates	Corfe House
North Wall	Field House
Life Sciences	Avenue House
Piggeries	Apsley House
Lodge	Health Centre
Kendall House	Jubilee
Domestic	Art Design and
Catering	Technology
Drama	Physical Sciences
The Lodge	

- Copies of all accident forms must be sent to the Health and Safety Officer who will monitor the frequency and severity of all accidents. Where appropriate, details of an accident will be reported by the Health and Safety Officer to the Health and Safety Executive as specified by RIDDOR (Reporting of Injuries, Diseases and Dangerous Occurrences Regulation 1995). Games coaches will have a briefing on dealing with injuries during their start of term briefing.

### **General guidance on dealing with accidents**

All members of staff should have a knowledge of the most basic first aid and resuscitation techniques and those regularly involved in directing activities with higher levels of risk should have more advanced first aid skills. The following are useful guidelines for particular sorts of injuries/conditions:

#### **Dealing with accidents involving bleeding and blood and body fluid spillage**

All blood and body fluid (e.g. urine and vomit) spillages should be regarded as potentially infectious and the same precautions applied to each incident.

#### **Dealing with cuts & nosebleeds**

The normal first-aid response is to wash any wound sustained and apply a suitable dressing, with pressure pad if necessary. Staff should wear disposable gloves when dealing with all wounds. It is therefore recommended that staff on duty carry a pair of disposable gloves with them. If such an approach is used there is a negligible risk of blood borne virus spread.

Intact skin provides a good barrier to infection and staff should wear waterproof dressings on any fresh cuts (less than 24 hours old) or on their hands. Staff should always wash their hands using soap and warm water and dry them thoroughly after dealing with other people's blood. Disposable gloves should be discarded immediately after use, even if they look clean. Report and record the incident to the Health Centre.

## **Dealing with bite injuries**

### **Human bites**

If a bite does not break the skin:

- Clean with soap and water.
- No further action needed.

If a bite breaks the skin:

- The wound should be allowed to bleed gently
- Clean immediately with soap and water
- Record the accident in the accident book
- Seek medical advice from the Health Centre or injured person's GP:
  - a. To treat infection and check the person's tetanus immunisation status
  - b. For risk assessment for blood-borne viruses

## **Dealing with body fluid spillages**

**All body fluid spillages should be cleaned up immediately.**

### **Precautions**

- Before contact with blood or body fluids, any skin lesions, particularly cut and abrasions, should be covered with a waterproof dressing or disposable gloves.
- Splashes of blood or body fluid onto the skin should be washed off immediately with soap & water.
- Broken glass should never be picked up by hand, even if wearing gloves. A paper or plastic scoop should be used and glass disposed of safely in a clinical sharps box. If a clinical sharps box is not available place the glass in an impenetrable container, out of reach from children, and dispose of as glass waste

### **Cleaning procedure**

- Wear disposable gloves and apron and ensure adequate ventilation (open a door or window).
- Never use mops to clear up body fluid spills that may be contaminated with blood
- Absorb spillage with disposable paper towels.
- Make up a solution of bleach (one part household bleach to nine parts water). Carefully clean the area with the bleach solution using a disposable cloth. Please note that bleach should never be applied to spillages of urine or vomit.
- Clean the area thoroughly with warm water and detergent using a disposable cloth.
- Place paper towels, disposable cloths, gloves and apron waste into a yellow clinical waste bag. Securely seal the bag by tying the neck in a knot.

- The school has a clinical waste contact and collection is organised through Paul Coles (01865 319317) please contact Paul if you need more frequent collection or larger bins.

Where carpets and soft furnishings are present, steam cleaning is recommended immediately following the spills. Bleach can be used but may discolour the carpet or soft furnishings.

### **Head injuries**

If a pupil, following a blow to the head, loses consciousness for however short a period, or appears dazed or confused or suffers any disturbance of vision, it is essential that

- they do not resume the game or activity in which they were engaged
- they are taken to the Health Centre as soon as possible accompanied by someone who witnessed the accident and can give some account of it to the medical staff
- If there is a risk of a neck injury, the patient must not be moved, and the health centre informed so as to attend the pupil at the scene.

### **Eye Injuries**

A pupil hit in the eye or experiencing pain or mistiness of vision should be referred to the Health Centre without delay.

### **Asthma Emergency Guidelines for School Staff**

In an asthma attack the muscles of the air passages in the lungs go into spasm and the linings of the airways swell. As a result, the airways become narrowed and breathing becomes difficult. Sometimes there is a specific trigger for an asthma attack such as:

- An allergy
- A cold
- Cigarette smoke
- Extremes of temperature
- Exercise

People with asthma usually deal well with their own attacks by using a blue reliever inhaler, however you may be required to assist someone having an asthma attack or having an attack for the first time.

### **Recognition Features**

- Difficulty in breathing, with a very prolonged exhaling phase.

There may also be:

- Wheezing as the casualty breaths out.
- Difficulty speaking and whispering.
- Distress and anxiety.
- Coughing.
- Features of hypoxia, such as a blue-grey tinge to the lips, earlobes and nailbeds.

### **Treatment**

Your aims during an asthma attack are to ease the breathing and get medical help.

- You need to keep the casualty calm and reassure them. If there is a second person available ask them to call the health centre on (319)244.

- If they have a blue inhaler then encourage them to use it. It should relieve the attack within a few minutes. If you are alone call the health centre at this point.
- Encourage the casualty to breath slowly and deeply.
- Encourage the casualty to sit in a position that they find most comfortable.  
**DO NOT LIE THE CASUALTY DOWN.**
- A mild asthma attack should ease within 3 minutes, if not encourage them to use their inhaler again.
- **IF THE CASUALTY BECOMES WORSE OR IF THEY BECOME UNCONSCIOUS (Place in recovery position) CALL AN AMBULANCE IMMEDIATLEY.**

Diabetes/Hypoglycaemia (Low Blood Sugar)

Emergency Guidelines for School Staff

When the blood-sugar level falls below normal (hypoglycaemia) brain function is affected. This problem is sometimes recognised by a rapidly deteriorating level of response. Hypoglycaemia can occur in people with diabetes mellitus and, more rarely, appear with an epileptic seizure or after an episode of binge drinking.

### **Recognition Features**

There may be:

- A history of diabetes; the casualty may recognise the onset of a 'hypo' attack.
- Weakness, faintness or hunger.
- Palpitations and muscle tremors
- Strange actions or behaviour; the casualty may seem confused or belligerent.
- Sweating and cold, clammy skin.
- Pulse may be strong and rapid.
- Deteriorating level of response.
- Diabetic's warning card, or medic alert necklace/ bracelet, insulin syringe on person or glucose gel.

### **Treatment**

Your aim is to raise the sugar content of the blood as quickly as possible and to obtain medical help.

- Help the casualty sit down.
- If a second person is available ask them to phone the Health centre on 244 or 01865 319244 from a mobile.
- If the casualty is conscious and able to swallow, give them a sugary drink, sugar lumps, chocolate or any other sweet food.
- Alternatively if they have their own glucose gel help them to take it, then call the health centre.
- If the casualty is unconscious but breathing normally place in the recovery position. Any concerns regarding breathing place in recovery position and phone for an ambulance and then the Health centre.

- If the casualty is conscious but not fully and is unable to swallow phone the health centre. They may be agitated and resist being placed in the recovery position but if possible do so.

### **Seizures: Emergency Guidelines for School Staff**

A seizure- also called a convulsion or fit – consists of involuntary contractions of many muscles in the body.

The condition is due to a disturbance in the electrical activity of the brain. Seizures usually result in the loss or impairment in consciousness.

The most common cause is epilepsy. Other causes include:

- Head injury
- Some brain damaging diseases
- Shortage of oxygen or glucose in the brain
- The intake of certain poisons including alcohol.

### **Recognition Features**

General recognition features are:

- Sudden unconsciousness
- Rigidity and arching of the back
- Convulsive movements

In epilepsy the following sequence is common:

- The casualty suddenly falls unconscious, often letting out a cry.
- They become rigid, arching his back
- Breathing may cease. The lips show a grey- blue tinge and the neck and face may become red and puffy.
- Convulsive movements begin. The jaw may be clenched and breathing may be noisy. Saliva may appear at the mouth and may be blood stained if the tongue or lips have been bitten. There may be loss of continence.
- Muscles relax and breathing becomes normal; the casualty recovers consciousness, usually within a few minutes. They may be dazed or act strangely. They may be unaware of their actions.
- After a seizure, the casualty may feel tired and fall into a deep sleep.

### **Aims**

- To protect the casualty from injury
- To give care when consciousness is regained
- To arrange removal of the casualty to hospital if necessary

### **Treatment**

- if you see the casualty falling, and if it will cause no harm to yourself, try to ease the fall
- make space around them, ask bystanders to move away and someone to phone the health centre on 244 or 01865 319244
- remove potentially dangerous items such as sharp objects and hot drinks.

- Note the time the seizure started and finished.
- If possible protect the casualty's head by placing a soft padding underneath it.
- Loosen clothing around the casualty's neck. If you are alone call the health centre at this point.

### **When the seizure has ceased**

- Open the airway and check breathing.
- Be prepared to give rescue breaths and chest compressions if required and you are trained/able to do so. In this instance call an ambulance do not wait for Nurse to arrive.
- If breathing is normal place in the recovery position.
- Note duration of the seizure.

### **Caution**

- Do not attempt to restrain the casualty or place anything in their mouth.

### **What is anaphylaxis?**

Anaphylaxis, or anaphylactic shock, is a sudden catastrophic allergic reaction involving the whole body. Immediate medical treatment is essential - without it the heart and circulation may fail and the sufferer could die.

The whole body is affected, often within minutes of exposure to the allergen but sometimes after hours. Peanut allergy and nut allergy are frequently severe and for that reason have received widespread publicity. Causes of anaphylaxis also include other foods, insect stings, latex and drugs, but on rare occasions there may be no obvious trigger.

### **Why does anaphylaxis occur?**

Any allergic reaction, including the most extreme form, anaphylactic shock, occurs because the body's immune system reacts inappropriately in response to the presence of a substance that it wrongly perceives as a threat.

### **What exactly is going on**

An anaphylactic reaction is caused by the sudden release of chemical substances, including histamine, from cells in the blood and tissues where they are stored. The release is triggered by the reaction between the allergic antibody (IgE) with the substance (allergen) causing the anaphylactic reaction. This mechanism is so sensitive that minute quantities of the allergen can cause a reaction. The released chemicals act on blood vessels to cause the swelling in the mouth and anywhere on the skin. There is a fall in blood pressure and, in asthmatics, the effect is mainly on the lungs.

### **What are the symptoms?**

The initial reaction is swelling and itching of the area the allergen has entered. So food initially causes swelling and itching of the mouth and throat, while a wasp sting will cause intense itching and swelling around the sting.

- A generalised reaction rapidly follows within minutes and a raised itchy rash spreads over the whole body. The face and soft tissues begin to swell and breathing becomes difficult as the throat closes.
- The person becomes very agitated – people describe a 'feeling of impending doom' - and their blood pressure begins to drop. At this point the victim collapses and loses consciousness.



- Anaphylaxis in adults tends to affect blood circulation, with loss of pressure and shock. Children tend to develop wheezing and fatal airway obstruction. Food-allergic children with coexistent asthma have a higher anaphylaxis risk.
- In anaphylaxis, the symptoms develop within a few minutes of contact with the allergen, so immediate treatment is essential

### **LOOK OUT FOR:**

- generalised flushing of the skin
- hives and/or itching anywhere on the body
- sense of impending doom
- swelling of throat and mouth
- Constriction of the airways, including wheezing and a swollen tongue or throat, that results in difficulty breathing
- difficulty in swallowing or speaking
- alterations in heart rate
- severe asthma
- abdominal pain, nausea and vomiting
- sudden feeling of weakness (drop in blood pressure)
- collapse and unconsciousness

NB: They would not necessarily experience *all* of these symptoms.

### **Mild Allergy Symptoms**

Some people find that the allergy symptoms they experience are always mild. For example, there may be a tingling or itching in the mouth, or a localised rash - nothing more. This is not serious in itself, and may be treated with oral antihistamines. However, in some cases the allergy may become worse over time. It is wise in all cases to make an appointment with the doctor and seek a referral to a specialist allergy clinic.

If there is marked difficulty in breathing or swallowing, and/or a sudden weakness or floppiness, regard these as serious symptoms requiring immediate treatment.

### **Providing First Aid**

Although emergency medical help is essential, there are things that must be done to improve survival chances. If the person affected is conscious and having breathing difficulties, help them sit up. If they're shocked with low blood pressure, they're better off lying flat with their legs raised.

If the person is unconscious, check their airways and breathing, and put them in the recovery position.



If you know that the person is susceptible to anaphylaxis, they will have been prescribed an EpiPen to carry on them at all times as a life saving measure. If necessary, help the person inject it into their thigh muscle as per school protocol. Then dial **999** for an ambulance and tell the controller you think the person may have anaphylaxis then call the school health centre 319244.

### **Why does adrenaline work?**

During anaphylaxis, blood vessels leak, bronchial tissues swell and blood pressure drops, causing choking and collapse. Adrenaline (epinephrine) acts quickly to constrict blood vessels, relax smooth

muscles in the lungs to improve breathing, stimulate the heartbeat and help to stop swelling around the face and lips.

### **What is the treatment for a severe reaction?**

EpiPens are available on prescription for those believed to be at risk.

The injection must be given, as directed, as soon as a serious reaction is suspected and an ambulance must be called. If there is no improvement a second injection may be needed but in this instance if the ambulance has not arrived within 10 minutes staff from the health centre will repeat the EpiPen.

### **EpiPen Policy**

EpiPens are used in the treatment of anaphylaxis, a severe allergic reaction which can be life threatening if not treated immediately.

Allergic reactions can be to anything, although common allergies are to insect bites/stings, latex, nuts, foods, medications etc.

EpiPens contain Adrenaline.

EpiPens are prescribed by a GP and given to the allergy sufferer.

If a pupil has an allergy requiring an EpiPen, they will always have 3 EpiPens prescribed to themselves; the school policy is that:

- One EpiPen must be kept on the pupil at all times. They must take responsibility for having it on their person, either in a pocket or bag.
- Health Centre has spare EpiPens if needed in an emergency. EpiPens are kept in the Catering Department.
- One EpiPen will be kept in the pupils' boarding house, as a spare, should the EpiPen on their person be lost or stolen. House matrons are responsible for keeping the spare EpiPen. EpiPens must not be exposed to extreme hot or cold.

Pupils with an EpiPen will have been taught how to use it in the event of an emergency. Ideally they may need to administer the EpiPen themselves, immediately they begin to have an allergic response. This will prevent the allergic response from escalating and gives a better chance of a full recovery.

The Health Centre nursing staff are also experienced in the administration of EpiPens.

Health Centre nurses should be called as soon as any pupil has a reaction and will attend. Do not wait for a nurse to arrive to give the EpiPen.

Should any staff member need to assist an allergy sufferer requiring an EpiPen, these are easy to use and the instructions for administration are on the EpiPen itself, making it quick and easy for anyone to use.

Therefore in light of the above, St Edwards Staff will not receive formal training on the administration of EpiPens, but if they wish to do-so they can book an appointment with the Health Centre for a training session.

It is the responsibility of the allergy sufferer and/or their parents to ensure the EpiPen they carry is within date. EpiPens expire annually and need to be re-prescribed from the GP in time to update them before they expire.

Health Centre Nurses and House matrons will be responsible for the EpiPens in their area and checking use-by dates.

### **Using an EpiPen:**

As soon as the patient starts displaying signs of an allergic response to their trigger, sit or lay them down and do not let them move. The more movement, the quicker the allergen circulates around the body.

Keep them patient calm and reassure them

Administer EpiPen (this can be given through clothing if need-be, including denim) See attached sheet on directions for use.

Once the EpiPen has been given, dial 999 for an ambulance, the person may need further care or treatment so it is vital they get to hospital ASAP.

The EpiPen must be the first line of treatment, before anything else is done. This is your priority, before dialling 999. NB 2<sup>nd</sup> EpiPen may be required.

Once the EpiPen has been administered and an ambulance called, you should alert the Health Centre (244) and a nurse will attend.

The Health Centre will arrange for a new EpiPen to be prescribed once one has been used.

## **Accidents and Injuries**

### 1. Reporting Accidents

Any accident which results in an injury to a pupil, member of staff, contractors or visitors to the school must be reported. Under the Health and Safety at Work Act, the accident **must** be reported using the forms in the Accident Book B1 510.

The Accident Books can be found in the following locations:

HMs' studies

School Health Centre

Bursar's Secretary

Maintenance Office

Science Department

Design Department

The accident or injury can be reported by the individual concerned or someone acting on their behalf.

The completed accident form should then be detached from the Accident book and sent to the School Health Centre.

### 2. Holders of Accident Books B1 510

The holder of the Accident Book B1 510 is responsible for: ;

- (a) Keeping the Accident Book safe and secure.
- (b) Making the Accident Book available at reasonable times.
- (c) Ensuring the accident forms are completed in the appropriate manner and with sufficient information for any investigation.
- (d) The transfer of any completed forms to the Health Centre in a sealed envelope.
- (e) Replacing the Accident Book once it is empty of forms.

### 3. School Health Centre

The Health Centre is responsible for:

- (a) Safe keeping of the completed forms.
- (b) Alerting the Sub-Warden and Bursar of any accidents requiring any further investigation.
- (c) Preparing statistics on accidents or injuries for the Governors, Warden and Bursar.
- (d) Complete compliance with the requirements of the Health and Safety Executive and the Data Protection Act.
- (e) Complying with the statutory requirements of RIDDOR.

## **St Edward's Health Centre**

### **Vision of St Edwards Health Centre:**

- A safe haven for every child and staff member
- Centre of excellence
- Up to date with current practices
- Confidentiality and respect
- Non-judgemental approach
- Promoting health and well-being through formal & informal health education
- Holistic care
- Supporting every aspect of the child's life in school
- Communication with the wider school and support school staff when pupils have on going health needs
- Continued professional development of Nurses and HCA's in order to provide a high standard of up to date care.
- Keeping ourselves up to date with relevant media issues surrounding health and wellbeing
- To liaise with parents and family where appropriate.

The Health Centre is made up of a team of staff all striving to offer the best care to each individual pupil.

We provide 24 hours a day nursing care for illnesses, accidents, injuries and on-going health needs, as well as opportunity just to chat/discuss anything on a pupil's mind, and give advice on health and lifestyle issues.

The Health Centre provides relevant and motivating health education/health promotion for all pupils.

We aim to provide a caring, non-judgemental, welcoming and holistic approach to all.

### **Nursing Staff:**

- Lynne Dunn – H/C Manager
- Mimi Eighteen
- Mel Moreton
- Sarah Lang
- Sarah Keylock
- Vickie Smith
- Gemma Ferrier – Deputy Manager

- Rachel King
- Ita Moore
- Kathy Baily
- Julia Routledge
- Tracey Brotherton
- Trudie Ball

**Health Care Assistant** – Anna Greenfield

**Receptionist** – Pam Humphreys/ Kim Plamer

**Support** – Natasha Large

Pupils can “drop in” at any time to see a Nurse, usually we encourage pupils to do this during breaks or free time for non-urgent matters, however if they find themselves unwell or injured during school time they can be excused by a teacher or member of staff and escorted to the Health Centre, failing an escort a phone call is necessary to ensure they arrive safely.

The school GP is Matthew Cheetham, and a small team of GP’s from Summertown Health Centre come into school Monday-Friday and run a surgery from 11.30-12.30 with appointments booked by a Nurse.

Boarders will see the school GP. Day pupils will need to be seen by their own GP organised by parents.

However all pupils can be seen/treated by the Nurses.

### **Opening Hours**

The Health Centre is open 24 hours a day during term-time, and is staffed by a Nurse at all times. We have a full time Receptionist and an evening Health Care Assistant who provide support for the Nursing team. During the night there is one Nurse on duty in the Health Centre.

If pupils need to come to the H/C during the night HM’s will escort to the H/C.

### **Medications**

All medication should be held either by the House Matron or by the Health Centre.

If the GP prescribes medication for pupils, these will be collected & delivered by the pharmacy on Woodstock Road.

Prescribed drugs have to be handed out and regulated by House Matrons in-house or by the Health Centre on House Matron’s days off or covering matrons.

For pupils over 16 years, the Health Centre or House Matron should continue to keep the medication of boarders. However, it is usual practice for pupils to be given the medication required for the whole day (but cannot hold onto the whole prescription).

Day-to-day medications are kept in the Health Centre treatment room, in locked cupboards. Nurses in the Health Centre record medication in the patient’s notes and on Medical PASS.

### **Day Pupils**

Day pupils are requested to keep their medication at home and only bring into school medication required for the day.

Prescriptions can be held by the Health Centre or with House Matrons and should be collected by the pupil at 9pm prior to going home.

### **In-Patients**

In-patients are cared-for by the Nurse on duty.

The Health Centre has three bedrooms, the girl's rooms are upstairs; there is a dorm which sleeps four, and a single side room for isolation.

Downstairs the boys also have a four bedded dorm and a quiet single side room for isolation.

There are bathroom and toilet facilities for all. Some have en-suites.

Each bedroom has individual patient call buttons to alert a Nurse if needed, which are linked to a centralised wall-panel downstairs in the entrance hall.

If there is an epidemic of an infectious illness and the Health Centre becomes full, Lynne Dunn (Manager) will need to prioritise pupils and parents will be contacted and ask to collect pupils.

This will be done in conjunction with advice from the Health Protection Agency.

### **Sports at St Edward's**

Sport plays a huge part in the life of St Edwards. The sports-life of the school is seasonal. The autumn term is by far the busiest with the rugby season in full-flow, and rugby injuries are a real priority at this time.

All staff attend a full first aid course annually and are up to date on providing first aid, as are the House Matrons and many other school staff.

We use the off games database to record pupils who cannot participate in sport. This is the school system in place for information sharing with HN's HM's, sports staff and the H/C ensuring off games are recorded accurately.

### **Accident and Emergency (A&E)**

If a pupil needs to attend A&E, their house matron/ Accompanying Adult will usually take them, except in the case of emergency needing immediate ambulance assistance. For day-pupils' parents will take them if they are able.

If a pupil needs to go to A&E for treatment, parents will always be informed. Nurses must send a hospital transfer form.

Health Centre staff always request feedback from the accompanying adult about treatment received and any future care instructions.

### **Calling an Ambulance**

If you need to call an ambulance dial 999

Tell them the full address of the school: St Edwards School Woodstock Rd, OXFORD OX2 7NN If on the field side - tell the ambulance to take the Oxfordshire Sports and Racquet Entrance/Turning, off the Woodstock Road, and direct them accordingly.

Always have someone waiting outside the entrance to the drive, to greet the ambulance, and further direct them.

If you ring for an ambulance, always inform the Gatehouse on 322 in case it turns up there so they can re-direct it.

**INFORM PARENTS IMMEDIATELY.**

## **Contacting Parents**

### **Parents must be contacted if:**

A child is admitted as an inpatient to the H/C

A pupil has sustained a sport/other injury which requires intensive treatment or hospitalisation  
A pupil is referred for an X-Ray, Physio, Opticians, Dentist or other outside healthcare providers.

Always inform both parents in the case of separation or divorce.

We record all correspondence and communication with parents and other agencies in nursing records.

## **Confidentiality**

All pupil dealings in the Health Centre are confidential to the medical staff although if there is a serious concern regarding a pupils' safety this may be overridden.

## **Fire Safety**

The Health Centre is fully alarmed and fitted with smoke detectors. A full fire drill is given regularly. There are two main fire exits.

## **Continued Professional Development**

All nurses must pursue their Professional Development through Revalidation which is necessary as part of their registration.

## **Defibrillators in the School**

The school now has two defibrillators, one in the teachers' common room and one in the health centre. We would ask as many staff as are willing, to book in with the health centre for training on how to use these. All health centre nurses and most house matrons have been trained.

## **Emergency Accident Procedures:**

In the event of an emergency clearly requiring immediate hospital attention, call an ambulance 999 and give exact location of the emergency. Also inform Health Centre staff.

Do not move the injured person any more than is required to maintain a clear airway (recovery position may be necessary to achieve this). Never leave them unattended.

For less serious emergencies, stay with the injured party and send someone to inform the Health Centre immediately so they can tend to the patient. The person informing the Health Centre should explain the nature of the accident, and be able to escort the nurse to the scene of the accident. This is especially important when over at main school or on the sports fields, so that nurses can find the injured party quickly.

Keep the injured party warm and do not move them (unless you need to maintain a clear airway/recovery position).

## Needlestick Injury

### **Aims of this Policy**

The recommendations outlined in this policy aim to minimise the risks of Blood Borne Viruses (BBVs) following accidental exposure to contaminated or potentially contaminated fluids or substances.

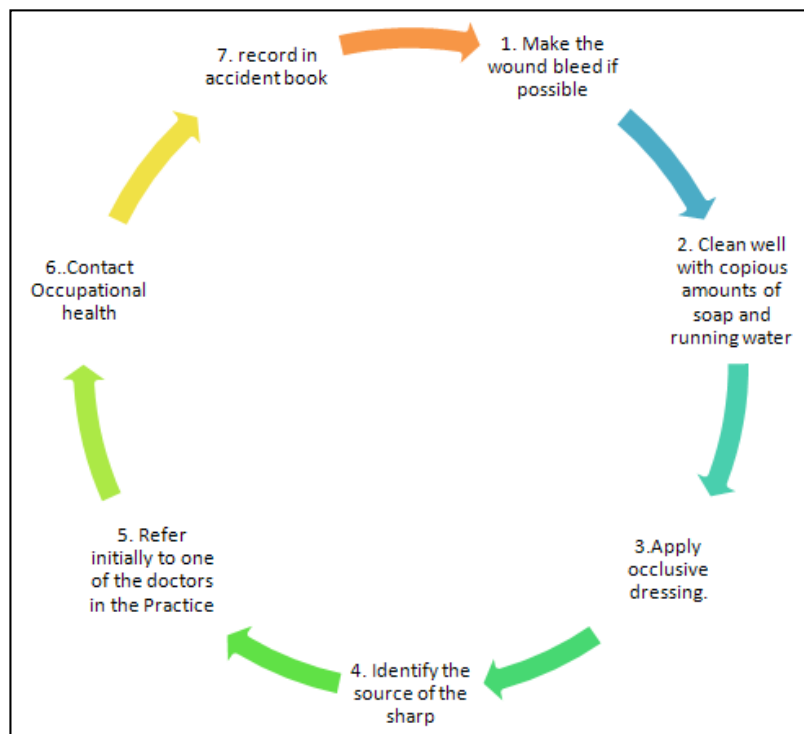
As it is not possible to always know who may have / be carrying an infection, a standardised proactive approach to all patients and situations is therefore required.

The main group of workers at risk from needlestick injuries are those within the healthcare sector, who may acquire a BBV infection if they are exposed to infected blood or body fluids.

This could be either:

- Via the mucous membranes (eyes, inside of the mouth and nose);
- Through broken skin or through an inoculation injury route; Or
- Where the skin is punctured or scratched by a needle or sharp device that has been used in a medical procedure - this final route of transmission is commonly referred to as a “Needlestick or Sharps” injury.

### **Managing Needlestick Injuries** (*See also Appendix A for detailed procedure Flowchart*)



### **For splashes onto non-intact skin (e.g. abrasions, cuts, and eczema):**

Wash liberally with water.

### **For splashes into the eyes, mouth or other mucous membranes:**

Irrigate with copious amounts of clean water. If contact lenses are worn, eye irrigation should take place before and after removing the lenses.



Some of the most straight-forward recommendations included are practices such as

- Hand washing after each patient contact and after contact with blood or body fluids;
- Use of appropriate PPE (Personal Protective Equipment);
- Disposable gloves should be worn whenever working with blood or body fluids;
- Disposable plastic aprons/impermeable gowns should be worn when splashing with blood or body fluids may occur;
- Eye protection (visors, goggles, or safety spectacles) should be worn when blood, body fluids or flying contaminated debris / tissue might splash into the face;
- Covering any cuts or abrasions with waterproof plasters;
- Immediate and safe disposal of sharps into appropriate, puncture-proof sharps bins;
- Not overfilling sharps containers ;and
- Never re-sheathing needles.

### **Occupational Health Department**

The Health Protection Agency – Tel 02082004400

The Health Protection Agency will support the staff member and the practice in:

- The management of reported inoculation incidents to employees and others undertaking work activities within the practice;
- Liaising with the Consultant Microbiologist and local Genitro-Urinary Medicine Departments for ongoing advice for management and follow-up;
- Liaising with the Health and Safety Advisor as appropriate in accordance with RIDDOR 1995;
- Offering counselling and support to employees relating to inoculation incidents.

### **Consultant Microbiologist**

Microbiology Dept – Oxford Radcliffe Hospital - Tel 220867

The Consultant Microbiologist will:

- Give expert advice on management of incidents on an individual basis;
- Obtain specific immunoglobulin for Hepatitis B as required from a specialist centre.

## **Responsibilities and process to be followed for management of the incident**

The Practice Partner(s) / Practice Manager / Lead Nurse will:

- Manage accidents /incidents within the workplace and undertake all necessary follow up actions. The Manager or Senior Person must ensure that the member of staff has received the appropriate first aid attention and arrangements are made for baseline bloods obtained for storage and that the Occupational Health Department has been informed of the incident.
- Undertake an investigation of the incident and implement actions to reduce the likelihood of a repeat occurrence so far as is reasonably practicable, seeking advice from the Infection Prevention and Control Team when required
- Ensure a Significant Event form has been completed and an accurate entry made in the accident book.
- Ascertain and record the following information:
  - Date and time of exposure;
  - Name of source individual and clinical details relevant to inoculation risk;
  - Details of exposure especially the amount of fluid or material injected or contaminating broken skin or mucus membrane;
  - Type of fluid or material; and
  - Severity of exposure (e.g. for needlestick injury, the depth of injury and whether fluid was injected; for skin or mucus membrane exposure, the extent and duration of contact and condition of skin).

### **Confidentiality**

There is a general duty to preserve confidentiality of medical information and records.

Any individual who undergoes examination and / or treatment can expect their confidentiality to be respected. This duty continues after the death of the individual.

The source individual's results will be shared with Occupational Health Department and the Infection Prevention and Control Team.

Whilst there is the duty to preserve the confidentiality of the healthcare worker, this must be balanced by the responsibilities of the employer to any patients they have dealt with.

In such circumstances the employer may be advised that a change of duties should take place, but the diagnosis of a blood borne virus will not normally be disclosed without the consent of the affected health care worker

The healthcare worker would be counselled about the implications of this disclosure.

## Appendix A

### Management of Occupational Exposure to Blood-Borne Viruses Flowchart

