



ORWELL PARK SCHOOL

ORWELL PARK SCHOOL
Nacton, Ipswich IP10 0ER

First Aid Policy

Date:	March 2023
Status:	Approved
Review Date:	March 2024

MER 27/02/2023

FIRST AID POLICY AND PROCEDURES Orwell Park School Prep School and EYFS First Aid Policy

This policy has been authorised by the Governors of Orwell Park School and applies to all parts of the School including the Pre-Prep and EYFS. It is available to parents and pupils and to all members of School Staff. The requirements for the statutory provision of First Aid have been taken into account. The Health and Safety (First Aid) Regulations 1981 requires employers to provide trained persons, equipment, to deal with First Aid emergencies and ill health occurring at work

Failure to implement the procedures contained in this policy could result in a criminal offence as well as disciplinary action being taken by the School.

Policy Review

The First Aid Policy is reviewed annually through the Health and Safety Committee in conjunction with the School Nurse and Deputy Head (Pastoral)

Definitions:

First Aid means the treatment of minor injuries which do not need treatment by a medical practitioner or nurse as well as treatment of more serious injuries prior to assistance from a medical practitioner or nurse for the preserving of life and minimising the consequences of injury or illness.


Staff means any person employed by the School, volunteers at the School and self-employed people working on the premises.

First Aider means a person who has attended, successfully completed, and has a valid certificate for, the 3 day 'First Aid at Work' training or the level 3 training in emergency first aid at work.

Aims of this policy

- To ensure that the School has adequate, safe and effective First Aid provision in order for every pupil, member of staff and visitor to be well looked after in the event of an illness, accident or injury.
- To ensure that all staff and pupils are aware of the procedures in the event of any illness accident or injury.
- To ensure that First Aid provision is available at all times while people are on School premises and while on School visits.

Who is responsible?

The Governors of Orwell Park School, as the employer, have overall responsibility for: 

- 1) Ensuring that suitable and sufficient risk assessments of the health and safety of employees, pupils and visitors to the School are regularly carried out and for identifying the measures taken for controlling those risks.
- 2) The Headmaster delegates to the School Nurse day to day responsibility for ensuring that there is adequate and appropriate First Aid equipment, facilities and qualified First Aid personnel.
- 3) The Headmaster is responsible for ensuring that all staff, parents and pupils (including those with reading and language difficulties) are aware of, and have access to, this policy.
- 4) The Headmaster delegates to the School Nurse responsibility for collating annual medical consent forms and important medical information for each pupil and ensuring the forms and information are accessible to staff as necessary.
- 5) The Headmaster is responsible (through the Bursar and School Nurse) for ensuring that staff have the appropriate and necessary First Aid training as required and that they have sufficient understanding, confidence and expertise in relation to First Aid.

First Aiders

- 1) The School Nurse keeps an up to date record of the staff who currently hold First Aid training certificates.
- 2) The main duties of First Aiders are to give immediate First Aid to pupils, staff or visitors when needed and to ensure that an ambulance or other professional medical help is called when necessary. First aiders are to ensure that their First Aid certificates are kept up to date through liaison with the School Nurse.
- 3) The School Nurse is responsible for the First Aid Boxes, and keeps a record of when these are checked.
- 4) A staff are to be aware of the First Aid procedure and know who to contact in the event of any illness, accident or injury. All staff will use their best endeavours, at all times, to secure the welfare of the pupils.
- 5) Anyone on the School premises is expected to take reasonable care for their own and others' safety.
- 6) The School Nurse is responsible for ensuring that there is adequate and appropriate First Aid equipment, qualified First Aid personnel, and for ensuring the correct First Aid procedures are followed.

Practical Arrangements for First Aid at the Point of Need

- The First Aider (usually School Nurse or Houseparent on duty) has overall responsibility for First Aid within the school whilst they are on duty – the named First Aider will be displayed on the white board outside surgery.

- There will always be one named First Aider on duty at all times whilst pupils are on site.
- In the event that the on duty First Aiders (School Nurse or Houseparents) are not available, one of the other nominated First Aiders will be on duty (their name will be displayed on the white board outside surgery) – other named First Aiders: Tristan King (Head of Boarding), Angie Robertson (Matron), Sally Dunlop (Matron), Julie Kostrzewski (Nominated First Aider for Pre-Prep and EYFS), Afiah Ntiri-Akuffo (Head of Girls' Boarding) Kate Lean (Houseparent), Shelagh Stacey (Houseparent), Krystal Barrado (Houseparent)
- All staff, pupils and visitors of Orwell Park requiring First Aid treatment need to go to the surgery located on the first floor of the boarding house, above the kitchens – if this is not possible, then contact the nearest member of staff to locate a nominated First Aider or call emergency services (telephone located in the main reception).
- On school fixture days, a First Aider will be located in the surgery area, and where possible a First Aider will be present on the touchline. Staff taking matches must have access to call the main school number/emergency services in the event of requiring First Aid treatment. Staff must carry First Aid bags out to matches and other higher risk activities.

Pupils who are unwell

- Pupils who are feeling unwell must be sent to surgery with another pupil (or adult where appropriate).
- The school Nurse (or nominated First Aider) is responsible for the First Aid and dealing with unwell pupils in the Pre-Prep and the Prep.
- Pre-Prep pupils (and EYFS) must be brought to surgery accompanied by an adult at all times, where the First Aider on duty will assess and treat (where required).
- If it is deemed more serious then emergency services may be called.
- Records of any medication given are kept in the 'day book'.

Procedure in the event of an accident or injury

The member of staff in charge will assess the situation and decide on the next course of action. In the event of a serious injury, they will undertake a risk assessment ensuring there is no immediate danger, (a head or neck injury or suspected fracture of a limb), the pupil must not be moved and an ambulance called immediately.

- The duty First Aider must be called for as soon as possible, if deemed necessary by the member of staff in charge.
- However minor the injury, the School nurse must always be informed.
- If a spillage of blood or other bodily fluids occurs, the School Nurse must be informed and will then arrange for the proper clear up and cleansing of the spillage site. Relevant Staff receive training on dealing hygienically and safely with spillages. Guidelines are appended to this policy.
- **Ambulances:** If an ambulance is called then the School Nurse or First Aider in charge will arrange for the ambulance to have access to the accident site. Arrangements will be made to ensure that pupils are accompanied in the ambulance, or by car. Parents will be informed by a member of staff as soon as possible.

Arrangements for Accompanying Pupils to A&E

- The School Nurse will arrange, where possible, a member of her team to accompany a pupil to emergency treatment in hospital.
- Parents of pupils requiring hospital treatment will be informed as soon as possible – as soon as they arrive they will take over from the member of staff accompanying the pupil.
- Staff accompanying a pupil to hospital must not drive themselves with the pupil – this is in case the pupil requires treatment/support in transit. If the member of staff cannot be driven by another member of staff, then a taxi must be used. (This is only for pupils not requiring immediate emergency treatment through an ambulance.)

Training

- All nominated First Aiders must update their training every three years or sooner.
- All updated training certificates must be shown to the bursar in order to update the school training records.
- The school provides emergency First Aid training for all current staff every three years. A training log of all staff attending this course will be kept with the school nurse
- The School Nurse may pass on any additional medical training/support to staff where appropriate through staff meetings/training sessions.
- At least one member of the EYFS must have appropriate Paediatric First Aid Award.

Recording of Accidents

- The First Aider on duty is to record any form of treatment in the ‘day book’ located in surgery or the accident files in Pre-Prep.
- Serious accidents are to be recorded in the ‘accident reporting book’ – copies to be forwarded to the Bursar. Day to day accidents in the Pre-Prep are added to pupil files.
- Parents must be informed of any treatment and medication that has been given.
- Consideration needs to be made of RIDDOR – serious accidents that occur due to failure of equipment/facilities must be reported.
- Reporting to HSE: The School is legally required under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR) to report the following to the HSE (online www.hse.gov.uk/riddor/report.htm)

RIDDOR: what needs reporting?

Accidents involving Staff:

- **Work related accidents resulting in death or major injury** (including as a result of physical violence) must be reported immediately (major injury examples: dislocation of hip, knee or shoulder; amputation; loss of sight; fracture other than to fingers, toes or thumbs).
- **Work related accidents, which prevent the injured person from continuing with his/her normal work for more than 3 days** must be reported within 10 days.
- Cases of work related diseases of which a doctor notifies the School (for example: certain poisonings; lung diseases; infections such as tuberculosis or hepatitis; occupational cancer).
- **Certain dangerous occurrences / near misses** – reportable examples: bursting of closed pipes; electrical short circuit causing fire; accidental release of any substance that may cause injury to health.

Accidents involving pupils:

- Accidents where the person is killed or is taken from the site of the accident to hospital and where the accident arises out of or in connection with:
- Any School activity (on or off the premises)
- The way a school activity has been organised or managed (e.g. the supervision of a field trip)
- Equipment, machinery or substances
- The design or condition of the premises
- For more information on how and what to report to the HSE, please see <http://www.hse.gov.uk/riddor/index.htm>. It is also possible to report online via this link.

Monitoring

A review of all accidents within the school is presented each term to the Health and Safety Committee (names of pupils to be removed) in order to take note of trends and areas of improvement and report their findings and recommendations to the Board of Governors. The information may help identify training or other needs and be useful for investigative or insurance purposes.

First Aid Boxes

First Aid boxes are marked with a white cross on a green background and are stocked by the School Nurse in accordance with the suggested guidelines in the Health and Safety (First Aid) Regulations 1981 – Code of Practice and Guidance 1997. First Aid boxes are to be inspected by the School Nurse at the start of every term; they are located at these positions around the School site and are as near to hand washing facilities as is practicable:

Surgery
Workshops
Laboratories
School Office
Minibuses
Hockey Shed
Assault Course
Swimming Pool
Sports Hall
Kitchens
Pre-Prep – Classrooms, Kitchen and Front Desk
Housekeeper's Office
MUGA
Staff Room
Boarding Houses

They must be returned for re-stocking after use.

First Aid boxes for any off- site activities are kept in the Surgery, Staffroom and School Vehicles. The School minibuses will have a prominently marked First Aid box on board which is readily available for use and which is maintained in a good condition.

Information on Pupils

An annual medical pupil form will be sent out to all parents (see appendix 3). The School Nurse will collate up to date important medical information about each pupil. This information is available through the School Nurse. Each member of the teaching staff must read this information annually. The School Nurse is responsible for keeping this list up to date and for updating staff more frequently if necessary, for example where a pupil develops a severe allergy. The School Nurse is responsible for the security and safekeeping of all pupil medical records held at the School.

Boarders who are unwell

Orwell has approximately 150 pupils who board at different points throughout the week, ranging from one night up to full boarding (7 nights a week). If a boarder is unwell during the night, there is a Houseparent who is on-call throughout the night. All boarders are shown as part of their induction where the 'bell' is to get the attention of the Houseparent in the night. Boarders also have access to either a male or a female member of boarding staff during the night. There is separate accommodation for male and female boarders (both of which are in close proximity to surgery and the Houseparent on call).

Procedure:

Before lights out –

- There is a Houseparent on duty every evening and the boarding staff are trained to administer basic first aid / medication (all medicines are locked in the surgery and staff record all medication / treatment in the surgery log book – treatment is then transferred to individual pupil medical records).
- If the boarder has sickness / diarrhoea then the Houseparent (or member of boarding staff) will try to contact parents to take the pupil home as soon as possible.
- In the event of the boarder not being able to go home – the boarder will be isolated in sick-bay and use the specific toilet that is allocated just for surgery (please see appendix I on Bodily Fluid Spillages).

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After lights out –

- Boarders make their way to the bell by the fobbed doors.
- The Houseparent will be with the pupils as soon as possible to attend to them.
- A member of the female and male boarding staff is also available every evening, but pupils must try to contact the Houseparent in the first instance.
- All medication / treatment must be recorded in the logbook.

Access to Doctor

All boarders have access to a local GP. Full boarders will be registered with the nearby surgery. Many parents choose to register their children with their own family GP but all pupils can make use of Ravenswood if the need arises:

Ravenswood Medical Practice
24 Hening Ave, Ipswich IP3 9QJ
01473 271122

It is the general practice of the School that pupils make their own arrangements for dental treatment; however, in the event of an emergency, pupils can make use of the local dental practice.

Trips

- A First Aid Kit provided by the School Nurse must be carried by all teachers in charge of teams/trips when going away from the School site.
- A list of pupils with all allergies going on the trip will be part of the First Aid Kit. Any treatment or incident must be recorded on the form which will be with the First Aid Kit and handed back to the School Nurse on returning to School.
- Leaders of School trips must ensure that First Aid provision is appropriate to the activities and group concerned. A member of staff must be appointed as 'the person in charge of the First Aid'. This includes keeping a written record of treatment etc.

- Informing parents about any injuries/illness must be done by the member of staff in charge of the team/trip.
- For School trips/tours/overnight stops a more comprehensive First Aid Kit will be provided. The provision for First Aid must be part of the Risk Assessment. Party leaders will research carefully provision for First Aid, visits to Doctors and Hospitals in the area. A medical consent form will be sent out by the party leader to be signed by parents. Any problems must be discussed with parents and medical staff before departure.
- The member of staff in charge of First Aid and the Party Leader will monitor injuries or illnesses on a School trip. A written record of treatment and relevant information must be kept. The Party Leader will inform the school contact of any problems and a decision made about who will contact parents. The Headmaster must be kept fully informed of any problems that involve contacting parents. If the Headmaster is not available, contact the Deputy Headmaster (Pastoral) or The Bursar.

Bodily Fluid Spillages in the EYFS and Pre-Prep must be dealt in line with the written policy in Appendix I.

APPENDIX I:

Guidelines for Dealing Hygienically and Safely with Spillages of Body Fluids

Spillages of body fluids potentially pose a health risk so must be cleaned up immediately. The duty Matron would be called to supervise and would deal hygienically and safely with spillages of body fluids.

Method

Wear disposable gloves and apron

Place disposable paper towels on body fluid spillage to mop up excess and then dispose in yellow clinical waste bag

Spray disinfectant on top of spillage area and leave for at least two minutes

Alternatively, use Emergency Spillage Compound and leave for at least one and a half minutes – carpets / soft furnishings

Use paper towels to wipe up bleach and spillage and then discard into yellow clinical waste bag

Discard gloves and apron into yellow clinical waste bag

Wash and dry hands thoroughly

Please note that bleach will damage soft furnishings and carpet so must not be used on these surfaces.

These areas must be cleaned and disinfected using hot water and detergent followed by steam cleaning.

Soiled Clothing

Do not manually rinse/soak soiled items.

Flush any solid material (vomit/faeces), into the toilet, carefully avoiding any splashing.

Place in to a labelled sealed, waterproof bag for parent to collect.

In the boarding house use the pre-wash/sluice cycle followed by a hot wash. Wash hands with liquid soap and dry with paper towels.

Blood spills on clothing

Change clothes (immediately if possible) Do not manually rinse/soak.

Place in labelled sealed, waterproof bag for parent to collect.

In the boarding house use the pre wash/sluice cycle followed by a hot wash.

Place used plastic bag in a yellow clinical waste bag.

Wash hands with liquid soap and dry with paper towels.

ORWELL PARK SCHOOL MEDICAL FORM

FULL NAME

ADDRESS.....

.....

.....

DATE OF BIRTH NHS No:.....

DOCTOR.....

ADDRESS.....

..... TEL No.....

CONTACT PHONE NUMBERS:

NAME RELATIONSHIP

DAY-TIME EVENING.....

MOBILE NAME

RELATIONSHIP DAY-TIME

EVENING MOBILE.....

ALTERNATIVE EMERGENCY CONTACT:

NAME RELATIONSHIP.....

DAY-TIME EVENING.....

MOBILE.....

SCHOOL USE ONLY:

SCHOOL DOCTOR

Appointments are made at the Practice as needed and pupils are accompanied by a Matron. Full boarders are registered with The Ravenswood Medical Practice. If your child boards for four or more nights we suggest that they can/maybe registered with the school doctor.

Please register my child with the school doctor. Yes No

CONSENTS:

I give consent for my child to receive medical treatment in the event of an emergency.

Yes No

I give consent for my child to undergo X ray examination in the event of an emergency.

Yes No

I give consent for my child to receive a general anaesthetic in the event of an emergency.

Yes No

I give consent for my child to receive a blood transfusion in the event of an emergency.

Yes No

I give consent for my child to receive emergency dental treatment if necessary.

Yes No

We will make every effort to contact parents before using these consents.

Name

Relationship

Signature **Date**

PAST MEDICAL HISTORY CHILDHOOD

IMMUNISATIONS:

Immunisation	Date given
Diphtheria	
Tetanus	
Whooping Cough	
Polio	
Hib	
Meningitis C	
Measles	
Mumps	
Rubella	
Pneumococcal infection	

ANY OTHER IMMUNISATIONS:

Immunisation	Date	Reason

PREVIOUS ILLNESS:

Illness	Yes	Date
Measles		
Mumps		
Rubella (German measles)		
Chicken Pox		
Whooping Cough		
Scarlet Fever		
Meningitis		
Tonsillitis		

Please give details and dates of any serious illnesses, fractures and admissions to hospital.

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ALLERGIES

Does your child have any allergies (foods, medicines). Yes No

Please give details

Have they been prescribed medication for this allergy? Yes No

Please give details.

Medication	Dose	Instructions

If your child has an Epi-pen please make sure a spare is given to the School Nurse (Main School) or the class teacher (Pre-Prep) to be kept at school and that you have completed and signed an Epi-pen Administration Form and an Anaphylaxis Action Plan.

ASTHMA

Has your child ever been diagnosed with Asthma? Yes No

Has your child been prescribed medication or inhalers in the past? Yes No

Does your child take prescribed medication or inhalers now? Yes No

Does your child need to use an inhaler before or during physical activity? Yes/No

Please give details of prescribed medication.

Medication	Dose	Times

Please make sure that a spare labelled inhaler is given to the School Nurse (Main School) or the class teacher (Pre-Prep) to be kept in school and that you have completed a Medication Administration form.

LONG TERM PRESCRIBED MEDICATION

Is your child on any long term prescribed medication?

Yes No

Please give details.

Medication	Dose	Times

If it is necessary for the medication to be taken at school please make sure that it is given to the School Nurse (Main School) or the class teacher (Pre-Prep), that it is in its original packaging with the prescription label and that you have completed a Medication Administration form.

SIGHT

Does your child wear glasses?

Yes No

Does your child wear contact lenses?

Yes No

If your child has any other problems with their sight please give details.

.....
.....

HEARING

Please give details of any problems your child has with hearing.

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.....

DENTAL

Does your child wear a brace?

Yes No

Please give details (fixed, wear at night only etc).

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DIET

Please give details of any special dietary needs (vegetarian, Halal, gluten free etc.)

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ANY OTHER INFORMATION

Please give details of anything else that may affect your child at school, especially medical conditions. If they are boarding ---- sleepwalking, nightmares/terrors, bed wetting (we do not wake children to use the toilet late at night).

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HEADLICE

Weekly and full boarders are checked regularly for head lice. If necessary the current recommended pharmaceutical treatment will be used. If you do not want these treatments to be used we will ask you to treat your child at home. If your child is a flexi-boarder or day pupil, we will ask you to treat them at home before returning them to school.

I give permission for my child to receive treatment for head lice. Yes No

SANITARY PROTECTION

We have spare sanitary towels and tampons if needed. As girls need to be instructed in the safe use of tampons they will only be given to them after we have received a written assurance from parents that this has been done and that you give permission for tampons to be given.

Please inform the School Nurse when your daughter has started menstruating so that we can help with problems such as period pain. This is especially important for boarders.

MOUTHGUARD FITTING

Pupils are able to buy 'boil and bite' mouth guards for emergency use from the school sports shop. We will only fit these with your permission.

I give permission for to be fitted with a mouth guard by a member of school staff.

Name

Signature

Date

OVER THE COUNTER MEDICATION

In the case of your child feeling unwell or requiring first aid at school we have basic over the counter medications that we can give. We also provide a high factor sun cream when required. If you do not want your child to use the school sun cream please make sure you supply a high factor alternative. Please indicate any of these you do **NOT** want given to your child.

Medication	No
Paediatric Paracetamol	
Paediatric Ibuprofen	
Piriton	
Paediatric cough medicine	
Throat lozenges	
Children's Bonjela	
Anthisan cream	
Aqueous cream	
Vaseline	
Sun cream	
After sun cream	

CONSENT

I give my consent for my child to receive first aid for minor injuries and when unwell to be given the over the counter medications as specified above.

Name

Relationship Signature..... Date.....

Pre-Prep (EYFS)

Dealing with an injury

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IF NOT SERIOUS:

DEAL WITHIN THE PRE-PREP AND REPORT TO JULIE KOSTRZEWSKI, FIRST AID CO-ORDINATOR

RECORD ALL TREATMENT GIVEN

STAFF MUST INFORM PARENTS

IF MORE SERIOUS:

If the pupil is in a fit state to walk call ahead to the School Nurse ext 242 or 225

A member of staff must accompany the pupil

The incident or accident must be recorded and parents informed.

If in any doubt as to the severity of the injury do not move the pupil, comfort and reassure and if necessary call the emergency services

PAEDIATRIC TRAINED STAFF

VIKKI WIGGINS - EXPIRES 31.01.2026

DIANNE MIDDLETON – EXPIRES 06.03.2023

ASHER KNOX – EXPIRES 18.10.2024

MARY RAWSON - EXPIRES 10.06.2025

EZENNA HOY – EXPIRES 04.04.2025

Accident Form (Pre-Prep and EYFS)

NAME

.....

WHEN INJURY HAPPENED

Date **Time**

WHERE IT HAPPENED

.....

.....

NATURE OF INJURY

.....

.....

TREATMENT

.....

.....

SIGNED **DATE**.....

PARENT SIGNATURE **DATE**.....

Reporting Procedures (Pre-Prep and EYFS)

Accident Reporting and Recording Procedure

Location;

Each Class has a supply of Accident Forms. These are also at the front desk and in Pre-Prep Kitchen. An Accident Book for major incidents is also located in the kitchen.

Procedure:

- All accidents requiring treatment must be recorded on an Accident Form and also in an Accident Book.
- If a child has an accident, which is treated by the School Nurse in surgery, the incident will be recorded in the Accident Record. The member of staff with the child will inform the child's teacher on their return to Pre-Prep.
- The member of staff dealing with the accident will complete the form after the treatment has been given.
- The Accident Form is then given to the child's Class Teacher so that they are aware of the injury and treatment.
- It is the responsibility of the child's Class Teacher to ensure that the child's parent/carer signs the form and is aware of the accident. This can be done either by speaking to the parent/carer at pick up or by giving the form to the Activity/Late Stay staff.
- When the parent has signed the form, it is handed back to the Class Teacher who must then place the signed form in the Pre-Prep Secretary's pigeonhole in the staffroom. The Secretary will then photocopy the form, file the original in the Child's file, complete the Accident Record and place the copy under the sign in/sign out sheet in reception for collection by the parent/carer. This must be done as soon as possible after the accident.

Appendix A

School Management of severe allergies (ANAPHYLAXIS)

All staff must make themselves aware of the School First Aid Policy. This outlines Anaphylaxis and the recognition and treatment that must be followed. Below is the extract from the School First Aid Policy.

Anaphylaxis is a severe and potentially life-threatening allergic reaction at the extreme end of the allergic spectrum. Anaphylaxis may occur within minutes of exposure to the allergen, although sometimes it can take hours. It can be life threatening if not treated quickly with adrenaline.

Any allergic reaction, including anaphylaxis, occurs because the body's immune system reacts inappropriately in the response to the presence of a substance that is perceived as a threat. Anaphylaxis can be accompanied by shock (known as anaphylactic shock): this is the most extreme form of an allergic reaction.

Common triggers of anaphylaxis include:

- Peanuts and tree nuts – peanut allergy and tree nut allergy frequently cause severe reactions and for that reason have received widespread publicity.
- Other foods (e.g. dairy products, egg fish, shellfish and soya)
- Insect stings (bees, wasps, hornets)
- Latex (gloves and PPE)
- Drugs (illegal and prescription)

Anaphylaxis has a whole range of symptoms. Any of the following may be present, although most people with anaphylaxis would not necessarily experience all of these:

- Generalised flushing of the skin anywhere on the body
- Nettle rash (hives) anywhere on the body
- Difficulty in swallowing or speaking
- Alterations in the heart rate
- Severe asthma symptoms
- Abdominal pain, nausea and vomiting
- Sense of impending doom
- Sudden feeling of weakness (due to a drop in blood pressure)
- Collapse and unconsciousness



When symptoms are those of anaphylactic shock the position of the pupil is very important because anaphylactic shock involves a fall in blood pressure.

- If the patient is feeling faint or weak, looking pale, or beginning to go floppy, lay them down with their legs raised. **They must not stand up.**
- If there are also signs of vomiting, lay them on their side to avoid choking (recovery position).
- If they are having difficulty breathing caused by asthma symptoms and/or by swelling of the airways, they are likely to feel more comfortable sitting up.

Actions to take:

(Ask other staff to assist, particularly with making phone calls, one person must take charge and ensure that the following is undertaken)

- Ring (9) 999 immediately to get the ambulance on the way
- Ring the Medical Surgery (242) – state what has happened so that they can assess the situation and bring medication to the location. Please note that the Medical Surgery staff may not be able to attend immediately, try to locate an alternative first aider. There must be no delay in using the person's medication. Locate the nearest first aider to come and assist.
- Use the person's adrenaline device*, or the one located in the School's inner sanctum staff room.
- Ensure that the School Secretary or receptionist is made aware that an ambulance is coming onto site and to direct to the scene.
- Stay in the immediate area to assist the Medical Surgery staff and/or direct the Emergency Services
- Ensure that accident forms are filled out if applicable

*Staff must update their training to use the adrenaline device every 3 years as a minimum. This will be delivered as part of first aid training, and by staff attending training delivered by the Medical Surgery team.

Since the new government legislation from October 2017, schools are permitted to stock spare EpiPens for emergency use where children who are risk of anaphylaxis do not have their own device available or it fails to work.

They are not for use in children who have not had one prescribed by a GP.

All EpiPens are kept in the staff room with a photo and a personal plan.