KING EDWARD'S SCHOOL
POLICY DOCUMENT

Title: First Aid Policy

Policy Category	H&S
Status	Approved
Current Author	Lead Nurse & Wellbeing Coordinator
Last Updated/Revised	Jan 2025
Frequency of Review	Annual
Date of Next Review	Jan 2026
Application	Whole School
Responsibility	Lead Nurse & Wellbeing Coordinator

KES FIRST AID POLICY

First aid can save lives and prevent minor injuries from becoming major ones. It is, therefore, a key element in King Edward's School's overall Health and Safety Policy for all three constituent schools.

Schools operate as businesses, and as such are governed by the HSE Regulations 1981. Under Health and Safety (First-Aid) Regulations 1981 employers must ensure that there are adequate and appropriate equipment and facilities for providing first aid in the workplace. The first aid arrangements of the School are provided in accordance with the regulations and are detailed in First Aid Policy. The Pre-Prep School follows the mandatory safeguarding and welfare requirements (updated in Sept. 2021) for the Early Years.

The Governors recognise that under the Health and Safety at Work Act 1974, they have a legal duty to ensure, as far as is reasonably practicable, the health, safety and welfare of employees, pupils and all others who may legitimately be on the School site in connection with School business, and that this includes appropriate provision for first aid. The First Aid Policy has been produced following the completion of necessary risk assessments for on-site and off-site activities. This is an on-going process which reflects legislative change.

This First Aid Policy is available to all staff on the School's website.

Appointed persons with responsibility for First Aid

Senior School
The School's principal first aider is the Lead Nurse and Wellbeing Coordinator who is a Registered Nurse. They are on duty in the Senior Health and Wellbeing Centre from 8.00am to 4.00pm Monday to Friday, supported by 1 part-time School Nurse who is a Registered Nurse with an appropriate first aid and youth mental health first aid qualification, and 1 part-time Healthcare Assistant who holds an appropriate first aid qualification. The School Nurse and Healthcare Assistant are contactable via Ext. 286/330/331. The Lead Nurse is contactable via Ext. 285 or mobile 07826 210493. In instances of planned absence of the Lead Nurse, the School will endeavour to provide cover with the part-time School Nurse or a Registered Nurse from an external agency. In cases of unplanned absence other appropriately first aid trained staff member may be asked to volunteer to provide first aid assistance in the event of an emergency. The Lead Nurse, School Nurse and Healthcare Assistant are available term-time only.

The Lead Nurse is responsible for working in collaboration with the School's Estates and Facilities Manager in providing a detailed first aid report to each meeting of the Health and Safety Working Group. They may call on the advice of the School's Medical Officer (who is a local General Practitioner) in drawing up medical protocols and in other more general matters.

Responsibilities
The School nursing team will implement the First Aid Policy daily, including:

- Implementing Care Plans where a specific medical need is identified that would require a student to have a Health Care Plan.
- Safe storage and administration of medicines.
- Maintaining medication log for students and staff via Medical Tracker
- Providing appropriate information and details of medical conditions, where appropriate, to School staff.
- Maintaining first aid kits for all 3 schools.
- Organisation of Staff training in Emergency First Aid at Work, including organisation of training updates when required.
- Maintaining a Medical Watch List, with photographs of the students who have medical conditions requiring an immediate, appropriate response, and ensuring that all staff know where to access this. Photographs of the pupils on the Medical Watch List will be displayed in both Nethersole and B Block Staff rooms.
- The Lead Nurse or their designated deputy will attend where there is an emergency on the School site, and ensure the necessary processes are followed according to need.

Note: The Health and Wellbeing Centre do not provide a diagnostic service. Where this is required, the Lead Nurse or School Nurse or First Aider, will advise parents to take their child to a General Practitioner or other medical professional.

Junior School
There is no Registered Nurse in full-time attendance though the Lead Nurse and/or the School Nurse act in an advisory capacity and can be summoned in case of emergency. In all other cases, first aid is administered by members of staff who are first aid trained.

The Head of the Junior School or their appointed deputy is responsible for providing a detailed first aid report concerning the Junior School to each meeting of the Health and Safety Committee.

Pre-Prep School
There is no Registered Nurse in full-time attendance at the Pre-Prep though the Lead Nurse and/or the School Nurse act in an advisory capacity and can be summoned in case of emergency. At least one person who has a current Paediatric First Aid (PFA) certificate will be on the premises and available at all times when children are present and will accompany children on outings.

The certificate must be for a full course consistent with the criteria set out in Annex A of the EYFS Regulatory Requirements. PFA training30 must be renewed every three years and be relevant for workers caring for young children. Providers should take into account the number of children, staff and layout of premises to ensure that a paediatric first aider is able to respond to emergencies quickly. All newly qualified entrants to the early years workforce who have completed a level 2 and/or level 3 qualification on or after 30 June 2016, must also have either a full PFA or an emergency PFA certificate within three months of starting work in order to be included in the required staff:child ratios at level 2 or level 3 in our early years setting. We make available to parents (when requested) a list of staff who have a current PFA certificate. The number of first aid trained members of staff is in accordance with the

recommendation by the Health and Safety Executive (First Aid) Regulations 1981 and the EYFS Regulatory Requirements.

The Head of the Pre-Prep School or their appointed deputy is responsible for providing a detailed first aid report concerning the Pre-Prep School to each meeting of the Health and Safety Committee.

General

The Health and Safety (First-Aid) Regulations 1981 require employers to provide adequate and appropriate equipment, facilities, and personnel to ensure their employees receive immediate attention if they are injured or taken ill at work. These Regulations apply to all workplaces including those with less than five employees and to the self-employed.

What is 'adequate and appropriate' will depend on the circumstances in the workplace and employers are required to carry out a first aid risk assessment to determine what to provide.

All staff are encouraged to complete first aid qualifications, though there is no compulsion for them to do so. The School endeavours to arrange refresher training and re-testing of competence. First aid training is regularly updated in accordance with the HSE recommendations.

A full list of persons trained in first aid is maintained and regularly updated by the Lead Nurse or their designated representative. A copy is posted in all teaching staff common rooms, the Stewart Building, and the kitchen. Additionally, the Senior School and Junior School Reception offices have the list and may be contacted on Extensions 200 and 201 (for Main Reception in Nethersole) and Ext 276 (Junior School reception).

The DfE Guidance on First Aid in Schools, makes it clear that, under the terms of their contracts of employment, teaching staff cannot legally be required to provide first aid and can only be asked to do so if willing to volunteer. Nevertheless, in their general role in loco parentis, teachers are expected to ensure the safety and welfare of the children, especially in case of emergency.

In the event of any claim alleging negligence by a member of the School staff, action is likely to be taken against the employer rather than the employee. However, the School provides insurance cover in the event of any claims being made against staff, governors or volunteers acting within the scope of their employment or authorised activities on behalf of the School.

The number and locations of First Aid Kits

All first aid kits hold the recommended items as outlined by the HSE where no special risk has been identified. Maintenance of these boxes in the Pre-Prep, Junior and Senior Schools is the responsibility of the Lead Nurse or her delegated representative who will check the contents twice a year.

All the school minibuses have a first aid kit and these are checked twice a year by the Lead Nurse or designated representative. Each is clearly marked and readily accessible for use.

A medical report will be supplied to the trip lead along with a first aid kit containing the appropriate first aid supplies and supplies of household medication, including Paracetamol, Ibuprofen, and antihistamines. All first aid kits are checked on return to the Health and Wellbeing Centre.

First Aid accommodation

Under HSE recommendations, the School is required to provide a suitable room for first aid purposes and medical treatment.

Senior School
The Senior School Health and Wellbeing Centre consists of a treatment room, two offices, a waiting area, and a Wellbeing room. The Wellbeing room is used as a pastoral resource. All necessary first aid stocks are kept in the Centre, are regularly checked, and replenished. There is access to a wash basin and a toilet which are not solely for medical use.

Junior School
All necessary first aid supplies are kept in the Junior School Sick Bay. A stock of first aid report forms and 'Head Injury' letters are kept in the Staff Room and all incidents requiring first aid are recorded on Medical Tracker. In addition, Insulin and EpiPens are kept in the Staff Room in year group drawers and are clearly labelled with the child's name. The Lead Nurse regularly checks the Epi-Pens for any damage and expiry date. Expiry dates are recorded on Medical Tracker. Parents are required to provide in date Epi-Pens and Insulin when required.

The Pre-Prep
Each classroom, the kitchen and the office have a cupboard containing required first aid items. Additionally, there is a first aid kit fully stocked for trips. Triplicate accident forms are available in the office, the outside play area, and the nursery. Head injuries are reported via the accident forms and parents are informed. The first aid kits are regularly checked by the Lead Nurse or their designated representative. Children requiring Epi-pens/inhalers etc. have them with them in their classroom and spare Epi-pens are kept in the Office. The cupboard is unlocked during the day.

Procedures for First Aid Treatment

General:

In all cases, staff should take precautions to avoid infection and must follow basic hygiene procedures. Staff have access to single-use disposable gloves and hand-washing facilities. They should exercise particular care when dealing with blood or other body fluids and when disposing of dressings or equipment. Special Biohazard disposal packs, held by the School Nurse and by the Porters are available for the disinfection and removal of blood, vomit and urine in the Senior and Junior Schools.

In the Pre-Prep, special Biohazard disposal packs are located in the Nursery where most of the minor accidents occur owing to its proximity to the playground. All teaching and support staff take responsibility for the disinfection and removal of blood, vomit, and urine.

In all three schools, clinical waste is disposed of in the sanitary bins and all sharps are disposed of in a Sharps container. Sanitary bins and Sharps containers are collected on a regular basis by a contracted waste disposal company.

Students requiring Epi-pens and/or Insulin have an individual Care Plan that is provided by the specialist professional at the hospital they attend for their care and reviews. The Care Plans are updated annually by the Lead Nurse or the School Nurse or during the academic year should the need arise. The Care Plans are available in the Health and Wellbeing Centre in clearly marked files and are stored electronically. A hard copy is put with the Epi-pen or Diabetes rescue box. A hard copy of all Care Plans is printed and kept in a clearly marked folder in case of IT failure.

If the Ambulance Call Centre anticipates a prolonged wait for an ambulance, the Lead Nurse, in consultation with the Bursar and the Estates and Facilities Manager, will, with parental consent, arrange transportation of the pupil to hospital. The Lead Nurse, or their designated representative, will accompany the pupil along with a suitable member of staff, to hospital

Procedures: Senior School
Any pupil in need of first aid, unless requiring attendance at the place of injury, should attend the Health and Wellbeing Centre accompanied by another pupil (if required), where they will receive first aid from the School Nurses or Healthcare Assistant. The pupil accompanying should return to their lesson as soon the invalid is in the care of the School Nurses or other member of Staff.

If the nurse judges that a pupil is not well enough to attend lessons or that further medical treatment of a non-emergency nature is required, they will contact the parent, who will be advised to collect the pupil from school and arrange the appropriate GP or hospital visit. On departure from school the pupil must sign out at one of the designated areas: Main Reception in Nethersole, Pastoral Office or Health and Wellbeing Centre.

Pupils or staff presenting at the Health and Wellbeing Centre and finding it unattended should go to Main Reception in Nethersole, who will arrange for a trained first aider to attend if deemed appropriate. If a pupil is unable to present at one of Main Reception in Nethersole,, they should return to their class and request support from their teacher. There is a printed list of those trained in first aid on the door of the Health and Wellbeing Centre and in the staff common rooms.

In the case of a pupil requiring transfer to hospital for treatment, the decision to call an ambulance is that of the Lead Nurse or School Nurse. In the event of a serious or significant accident or emergency, parents will be phoned as quickly as possible. In such an instance a member of staff will always accompany the child to hospital if parents are unable to reach the School before the arrival of the ambulance. If the accident is not an emergency but hospital treatment is deemed necessary and the parent cannot collect their child from School in a timely manner, a member of school staff will take the child to the hospital and remain with the pupil until parents arrive. Parental consent will be sought prior to a member of staff taking the child to hospital.

In the event of a major accident or emergency, if a parent or guardian cannot be contacted immediately, the Headmaster or his representative in loco parentis can give permission to the medical authorities for the administration of an anaesthetic or an operation. Parents have given consent to this by completing and signing the medical questionnaire upon their child entering the School.

In all three schools, it is possible for an ambulance or other emergency vehicle to park close to the rooms concerned. Emergency services will be given clear instructions as to which of the School's entrances to use and to where they should report. A staff member will attend at the entrance of area required for the emergency service to attend. The Registered Nurses are not required to transport or accompany to hospital but may choose to accompany the student depending on assessment.

In all instances a record will be kept of all first aid treatment administered, using the School Medical Tracker database. Parents will always be informed by phone or email if their child receives a head injury, even if there are no apparent symptoms. The child will be given a Head Injury advice form to take home to parents.

Procedures: Junior School

All accidents requiring first aid treatment will be recorded on Medical Tracker. Parents will always be informed by phone or email, if their child has received any treatment or attention. Parents will always be informed by phone or email if their child receives a head injury, even if there are no apparent symptoms. The child will be given a Head Injury wristband to make staff aware to continually monitor them throughout the day.

In the event of a serious accident, parents will be informed as quickly as possible. A senior member of staff, on advice from the School Nurses, will decide if an ambulance should be called. In such an instance, a member of staff familiar to the child will always accompany the child to hospital if parents are unable to reach the School before the arrival of the ambulance and will remain with them until the parent/carer arrives at the hospital. If the accident is not an emergency but hospital treatment is deemed necessary, and the parent cannot collect the child in a timely manner, a member of School staff will take the child to hospital and remain with them until parents arrive. Parental consent will be sought prior to a member of staff taking the child to hospital.

Procedures: Pre-Prep

All minor accidents requiring first aid treatment, regardless of whether treatment is administered to pupils, staff, parents, or others, will be recorded on Medical Tracker. In the event of a Head Injury, parents will always be informed by phone or email, even if there are no apparent symptoms. The child will be given a Head Injury sticker or wristband to take home to parents.

In the event of a serious accident, parents will be informed as quickly as possible. A senior member of staff will decide whether an ambulance should be called. In such an instance, a member of staff familiar to the child will always accompany the child to hospital if parents are unable to reach the School before the arrival of the ambulance and will remain with them

until the parent/carer arrives at the hospital. If the accident is less serious but hospital treatment is deemed necessary and the parent cannot collect the child in a timely manner, two members of School staff will take the child to hospital and remain with them until parents arrive. Parental consent will be sought prior to a member of staff taking the child to hospital.

Procedures: Staff, volunteer, or visitor

In the event of an injury to an employee, volunteer or visitor, a form should be completed by the individual concerned, or by the line manager or member of staff responsible for the volunteer/visitor if the individual is unable to and submitted to the Lead Nurse in the Health and Wellbeing Centre. The form should be uploaded to Medical Tracker and the Bursar and Estates and Facilities Manager informed.

Procedures for activities occurring out of hours on School premises

At School events, such as Prizegiving, performances of plays, concerts, and after-School clubs or practices, and at School-based events such as, Old Edwardian dinners or School discos:

- a first aid kit must be readily available.
- there should be one adult in attendance who is first aid trained. This may be either the School Nurse, a member of the teaching staff or another adult trained in first aid who is able and willing to be called on in an emergency.
- a room must be designated for first aid purposes if the event is not in the Sports Hall or otherwise in the immediate vicinity of the Health and Wellbeing Centre. If EYFS children are in attendance, a paediatric first aid trained member of staff will be present.

It is the responsibility of the event organiser to ensure that these procedures are complied with.

Procedure for off-site activities

Staff should ensure that all arrangements are in accordance with the School's Off-Site Activities and Trips policies. There is a legal requirement that a EYFS trip must have a paediatric first aider accompanying the trip.

Procedures for First Aid in PE/Games (See also detailed Sports Department Health & Safety Policies and procedures)

First Aid treatment
All pupils involved in an activity on site who require medical attention should, in the first instance, be sent to the Health and Wellbeing Centre where they will be treated by one of the School Nurses or Healthcare Assistant (or in the case of minor incidents involving a Junior school pupil to the Junior School Sick Bay). An accident report will be completed in conjunction with the teacher concerned and the form will be uploaded to Medical Tracker.

The School endeavours to arrange contracted professional specialist first aid and/or Paramedic/Emergency Care Assistant support/Physiotherapist for attendance at weekend Senior Rugby matches, in support of the School staff in the event of injuries during matches or fixtures with other Schools, to provide immediate first aid.

When first aid is required at an activity off site, it is the responsibility of the member of staff supervising the activity unless, at an away fixture for example, where there is another school nurse or qualified first aider officially in attendance. Either a King Edward's Accident form or a form supplied by the attending medical company must be filled in and sent to the Health and Wellbeing Centre by the attending member of staff or the information can be sent via email to the Lead Nurse, where it will then be uploaded to Medical Tracker.

All members of the PE department are expected to hold a current first aid qualification and attend a refresher or retest courses as required. Academic staff who help coach teams are strongly encouraged to gain the qualification. All PE and Games staff are made aware of any relevant medical or health conditions that pupils have (E.g. Asthma, Anaphylaxis), and are required to follow the NHS guidance for treating Asthma and Anaphylaxis. All student's medical information is held on record on the school database, SIMS, in the medical section. All relevant teaching staff have access to this.

First Aid equipment

The senior school holds a defibrillator located for public use, outside the entrance to the Music Centre and an emergency box containing a Salbutamol inhaler, an adult and a paediatric Epi-pen. The emergency box contains information on the use of the Epi-pens.

First aid equipment is situated in the Health and Wellbeing Centre on the ground floor of the Sports Hall and at Bathampton playing fields. First aid kits are also available on the pitch side of both home and away matches. All these kits are checked throughout term time by the Lead Nurse or designated representative.

Additionally, there are defibrillators and 'Bleed boxes' for public use located at Bathampton and the Junior School, and defiibrillator for public use at the Pre-Prep.

Reporting and recording of accidents for Pupils, Staff and Visitors:

In the event of significant injury, notifiable disease or dangerous occurrence, the Lead Nurse should be notified immediately. The Lead Nurse will arrange for any necessary investigations or reporting, and the line manager of the injured employee will be informed as soon as possible.

If necessary, the Facilities and Estates Manager will refer to the HSE under the RIDDOR (Reporting of Injuries, Diseases & Dangerous Occurrences Regulations 2013) within the appropriate timelines.

The School Nurses and Healthcare Assistant will keep records of all accidents and injuries on the School medical database, Medical Tracker, including:

- The date, time, and place of the incident
- The name (and class) of the injured or ill person
- Details of the injury/illness and what first aid was given and the outcome.
- Name of the first aider or person dealing with the incident.

The School has a procedure in place for ensuring that all incidents are reviewed regularly to minimise the likelihood of recurrence.

RELATED POLICIES AND DOCUMENTS

This policy is limited to the provision of first aid.
Please see additional appendices:
Appendix – Anaphylaxis Policy
Appendix Concussion Protocol

KING EDWARD'S SCHOOL

Title: Head injury and Concussion Protocol for King Edward's School

Status	NEW
Approved by	H&S
Current Author	Claire James
Last Updated/Revised	March 2025

King Edward's School Head Injury and Concussion Protocol

This protocol has been produced with guidance from the external resources listed below and is annexed to the School's First Aid Policy and details specific to King Edward's School, Bath (the School). It will be reviewed annually and updated whenever necessary. Existing staff will be notified of any updates via email. The School will update this policy from time to time.

Copies of this policy will be available on the School website and the staff VLE.

Author/s	**Clare James**
Review Frequency	**Annual**
Date approved by governors	**March 2025**
Date of next review	**March 2026**
Purpose	The School has developed a concussion protocol to ensure the safety and well-being of pupils by providing appropriate care and support for head injuries and concussions during school activities or games.
Links with other policies	**First Aid Policy**

Initial management

The assessor will determine whether the pupil is fit to remain at school, should be sent home with a parent or legal guardian, or needs to be transported to the nearest Accident and Emergency (A&E) Department via ambulance by calling 999, especially in the rare occurrence of 'Red Flags'.

As per national guidance, we recommend all those with a suspected head injury and/or concussion, even if symptoms resolve quickly, is assessed by an appropriate Healthcare Professional within 24 hours of the injury. This can be accessed via the GP, by calling NHS 111 or by attending our partner physiotherapy clinic, The Pure Practice (for those 12 years+).

Guidelines for the first 24 to 48 hours after injury:

- The pupil should not be left alone and should be accompanied.
- The pupil must avoid consuming alcohol or refrain from driving a motor vehicle.
- Rest and sleep are crucial for the pupil's their recovery.
- Engaging in light daily activities and walking is acceptable.
- Minimise the use of smartphone and computer for at least the first 48hrs to improve recovery.

Ongoing management:

Symptoms of concussion typically appear immediately or within minutes of injury but may be delayed and appear over the first 24 to 48hrs following a head injury. Other symptoms, such as mood swings, disruptions to regular sleep patterns, and concentration difficulties, may emerge in the following days.

Pupils involved in a school sports team will be supported by the relevant head of sport with a graded return to play following the guidelines set out by their National Governing Body (links below).

Netball: England Netball | World Netball Concussion Policy

Rugby: HEADCASE | Rugby Football Union

Hockey: Microsoft Word - Hockey Concussion Policy Nov 2018 v2.doc

Football: The FA's Concussion guideline for football | England Football

Cricket: England and Wales Cricket Board (ECB) - The Official Website of the ECB

It is the **responsibility of parents** to communicate with the school regarding head injuries and concussion outside of school, especially regarding external sporting fixtures.

Concussion recovery varies person to person. Those experiencing severe or prolonged symptoms (over 7-10 days) should be under the supervision of an appropriate healthcare professional, and management will depend on the severity and types of symptoms that are present. Our partner physiotherapy clinic, The Pure Practice, can offer ongoing concussion management support if required.

Communication and Support

Senior School:

- For serious head injuries, a phone call to parents/carers will be made and an email will be sent home-from Medical Tracker, containing information about the injury and a link to NHS head injury advice.
- For minor head injuries, an email will be sent home from Medical Tracker, containing information about the head injury and a link to NHS head injury advice.
- A detailed description of the injury will be documented on Medical Tracker, and the tutor, the Head of Year, Head of Sector and PE department will be notified via Medical Tracker.
- For pupils sent home from school with a head injury, a follow-up phone call will be made, or an email sent the following day by a member of the Health and Wellbeing Centre to confirm whether a diagnosis of concussion has been made.
- Where there is a diagnosis of concussion, the Health and Wellbeing Centre will inform the PE department who will ensure the pupil follows a return to sport protocol.
- A member of the Health and Wellbeing Centre will collaborate with teachers and relevant staff members to ensure appropriate academic support will be provided during the pupil's recovery.

Junior School:

- For all head injuries, irrespective of severity, and even if there are no apparent symptoms, parents/carers of Junior School children will be informed via a phone call, and an email will be sent from Medical Tracker containing information about the injury and a link to NHS head injury advice. The child will be given a Head Injury wristband to make staff aware to continually monitor them throughout the day.
- A detailed description of the injury will be documented on Medical Tracker.
- For pupils sent home from school with a head injury, a follow-up phone call will be made, or an email sent the following day by one of the office staff to confirm whether a diagnosis of concussion has been made.

Pre-Prep:

- For all head injuries, irrespective of severity, and even if there are no apparent symptoms, parents or carers will be informed via a phone call, and an email will be sent from Medical Tracker containing information about the injury and a link to NHS head injury advice. The child will be given a Head Injury wristband and sticker to make staff aware to continually monitor them throughout the day.
- The Head Teacher or Deputy will phone the parents/carers to confirm whether there is a diagnosis of concussion. Appropriate support, following medical guidance given to the child's parents/carers, will be put in place for the child when they return to school. The Head teacher or deputy head will liaise with the child's class teacher and teaching assistant to ensure support is in place.

By implementing this comprehensive concussion and head injury protocol, we aim to provide a safe and supportive environment for all our students.

UK government - UK Concussion Guidelines for Non-Elite (Grassroots) Sport:

http://sramedia.s3.amazonaws.com/media/documents/9ced1e1a-5d3b-4871-9209-bff4b2575b46.pdf

https://www.sportandrecreation.org.uk/policy/research-publications/concussion-guidelines

Concussion regulation (sportngin.com)

MOSA-Concussion-Guideline-2023 (7).pdf

Head injury and concussion - NHS (www.nhs.uk)

Recommendations | Head injury: assessment and early management | Guidance | NICE

Red flags – requiring urgent medical assessment

If any of the following red flags are reported or observed then the player should receive urgent medical assessment from an appropriate Healthcare Professional onsite or in a hospital A&E Department using emergency ambulance transfer if necessary.

- ! Any loss of consciousness because of the injury
- ! Deteriorating consciousness
- ! Amnesia(no memory) for events before or after the injury
- ! Increasing confusion or irritability
- ! Unusual behaviour change
- ! Any new neurological deficit eg
- ! Difficulties with understanding, speaking, reading or writing
- ! Decreased sensation
- ! Loss of balance
- ! Weakness
- ! Double vision
- ! Seizure/convulsion or limb twitching or lying rigid/motionless due to muscle spasm
- ! Severe or increasing headache
- ! Repeated headache
- ! Severe neck pain
- ! Any suspicion a a skull fracture (eg cut bruise, swelling, severe pain at site of injury)
- ! Previous history of brain surgery or bleeding disorder

Visible clues (signs) of concussion

What you see

Any one or more of the following visible clues can indicate a concussion:

- Loss of consciousness or responsiveness
- Lying motionless on ground/slow to get up
- Unsteady on feet/balance problems or falling over/ incoordination
- Dazed, blank or vacant look
- Slow to respond to questions
- Confused/not aware of plays or events
- Grabbing/clutching of head
- An impact seizure/convulsion
- Tonic posturing – lying rigid/ motionless due to muscle spasm (may appear to be unconscious)
- More emotional/irritable than normal for that person
- Vomiting

KING EDWARD'S SCHOOL

Title: WS Anaphylaxis Policy
Appendix to First Aid Policy

Status	NEW
Approved by	H&S
Current Author	Claire James
Last Updated/Revised	March 2025

King Edward's School Anaphylaxis Policy

This policy is based on the template provided by Anaphylaxis UK and is annexed to the School's First Aid Policy and details specific to King Edward's School, Bath (the School). It will be reviewed annually and updated whenever necessary. Existing staff will be notified of any updates via email. The School will update this policy from time to time.

Copies of this policy will be available on the School website and the staff VLE.

Author/s	**Clare James**
Review Frequency	**Annual**
Date approved by governors	**March 2025**
Date of next review	**March 2026**
Purpose	To minimise the risk of any pupil suffering a serious allergic reaction whilst at school or attending any school related activity. To ensure staff are properly prepared to recognise and manage serious allergic reactions should they arise.
Links with other policies	**First Aid Policy**

Specific Terms

(amend as necessary for specific terminology)

King Edward's School, Bath (the School)	King Edward's School, Bath including the Senior School, Junior School and Pre-Prep School

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Introduction

An allergy is a reaction of 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 serious reaction called anaphylaxis.

Anaphylaxis is a serious, life-threatening 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 can include foods, insect stings, and drugs.

Most healthcare professionals consider an allergic reaction to be anaphylaxis when it involves difficulty breathing or affects the heart rhythm or blood pressure. Anaphylaxis symptoms are often referred to as the ABC symptoms (Airway, Breathing, Circulation).

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 are not limited to):-
Peanuts, Tree Nuts, Sesame, Milk, Egg, Fish, Latex, Insect venom, Pollen and Animal Dander.

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

Role and responsibilities

Parent Responsibilities

- On entry to the school, it is the parent's responsibility to inform the Health and Wellbeing Centre of any allergies. This information should include all previous serious allergic reactions, history of anaphylaxis and details of all prescribed medication. This information should also be added to the post-acceptance medical questionnaire.
- Parents are to supply a copy of their child's British Society for Allergy and Clinical Immunology (BSACI) Allergy Action Plan (AAP) to school. If they do not currently have an AAP this should be developed as soon as possible in collaboration with the GP/allergy specialist/Allergy Clinic at the hospital.
- Parents are responsible for ensuring any required medication is supplied, in date and replaced as necessary. Pupils in the Senior School must always carry both of their prescribed Auto Adrenaline Injectors (AAI), including any off-site sporting fixtures. Pre-Prep and Junior School have separate procedures as detailed in the School's First Aid Policy.
- 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 staff will complete anaphylaxis training. Training is provided for all staff on a yearly basis and on an ad-hoc basis for any new members of staff joining throughout the year between September and December. Any staff joining after December will complete the training in the Summer Term
- Teaching staff and cover supervisors must be aware of the pupils in their care who have known allergies as an allergic reaction could occur at any time and not just at mealtimes. Any food-related activities must be supervised with due caution and parents are requested not to send any food into school containing nuts.
- The School operates a food allergen awareness approach, as opposed to a 'nut free' approach due to nuts not being the only known allergens.
- No nuts are used in any of the food produced by the School Catering Department and the Catering Manager and Department are made aware, via the School 'Medical Watchlist', of all pupils with allergies. This document comprises photographs of all pupils who carry an AAI and is available here. All staff in the Senior, Junior and Pre-Prep have access to this.
- 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. Trip leaders are supplied with Cetirizine and all Senior School pupils are required to always carry both of their prescribed AAI. Pupils unable to produce their required medication will not be permitted to attend the excursion.
- Trip leaders are provided with a trip report detailing pupils' medical conditions, including allergies and whether they carry an AAI or not. In addition to this, they are supplied with the relevant pupil's Allergy Action Plan. These are available via their relevant Sharepoint trip folder. Junior School and Pre-Prep trips information is detailed in the School First Aid Policy.
- It is the parent's responsibility to ensure all medication is in date for Senior School pupils. For Pre-Prep and Junior School pupils, the expiry dates of AAI's are documented on Medical Tracker and checked by the School Nurse and Junior School and Pre-Prep Administrators termly.

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.
- All Senior School pupils will carry their own AAI. If, in the event of an allergic reaction, they will be encouraged to give their own AAI. Should the pupil not be trained to do so, or feel confident, the nearest available member of staff will give the AAI without delay.

Allergy action plan

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 AAI.

King Edward's School recommends using the British Society of Allergy and Clinical Immunology (BSACI) Allergy Action Plans to ensure continuity. This is a national plan that has been agreed by the BSACI, Anaphylaxis UK 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/Allergy Specialist) and provide this to the school.

Emergency Treatment and Management of Anaphylaxis

What should you look out for?

Symptoms usually come on quickly, within minutes of exposure to the allergen.

Mild to moderate allergic reaction symptoms may include:

- a red raised rash (known as hives or urticaria) anywhere on the body
- a tingling or itchy feeling in the mouth
- swelling of lips, face or eyes
- stomach pain or vomiting.

More serious symptoms are often referred to as the ABC symptoms and can include:

- AIRWAY - swelling in the throat, tongue or upper airways (tightening of the throat, hoarse voice, difficulty swallowing).
- BREATHING - sudden onset wheezing, breathing difficulty, noisy breathing.
- CIRCULATION - dizziness, feeling faint, sudden sleepiness, tiredness, confusion, pale clammy skin, loss of consciousness.

In extreme cases there could be a dramatic fall in blood pressure. The person may become weak and floppy and may have a sense of something terrible happening. This may lead to collapse and unconsciousness and, on rare occasions, can be fatal.

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.

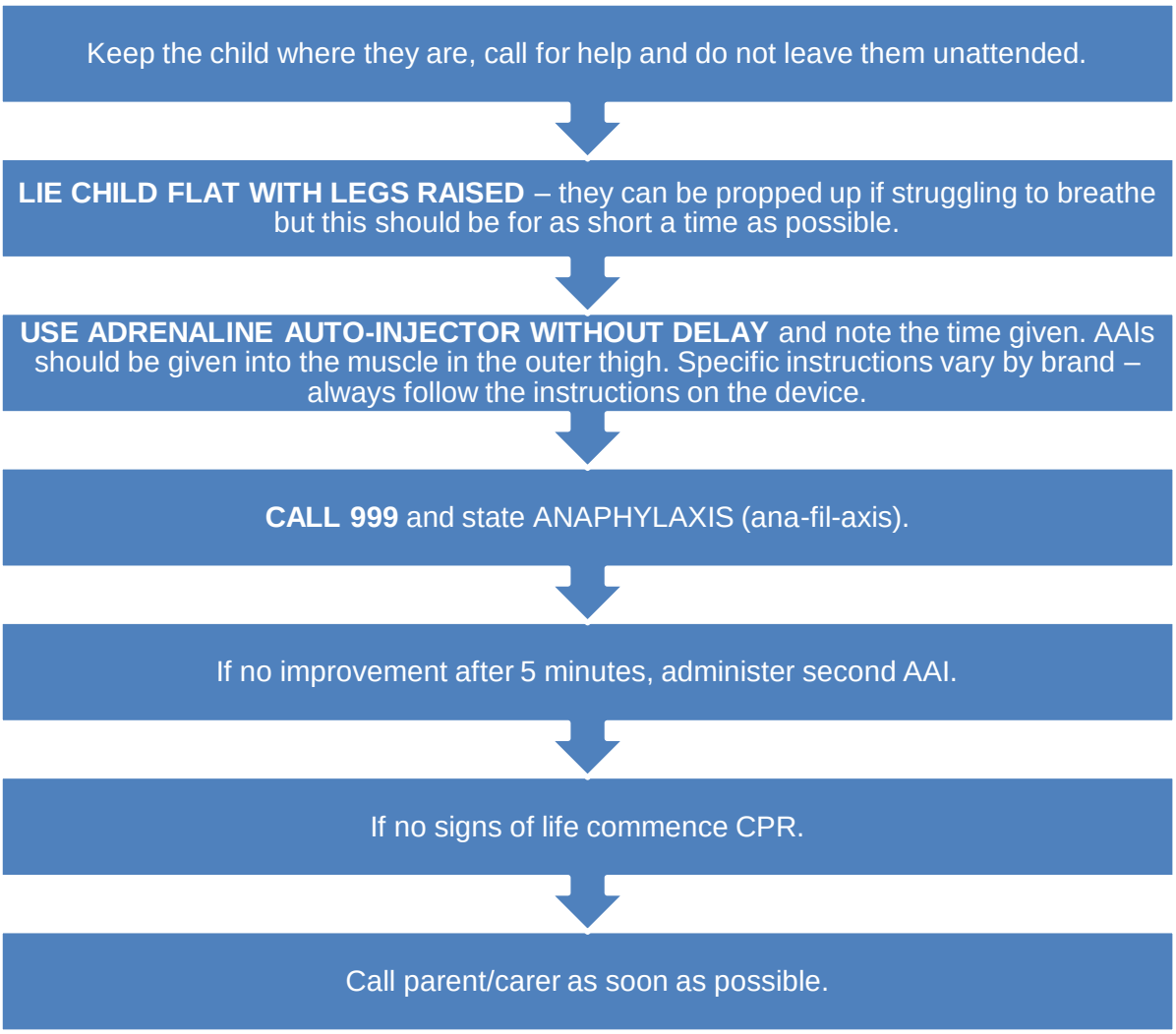
Anaphylaxis can develop very rapidly, so a treatment is needed that works rapidly. **Adrenaline** is the mainstay of treatment, and it starts to work within seconds.

What does adrenaline do?

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

As soon as anaphylaxis is suspected, adrenaline must be administered without delay.

What should you do?



Whilst you are waiting for the ambulance, keep the child where they are. Do not stand them up, or sit them in a chair, even if they are feeling better. This could lower their blood pressure drastically, causing their heart to stop.

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

1. Supply, storage and care of medication

Senior School Pupils will be encouraged to take responsibility for and to always carry their own two AAIs on them (in a suitable bag/container). For Junior School and Pre-Prep pupils, please refer to the School's First Aid Policy.

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

AAIs are prescribed by either a GP or the Allergy Clinic

Storage

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

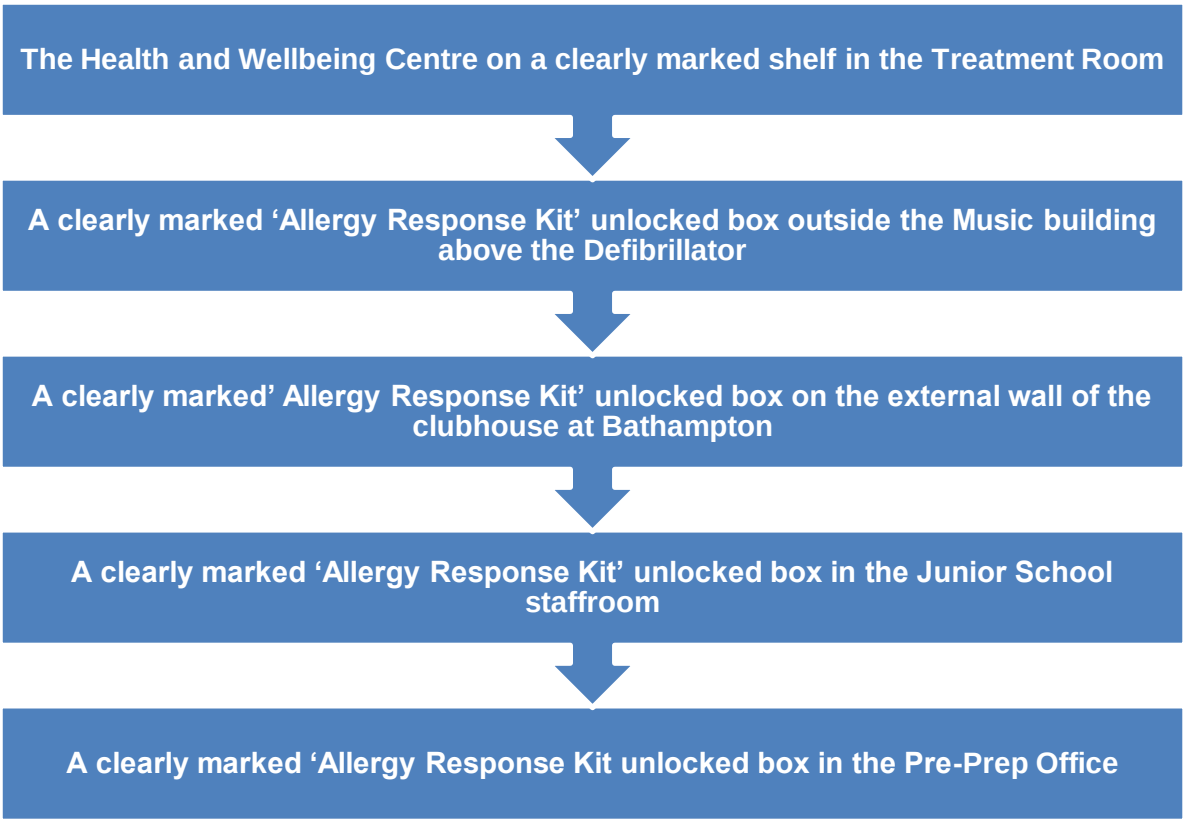
Disposal

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 are provided and collected by a clinical waste contractor. They are located in the Health and Wellbeing Centre at the Senior School, the sick bay in the Junior School, and the office at the Pre-Prep.

2. 'Spare' adrenaline auto-injectors in school

King Edward's School has purchased spare **AAIs 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).

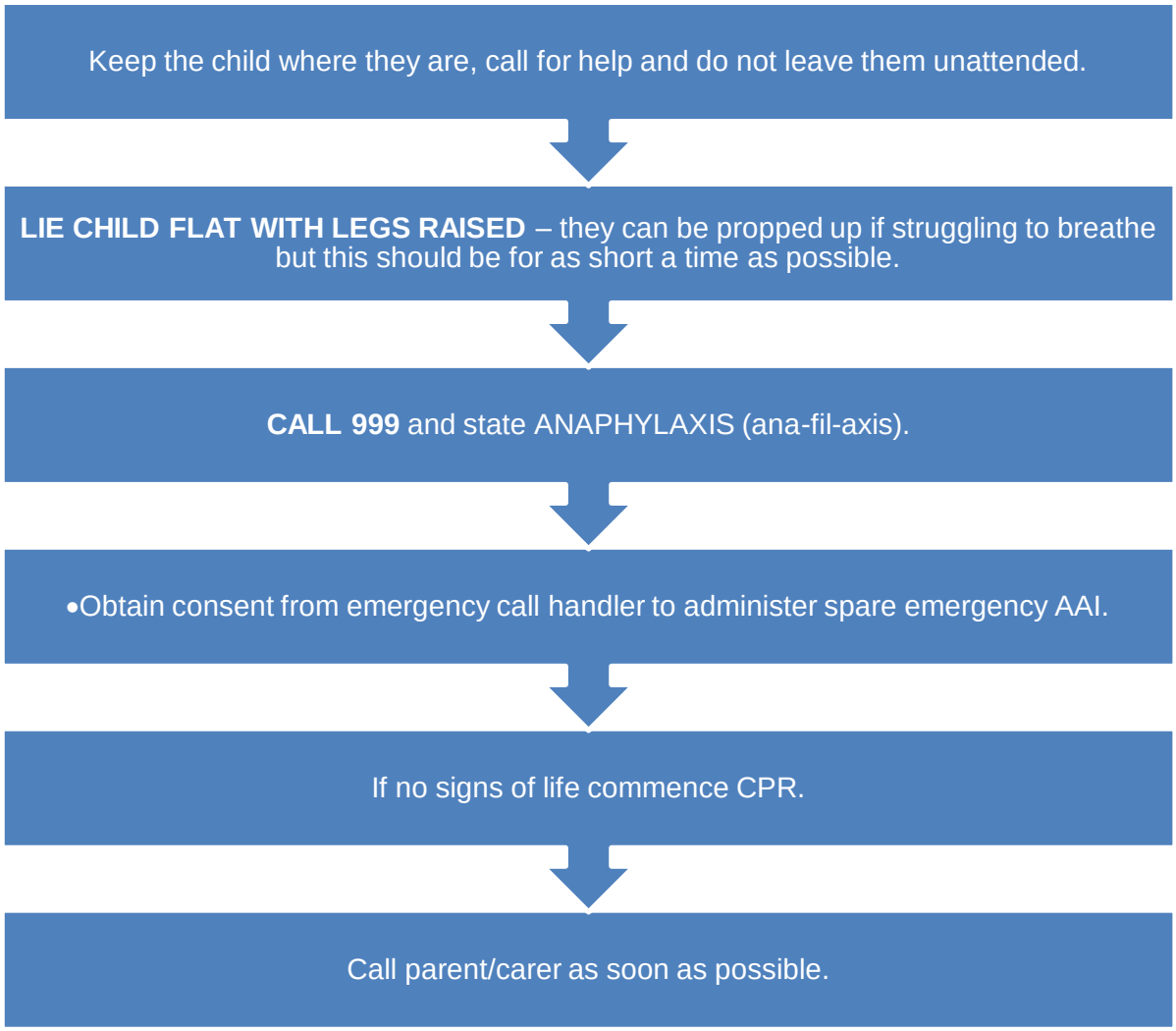
King Edward's School holds spare emergency AAIs which are kept in the following locations:



The Lead Nurse or their designated member of the Health and Wellbeing Team is responsible for checking the spare medication is in date on a termly basis and to replace as needed. Expiry dates are recorded on Medical Tracker.

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.



Staff Training

The named staff members (at least 2) responsible for co-ordinating staff anaphylaxis training and the upkeep of the school's anaphylaxis policy are:-

Clare James, Lead Nurse

Peter Brockwell, Facilities and Estates Manager

All staff will complete online ihasco anaphylaxis training in May. 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 AAIs) 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, knowing who is responsible for what
- 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 and www.jext.co.uk and www.emerade-bausch.co.uk)

Inclusion and safeguarding

King Edward's 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.

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 three weeks in advance, and the Catering Manager is available for any questions about allergens.

The School Nursing Team will inform the Catering Manage of pupils with food allergies as detailed above.

Parents/carers are welcome 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.
- 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.
- Pre-Prep children do not take any food from home to school. Information for parents in the Parent Handbook.
- Junior School pupils can take in pre-packaged items with a list of ingredients for celebrations such as birthdays. The list of allergens is checked before the food is distributed.

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 should 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:

Children with allergies should have every opportunity to attend sports trips to other schools. 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.

Senior School:

The school will ensure that the P.E. teacher/s are fully aware of children who have allergies and prescribed AAIs via the Medical Watchlist. The member of staff accompanying the trip will ensure all pupils who are prescribed AAIs have both AAIs with them. 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.

Allergy awareness and nut bans

King Edward's School supports the approach advocated by Anaphylaxis 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 are 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.

Useful Links

Anaphylaxis UK Safer Schools Programme - https://www.anaphylaxis.org.uk/education/safer-schools-programme/

AllergyWise for Schools (including certificate) online training - https://www.allergywise.org.uk/p/allergywise-for-schools1

BSACI Allergy Action Plans - https://www.bsaci.org/professional-resources/resources/paediatric-allergy-action-plans/

Spare Pens in Schools - http://www.sparepensinschools.uk

Department for Education Supporting pupils at school with medical conditions - https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/803956/supporting-pupils-at-school-with-medical-conditions.pdf

Department of Health Guidance on the use of adrenaline auto-injectors in schools - https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/645476/Adrenaline_auto_injectors_in_schools.pdf

Food allergy quality standards (The National Institute for Health and Care Excellence, March 2016) https://www.nice.org.uk/guidance/qs118

Anaphylaxis: assessment and referral after emergency treatment (The National Institute for Health and Care Excellence, 2020) https://www.nice.org.uk/guidance/cg134?unlid=22904150420167115834