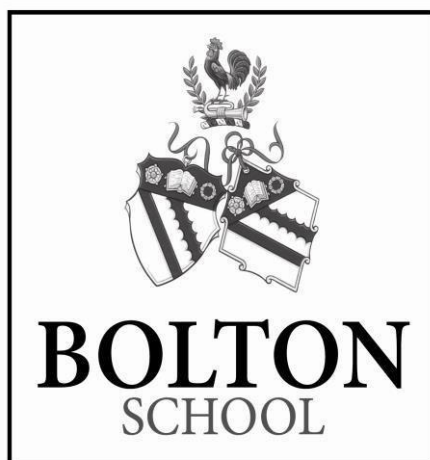


BOLTON SCHOOL



FIRST AID MANAGEMENT

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1. GENERAL STATEMENT

The Governors, Headmaster, Headmistress and the Clerk and Treasurer accept their responsibility for Health and Safety at Bolton School. Pupils, employees, contractors and visitors at the school can suffer injuries or fall ill at any time. Regardless of whether the injury or the illness is caused by a school activity or not, it is important that immediate assistance is received by those concerned, and that in serious cases an ambulance and medical attention is provided. This policy document and related guidance outline the arrangements the school will put in place to ensure (as far as is reasonably practicable) that this happens. The implementation of these arrangements may save lives and prevent minor injuries becoming major ones.

2. INTRODUCTION

Health & Safety at Work etc. Act 1974 (HSWA)

The school has a duty to ensure, “so far as is reasonably practicable, the Health, Safety and Welfare of all its “Employees”. This duty extends to the provision of first aid.

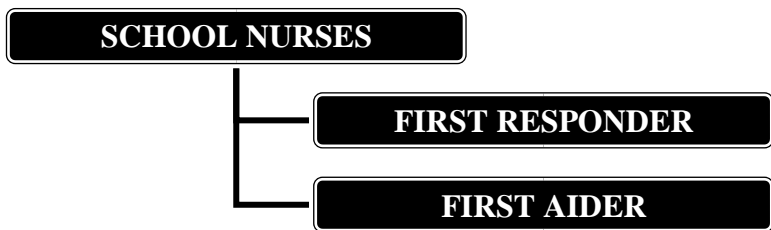
Health & Safety (First Aid) Regulations 1981 and revised Approved Code of Practice 1997

These regulations specify that an employer is required to provide adequate and appropriate equipment, facilities and suitably trained personnel to enable first aid to be given to employees if they are injured or become ill at work.

The school will provide facilities, equipment and training in accordance with the **DfE guidance document, ‘Guidance on First Aid for Schools’**.

The school (as the employer) does not have a legal responsibility for those who are not employees i.e. pupils, contractors and visitors, however the Health and Safety Executive (HSE) strongly recommends that procedures are in place to address the provision of first aid for these groups in the event that this is required. In addition the Health and Safety Commission (HSC) guidance recommends that the likely risk to pupils, contractors and visitors is considered when carrying out first aid risk assessments, and when determining the overall provision of first aid.

3. RESPONSIBILITIES



The key responsibility for the provision of first aid on the school campus during term time rests with the School Nurses. A number of other staff within the school will be trained and will be available to assist the Nurses, or take charge of the situation where appropriate. These staff are categorised as follows:

- **First Responder** – these staff will assist the School Nurse at an incident, and will provide first aid when the Nurse is not available e.g. during school holiday periods. These staff will be available to attend to an incident anywhere on the school campus.
- **First Aider** – these staff will be available to respond to incidents requiring first aid provision within their immediate work area. The member of staff may not be in a position to attend incidents elsewhere on the school campus if, for example, they are responsible for a class or group that cannot be left without supervision.

Those staff who are responsible for leading a school trip or other authorised activity which takes place away from the school campus will need consider how their responsibility to manage the provision of first aid will be met. The likelihood of harm occurring will be assessed to determine the level of first aid provision that will be required.

4. GUIDANCE – ASSESSING THE SITUATION

When an incident occurs the immediate requirement will be to establish where the casualty is located and identify what has happened to the casualty. It will also be necessary to assess the availability of personnel who have been trained to administer first aid and to establish the other resources that may be required.

On arrival at the scene of the incident it may be necessary to make the area safe; for example there may be equipment that is not safe or debris which needs to be removed. If the incident occurs at the start or end of the school day traffic control measures may be required. Under normal circumstances the school gates are locked and it may be necessary to call for assistance to open these to facilitate access for the Emergency Services. Call Riley Centre Reception on Ext 0 and they will radio for assistance to open gates

4.1 FIRST AID PROVISION

In the event that first aid is required during the school day the School Nurses will be contacted. The following numbers will be used:

Medical room extension numbers: 333

Direct telephone line: 01204 434736

Mobile numbers: 07795 294540 or 07809 658344 (Please note voicemail messages cannot be made)

Radio Channel - 4

In addition to the School Nurse or during school holiday periods the First Responder will be contacted. Additional staff that have been trained to administer first aid will also be available.

A list of those personnel who are trained to administer first aid will be posted on shared area and a hard copy of the list will be held in the Riley Centre Reception. This information will be refreshed at the start of every academic term. During school holiday periods a duty roster for first aid provision will be held by the staff at the Riley Centre Reception.

If first aid is required Riley Centre Reception can be contacted immediately on Ext 0 using any internal telephone. This will ensure that appropriate personnel can be found quickly. Alternatively radio channel '10' will be used. In normal circumstances the member of staff who is contacted at the Riley Centre Reception will be asked to call the Emergency Services. In certain circumstances this may not be appropriate and the person dealing with the casualty will contact the Emergency Services directly.

It may be necessary to request help from all who are available using the school radio system. In the event that an 'all call' request for help is given all users will maintain radio silence unless their assistance is requested. An 'all call' request for help will be activated by pressing the red button on the top of the radio handset opening an emergency channel to all users; a message will then be circulated by holding down the 'press to talk' button on the side of the radio.

4.2 DEALING WITH THE EMERGENCY SERVICES

If the Emergency Services are required to attend the incident the member of staff who telephones 999/112 will need to give some detailed information to the operator. The member of staff will need to give information about the following:

- if the casualty is conscious
- if the casualty is suffering from respiratory or circulatory difficulties
- if the casualty is losing blood
- the name and age of the casualty
- if the casualty is taking medication, and if so the name of the medication
- the **exact** location of the casualty

It may be necessary to remain in contact with the Emergency Services and to advise the operator of any changes to the condition of the casualty.

4.3 AUTOMATIC EXTERNAL DEFIBRILLATOR (AED) LOCATIONS

The Foundation has strategically situated AED's around campus and at all times you are within 3 minutes access time to a unit. In the event of a cardiac arrest, defibrillation can help save lives, but to be effective, it should be delivered as part of the chain of survival within the first three minutes of arrest. All of the Nurses, First Responder and Emergency First Aiders have been trained to use this equipment.

Boys' Division
A Corridor

Girls Division
Adjacent to the Gym

Arts Centre Reception

Hesketh House
Reception



Park Road Junior
School

Beech House
Reception

Bolton School
Nursery Reception

Tillotson Pavilion

In addition to the locations above there are AEDs at Patterdale Hall, Lester Road, Girls' Division P.E. Department (mobile unit) and on four of our coaches.

The AEDs are maintained by the Nurses.



4.4 VEHICLE ACCESS ROUTES

Entrance A- Tudor Avenue North

Access to:
Girls Division Catering
Design and Technology
Hesketh House School
Sports Hall Complex

Entrance D – Dobson Road Access

to:
Boys Division Catering
Boys Division Dining Hall

Entrance B – Chorley New Road

Access to:
Girls Division

Entrance E – Dobson Road Access to:

The Arts and Conference Centre
The Tillotson Pavilion
The Levels
The Swimming Pool and Boiler House

Entrance C – Chorley New Road

Access to:
Boys Division

Entrance F – Tudor Avenue South

Access to:
The Lower Levels

4.5 AFTER AN INCIDENT

In order to monitor and improve the efficiency of dealing with incidents that require first aid an examination of the events will take place after the incident. The review will include an assessment of how the situation was handled and will determine any improvements that could be made to the existing procedures.

In order to do this thoroughly the assessment will consider the following points and will require the collection of the information shown below:

- In the event that an ambulance attended the incident were the ambulance crew fully and accurately informed of what had occurred prior to their arrival?
- Was an approved Bolton School Accident Form completed to record the exact details of the injury or illness, along with a record of any first aid administered?
- Was the Health, Safety and Facilities Manager informed, and if appropriate has a further investigation of the incident taken place?
- In instances where the incident was reportable has the HSE been informed? Did this occur within the constraints of the HSE timescales?
- Was the scene of the incident made safe and has any further work been identified, followed up and completed?
- Was the wellbeing of relatives or colleagues who were not injured sufficiently considered and action taken?
- Were the first aid supplies sufficient and if necessary have they been replenished?

4.6 REPORTABLE ACCIDENTS - RIDDOR

This guidance will help those responsible to report all 'accidents' (accidental injury, incident and near miss) in the appropriate way. The details relating to reportable injuries, diseases and dangerous occurrences must be submitted to the Health and Safety Executive on the HSE approved form F2508 within ten days of the 'accident' occurring.

Listed below are some examples of when events must be reported to the HSE and in these circumstances the Health, Safety and Facilities Manager must be informed immediately:

- When an individual is taken to hospital following an 'accident'.
- When an individual suffers an injury as a result of an 'accident' which is not major, but results in the injured person being away from work *or* unable to do the full range of their normal duties for more than seven consecutive days. The seven consecutive days will include any days when the individual would not normally be expected to work, (such as weekends, rest days or holidays) but will not include the day of the injury itself.

All accidental injuries should be recorded whether RIDDOR applies or not. The person responsible for the accident investigation should with the assistance of any witnesses complete the approved Bolton School Accident Form (Version 6) and forward the completed form to the Health, Safety and Facilities Manager.

4.7 AED's

Assisting an individual who has suffered a cardiac arrest can be a stressful experience for the rescuer. Should a rescuer need support after an incident, they may be able to request a debriefing from the local ambulance service. Alternatively, they can seek help from their GP.

Most AED's will store data, which can subsequently be used to assist with ongoing patient care. Schools should therefore contact the Health, Safety and Facilities Manager after an AED has been used and make arrangements for the data to be downloaded. In the meantime, the AED may still be used if required, but care should be taken not to turn it on and off unnecessarily as this could potentially erase the data. The Health, Safety and Facilities Manager should be informed to ensure that the AED is ready for use again by replacing pads and other consumables as required, and ensure that it is not displaying any warning lights or messages.

4.8 THE ROLE OF THE FIRST RESPONDER

The school will provide training for a number of staff to enable them to meet the requirements of the role of First Responder. These members of staff will be required to provide first aid across the school campus and will be available on a rota basis throughout the year.

A member of staff designated as a First Responder will be a qualified First Aider as defined in the Approved Code of Practice which accompanies the First Aid at Work Regulations. This is defined as follows:

"A person who holds a current First Aid Certificate issued by a Training Organisation which has been approved by the Health & Safety Executive".

Those staff designated as First Responders within the school will be members of staff with significant experience of administering first aid and will hold approved qualifications as described below:

- First Aid at Work (18 Hours)
- Emergency First Aid at Work (6 Hours)
- CPR and Automatic External Defibrillation (4 Hours)
- Paediatric and Early Years Emergency First Aid (12 Hours)
- Administration of Epi-pens (1 Hour)

The First Responder will be expected to:

- Assess a situation quickly and safely and summon appropriate help
- Provide first aid to the casualty if the School Nurse is not available
- Assist the School Nurse in the treatment of casualties where appropriate
- Identify as far as possible the injury or the nature of the illness affecting a casualty
- Give early, appropriate, and adequate treatment to those who need it in order of priority
- Arrange for the removal of the casualty to hospital, to the care of a doctor, or home
- Remain with the casualty until handing him or her over to the care of another appropriate person
- Prepare a written report and complete a Bolton School accident form about the incident and detail any treatment given. Forward the report to the Health, Safety and Facilities Manager and assist in any subsequent investigations
- Regularly check their personal first aid equipment ('grab bag') to ensure that the contents comply with the requirements of the First Aid at Work Regulations and restock when necessary.
- Be aware of the duty to inform parents of any accident or injury sustained by a child on the same day, or as soon as reasonably practicable

The Health and Safety (First-Aid) Regulations 1981 require employers to provide suitable first-aid equipment, facilities and personnel so that immediate assistance can be given to employees if they are injured or become ill at work. Regulation 3(2) states that in order to provide first aid to injured or ill employees, **a person isn't suitable unless they have undergone:**

- the right training and qualifications approved by HSE; and
- any additional training if required

4.9 THE ROLE OF THE FIRST AIDER

The school will also provide training for a number of staff to enable them to meet the requirements of the role of First Aider. These members of staff will be required to provide first aid as appropriate across the school campus and on school trips; however some members of staff may be limited to providing first aid within their own departments due to their other responsibilities e.g. caring for children.

A member of staff designated as a First Aider will be as defined in the Approved Code of Practice to the First Aid at Work Regulations. This is as follows:

"A person who holds a current First Aid Certificate issued by a Training Organisation which has been approved by the Health & Safety Executive".

The First Aider will be expected to:

- Assess a situation quickly and safely and summon appropriate help
- Provide first aid to the casualty if the School Nurse is not available
- Assist the School Nurse in the treatment of casualties where appropriate
- Identify as far as possible, the injury, or the nature of the illness affecting a casualty
- Give early, appropriate, and adequate treatment to those who need it in order of priority
- Arrange for the removal of the casualty to hospital, to the care of a doctor, or home
- Remain with the casualty until handing him or her over to the care of another appropriate person
- Prepare a written report and complete a Bolton School accident form about the incident and detail any treatment given. Forward the report to the Health, Safety and Facilities Manager and assist in any subsequent investigations
- Regularly check first aid equipment within their dedicated area to ensure that the contents of boxes comply with the requirements of the First Aid at Work Regulations and restock when necessary.
- Be aware of the duty to inform parents of any accident or injury sustained by a child on the same day, or as soon as reasonably practicable

Training in paediatric first aid continues to be a requirement, with at least one person with a current certificate on the premises at all times when children are present and accompanying children on outings. It must be clear from the certificate that the course followed has covered first aid for children (with the words 'children', 'child' or 'paediatric' somewhere on the certificate). As a general principle, the first aid training should be appropriate to the age of the children in question. It no longer has to be local authority approved and providers may choose which organisation they wish to provide the training but In the EYFS settings it must cover the course content as for St John Ambulance or Red Cross paediatric first aid training and be renewed every three years.

Refresher training

HSE strongly recommends that first-aiders undertake annual refresher training, over half a day, during any three year FAW/EFAW certification period. Although not mandatory, this will help qualified first-aiders maintain their basic skills and keep up to date with any changes to first-aid procedures.

4.10 ASSESSMENT OF FIRST AID NEEDS

First Aid provision at the main Bolton School site will be available during the normal working day between 8.15 a.m. and 4.30 p.m. during term time and holiday periods while staff are required to work.

If staff are undertaking an activity during the evening or weekend, or off site, the person responsible for the activity will assess the level of provision appropriate for that activity.

In any event the minimum first aid provision will be required:

- A suitably stocked first aid container. All school vehicles are fitted with first aid boxes and first aid ‘carry bags’ are available from the Medical room
- A person appointed to take charge of first aid arrangements
- Information for pupils, staff and visitors about the first aid arrangements

The following checklist will help staff to assess whether additional provision is needed:

Aspects to consider	Impact on first aid provision
What are the risks of injury and ill health arising from the activity, as identified in the risk assessment?	If the risks are significant a person trained to administer first aid may need to be engaged.
Are there any specific risks? For example working with: <ul style="list-style-type: none"> • hazardous substances • dangerous tools • dangerous machinery • dangerous loads or animals 	The following will need to be considered: <ul style="list-style-type: none"> • specific training for the First Aider • extra first aid equipment • the precise location of first aid equipment • informing Emergency Services • first aid room
Are large numbers of people going to be present on the school campus?	Additional first aid provision may need to be engaged to deal with the higher probability of an incident.
What is the current number of accidents that have taken place in similar circumstances and have there previously been cases of ill health? What type are the accidents and where did they happen?	Consider the need to: <ul style="list-style-type: none"> • locate the provision in certain high risk and more accessible areas • review the contents of the first aid boxes
Are there inexperienced workers on campus, or staff/pupils with disabilities or special health problems?	Consider the need to: <ul style="list-style-type: none"> <input type="checkbox"/> include and provide special equipment
Are the activities that are being undertaken in one place, in several buildings on the site or in multi-floor buildings?	Consider the need to: <ul style="list-style-type: none"> <input type="checkbox"/> provide first aid arrangements in each building or on several floors
Is shift work or out of hours working involved?	First aid provision is required at all times during which people are at work.

4.11 MAINTAINING LEVELS OF EQUIPMENT IN FIRST AID BOXES/KITS

The Health & Safety (First Aid) Regulations 1981 and revised Approved Code of Practice 1997 give specific guidance in relation to the contents of first aid boxes. Each box will contain a list of the minimum contents as outlined in these regulations and this will be used to determine what is required. Tablets and medicines will not be kept in first aid boxes, This is applicable across all areas of the campus including the EYFS. In the EYFS setting the contents of the first aid kits must be suitable for use with young children.

The first aid boxes located within the Senior Schools are recalled to the Medical room periodically to be checked by the Nurses. They are inspected departmentally in the interim. Anyone who removes an item from a first aid box (anywhere in the Foundation) should notify the Nurses (by email on Nurses@boltonschool.org or dialling Ext 333) so that the Nurses can ensure that the items can be replaced.

The contents of first aid boxes/kits that are to be taken off the Bolton School campus for School Trips will be checked by the School Nurses prior to departing.

The First aid kits in the Medical rooms located in the Lower Schools Medical Rooms (Beech House, Hesketh House and Park Road) are regularly checked by the Nurses.

The Bolton School Nursery undertake regular inspection of their own First Aid supplies located at the Nursery.

4.12 MANAGEMENT OF ANAPHYLAXIS

The terms used are allergic and anaphylactic reactions. Most allergic reactions are not life threatening. Anaphylaxis is the term used to describe an acute life threatening allergic reaction. This occurs when the immune system within the body overreacts in response to the presence of a foreign body, which it perceives as a threat. A severe reaction is most likely to occur if there is a history of:

- a previous severe reaction
- an increasingly severe reaction each time the body experiences the “foreign body” Asthma

It may also occur if the casualty is taking medication that causes a severe reaction e.g. beta blocker drugs, Propranolol sometimes prescribed for severe migraine headaches.

05/01/2017

Mrs FC Riley (Health, Safety and Facilities Manager)

Allergic and anaphylactic reactions may be caused by:

- insect stings (bee or wasp)
- food products e.g. dairy products (cheese, eggs and milk)
- nut products
- fish and shellfish
- pulses e.g. Soya beans
- medication (injections, immunisations, anaesthetics)

Reactions can be variable and unpredictable. The severity will depend on the type and amount of the substance involved. Reactions can start within 1 to 5 minutes but in the case of some foods may take up to 2 hours. Some children will experience an initial mild reaction followed by a severe attack. This may occur up to 6 hours after the exposure.

As a guide symptoms/clinical signs can be divided into mild, moderate and severe.

Mild symptoms may include a burning sensation in the mouth, itching of the lips, mouth, throat and eyes. Also mild swelling of the skin and lips, a blotchy raised nettle type rash with a white centre and a red surrounding area.

The mild symptoms can be treated by administering an oral antihistamine if prescribed or administered by the School Nurse. The casualty will be observed for further symptoms and in the event of deterioration in the condition the Emergency Services will be called. In the case of a Pupil suffering a reaction, the parents of the individual will be contacted by the school and informed of the mild allergic reaction. A Bolton School Accident Form will be completed.

Moderate symptoms may include coughing, wheezing, hoarseness. Vomiting or loose bowel motions, sweating, irritability, pale or flushed appearance.

These moderate symptoms can be treated by administering an oral antihistamine if prescribed or administered by the School Nurse or by using a bronchodilator (inhaler) if prescribed.

The Emergency Services will be contacted. The person responsible will state that the casualty is suffering from anaphylaxis or a moderate allergic reaction. In the case of a Pupil suffering a reaction, the parents of the individual will be contacted by the school and informed of the moderate allergic reaction. A Bolton School Accident Form will be completed.

Severe symptoms may occur. These may include swelling of the skin, throat and tongue, severe difficulty breathing in or out, severe wheezing, drowsiness, loss of consciousness, vomiting and very profuse diarrhoea.

The Emergency Services will be contacted. The person responsible will state that the casualty is suffering from anaphylaxis or a severe allergic reaction. The School Nurse or a First Aider that has been trained in life support will be required along with adrenaline if appropriate. If the casualty is not breathing or without a pulse basic life support will be given. Adrenaline will be given by intra muscular injection (by the School Nurse or a trained First Aider) if prescribed. A second injection of adrenaline may be given after ten minutes if the condition of the casualty remains the same.

The parents of the individual will be contacted by the school and informed of the severe allergic reaction. A Bolton School Accident Form will be completed.

From December 2014 the EU Food Information for Consumers Regulation came into force. The Regulations require that all 14 of the major allergens need to be declared when used in food. The following situations have the potential to create instances where an allergic reaction may occur:

- School lunch - the provision of written instruction by the parent / carer will be sought to confirm the diagnosis and to request a suitable diet. Consultation with the Catering Supervisor will be arranged.
- School trips - on all school trips medication will be taken to deal with this condition. Parents will be required to agree to this procedure.
- Awareness of the food other children are consuming - children will need to be aware of the potential risks from swapping or exchanging food and sharing food utensils.
- Tuck shop and tuck machines - parents will be required to advise their children about the potential for allergens in this type of food.
- School materials - parents will be required to advise their children about the potential for allergens in pet food, art and science materials.

Where a child is known to suffer from a potential allergic reaction the school must be informed in writing. Any medication that is required must be sent to the School Nurse. Parents / carers must note the expiry date on the medication and ensure that a replacement is sent within the required timescale. When a child is taking part in a school trip or attending an out of school event the Group Leader, Teacher or relevant Manager must be informed of this condition and additional medication must be supplied.

Pupils known to suffer from allergic reactions will be advised by Catering Staff of any items on the menu with the potential to cause harm, but parents must regularly remind children of what may trigger an allergic reaction. In addition each dining hall displays a list for their menu outlining the presence of any of the 14 allergens.

4.13 MANAGEMENT OF ASTHMA

In the event of 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 it may be that a member of staff or colleague is required to assist someone having an asthma attack for the first time.

How to recognise somebody is having an asthma attack:

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

There may also be:

- Wheezing as the casualty breathes out
- Difficulty speaking and whispering
- Distress and anxiety
- Coughing
- Features of hypoxia, such as a grey-blue tinge to the lips, earlobes and nail beds (cyanosis)

Treatment

The aims during an asthma attack are to ease the breathing and if necessary get medical help.

- Keep the casualty calm and reassure them.
- If they have a blue reliever inhaler they should be encouraged to use it. Children may have a spacer device; they should be encouraged to use that with their inhaler. This should relieve the attack within a few minutes.
- The casualty should be encouraged to breathe slowly and deeply.
- The casualty should be asked to sit in a position that they find most comfortable, often leaning forward with arms resting on a table or the back of a chair. The casualty should not lie down.
- A mild asthma attack should ease within 3 minutes but if it does not encourage the casualty to use their inhaler again and send for the School Nurse.

The following numbers should be used to contact the School Nurse:

Medical room extension numbers: 333

Direct telephone line: 01204 434736

Mobile numbers: 07795 294540 or 07824645804

Radio Channel 4

In addition to the School Nurse or during school holiday periods the First Responder should be contacted. The First Responder will be a member of staff that has been trained to administer first aid.

If this is the first attack, or if the attack is severe and any one of the following occurs:

- The inhaler has no effect after 5 minutes
- The casualty is becoming worse
- Breathlessness makes talking difficult
- The casualty becomes exhausted

Dial 999 (or 112) **for an ambulance.**

- Encourage the casualty to use their inhaler every 5 to 10 minutes
- Monitor and record the breathing and pulse rate every 10 minutes

If the patient becomes unconscious the airway should be opened, breathing checked and preparations made to give emergency aid.

4.14 MANAGEMENT OF DIABETES

Diabetes is a lifelong condition where the amount of glucose in the blood is too high because the body can't use it properly. This is because the pancreas doesn't make any insulin, or not enough, or the insulin that it does make doesn't work properly (known as insulin resistance).

There are two main types of diabetes, Type 1 and Type 2.

Type 1 diabetes Type 1 diabetes develops if the body can't make any insulin and it usually appears before the age of 40. It's by far the most common type of diabetes found in children. Type 1 is always treated with insulin (either by injection or pump), plus following a healthy balanced diet and getting regular physical activity. Type 1 diabetes is an autoimmune condition, meaning that the body has attacked and destroyed its own cells (in this case the insulin-producing cells in the pancreas). Nobody knows for sure why this happens, but it is nothing to do with being overweight or any lifestyle factors, and there is nothing that can be done to prevent it.

Type 2 diabetes

Type 2 diabetes develops when the body can still make some insulin, but not enough, or when the insulin that it does make doesn't work properly. It's more common in people over the age of 40, (though over 25 in Black, Asian and Minority Ethnic communities) and is linked with being overweight. While numbers of children with Type 2 diabetes are going up, it's still relatively uncommon in children. Type 2 diabetes is treated with a healthy diet and increased physical activity but medication, including insulin, is often needed as well.

Where a child is known to suffer diabetes the school must be informed in writing. Any medication that is required must be sent to the School Nurse. Parents / carers must note the expiry date on the medication and ensure that a replacement is sent within the required timescale. When a child is taking part in a school trip or attending an out of school event the Group Leader, Teacher or relevant Manager must be informed of this condition and additional medication must be supplied.

Those members of staff who have regular contact with the person affected will receive training in recognition of symptoms and treatment.

Recognition of Low Blood Sugar

Onset Fast – 2 minutes to an hour

Levels of response Deteriorate rapidly:

- Weakness, dizziness
- Slurred speech
- Confusion, memory loss
- Bizarre behaviour
- Lack of co-ordination
- Unconscious within 1 hour

Skin Pale, cold and sweaty

Breathing Normal, or shallow and rapid

Recognition of High Blood Sugar

Onset Slow – 12 to 48 hours

Levels of response

Deteriorate slowly during onset:

- Drowsy, lethargic behaviour
- Unconscious if left untreated

Skin Dry and warm

Breathing Deep sighing breaths

The School Nurse or a First Aider that has been trained in managing diabetes will administer glucose followed by carbohydrate to regulate the Pupil's sugar levels. The parents of the individual will be contacted by the School Nurse or First aider and informed of the incident.

4.15 MANAGEMENT OF EPILEPSY (SEIZURES)

Tonic-Clonic Seizures

The person goes stiff, loses consciousness and then falls to the ground. This is followed by jerking movements. A blue tinge around the mouth is likely. This is due to irregular breathing. Loss of bladder and/or bowel control may occur. After a minute or two the jerking movements should stop and consciousness may slowly return. **Do...**

- Protect the person from injury, including removing harmful objects from nearby □ Cushion their head
- Look for an epilepsy identity card or identity jewellery
- Aid breathing by gently placing them in the recovery position once the seizure has finished Stay with the person until recovery is complete
- Be calmly reassuring

Do not...

- Restrain the person's movements
- Put anything in the person's mouth
- Try to move them unless they are in danger
- Give them anything to eat or drink until they are fully recovered
- Attempt to bring them round

Call for an ambulance if...

- You know it is the person's first seizure
- The seizure continues for more than five minutes
- One tonic-clonic seizure follows another without the person regaining consciousness between seizures
- The person is injured during the seizure
- You believe the person needs urgent medical attention

Complex Partial Seizures

The person is not aware of their surroundings or what they are doing. They may pluck at their clothes, smack their lips, swallow repeatedly, and wander around.

Do...

- Guide the person away from danger
- Stay with the person until recovery is complete
- Be calmly reassuring
- Explain anything that they may have missed

Do not...

- Restrain the person
- Act in a way that could frighten them, such as making abrupt movements or shouting at them
- Assume the person is aware of what is happening, or what has happened
- Give the person anything to eat or drink until they are fully recovered
- Attempt to bring them round

Call for an ambulance if...

- You know it is the person's first seizure
- The seizure continues for more than five minutes
- The person is injured during the seizure
- You believe the person needs urgent medical attention

5. RELATED GUIDANCE

Accident Management Policy
Blood-Borne Viruses in the Workplace Policy

Those people who have a qualification in Paediatric First Aid are indicated by a red square (Information correct as of 24/04/2017)					
Name	Surname	Occupation	Qualification		Valid Until
School Nurses					
Sue	Croston	School Nurse	First Aid at Work (2 day Refresher)		18/01/2020
Gill	Grundy	School Nurse	First Aid at Work (2 day Refresher)		11/12/2019
Linda	Patel	School Nurse	First Aid at Work (2 day Refresher)		18/01/2020
First Responders					
Tracy	Peacock	Catering Administrator	First Aid at Work (2 day Refresher)		07/04/2018
Fiona	Riley	Health, Safety and Facilities Manager	First Aid at Work (2 day Refresher)		09/03/2019
Shana	Southworth	Estates Coordinator	First Aid at Work		27/04/2017
First Aiders					

Mustafa	Ahmed	Hockey Coach	Emergency First Aid at Work		10/04/2019
Asad	Altimeemy	Teacher of Physics	Emergency First Aid at Work		23/06/2018
Aisha	Amla	Nursery Administrator	Paediatric First Aid		01/06/2018
Nina	Asquith	Administration Assistant	Emergency First Aid at Work		04/07/2017
Emma	Barrett	Nursery Nurse	Paediatric First Aid		01/06/2018
John	Birchall	Senior Technology Technician	Emergency First Aid at Work		23/06/2018
Jeremy	Bleasdale	Director of Music	Emergency First Aid at Work		22/06/2018
Steven	Bradley	Head of Outdoor Learning	First Aid at Work		09/02/2019
Keith	Branagan	Director of Football Coaching	Emergency First Aid at Work		23/06/2018
Jen	Brewer	Teacher of Art/Coordinator for GCSE Art	Emergency First Aid at Work		01/07/2017
Claire	Brewer	Receptionist	First Aid at Work		27/10/2019
Hamish	Brown	Teacher of History/Chorley Housemaster	Emergency First Aid at Work		10/04/2019
Sarah-Jayne	Brown	Nursery Nurse	Paediatric First Aid		19/01/2019
Susannah	Burgess	Head of History	Emergency First Aid at Work		23/06/2018

Graham	Butchart	Teacher of Technology/STEM Co-Curricular Coordinat	Emergency First Aid at Work		23/06/2018
Ian	Charlton	School Sergeant	First Aid at Work		27/05/2018
Mark	Chilton	Teacher of PE and Games	Emergency First Aid at Work		10/04/2019
Christopher	Coffey	Teacher of Technology/KS4 Product Design Coord.	Emergency First Aid at Work		04/07/2017
Amy	Cox	Nursery Nurse	Paediatric First Aid		19/01/2019
Sofiya	Dakri	Team Leader & Interpreter	Emergency First Aid at Work		01/07/2017
Tiffaney	Dare	Apprentice Nursery Nurse	Paediatric First Aid		01/06/2018
Patrick	Darwell	School Sergeant	First Aid at Work		19/07/2019
Paul	Davidson	Head of Middle School/Head of Russian	Emergency First Aid at Work		22/06/2018
Tessa	Delves	Teacher of Religious Studies/Year 9 Year Tutor	Emergency First Aid at Work		22/06/2018
Andrea	Donaghly	PE Teacher	Emergency First Aid at Work		18/01/2020
Gwenda	Donaldson	Nursery Nurse	Paediatric First Aid		19/01/2019
Nikki	Donnelly	PE Teacher	Paediatric First Aid		19/01/2019
Joanne	Duddle	PE Teacher	Emergency First Aid at Work		18/01/2020
Sean	Duffy	Residential Manager	First Aid at Work		17/12/2018
Michael	Duxbury	Sport Coordinator/Junior School Teacher	Emergency First Aid at Work		01/07/2017
Anneli	Ebden	Teacher of Technology	Emergency First Aid at Work		02/07/2017
Sophie	Entwistle	Teacher of Textiles/Head of Comm. Act./Head Yr 10	Emergency First Aid at Work		04/07/2017
Janet	Fairclough	Teaching Assistant/Cover Supervisor	Paediatric First Aid		21/07/2019
Jane	Fazackerley	Head of ADT and Teacher of Technology	First Aid at Work		20/06/2018
Paul	Fernside	Head of Games/Master in Charge of Rugby	Emergency First Aid at Work		02/07/2017
Ian	Forgrieve	Teacher of Music & Head of Instrumental Studies	Emergency First Aid at Work		22/06/2018
Adam	Franklin	KS2 Teacher	Paediatric First Aid		21/07/2019
Justine	French	Lead Receptionist	Emergency First Aid at Work		18/12/2017
James	Gibson	Assistant Leisure Services Manager	First Aid at Work		06/12/2019
Brad	Gould	School Sergeant	First Aid at Work		19/07/2019
Nicola	Gould	Teaching Assistant	Paediatric First Aid		21/07/2019
Elaine	Greenhalgh	Teacher of Science	Emergency First Aid at Work		04/07/2017
John	Greenhalgh	Maintenance Assistant (Casual)	Emergency First Aid at Work		04/07/2017
Patricia	Gregory	General Assistant	Emergency First Aid at Work		02/07/2017
Joanne	Hamilton	Housekeeping Supervisor	Emergency First Aid at Work		01/07/2017
Louise	Hardy	Nursery Nurse	Paediatric First Aid		19/01/2019

Julie	Hartley	Senior Biology Technician	Emergency First Aid at Work		10/04/2019
Sarah	Haughton	Nursery Nurse	Paediatric First Aid		19/01/2019
Kathryn	Heatherington	Head of P.E.	Emergency First Aid at Work		18/01/2020
Sylvia	Heyes	Team Leader	Emergency First Aid at Work		02/07/2017
Gaynor	Heyes	Catering Administrator	Emergency First Aid at Work		04/07/2017
Helen	Higgins	Teacher of Physical Education	Paediatric First Aid		21/07/2019
Abigail	Holland	Nursery Nurse	Paediatric First Aid		19/01/2019
Alison	Holroyd	Teacher of English/Coord of English Interventions	Emergency First Aid at Work		10/04/2019
Ian	Hughes	Teacher of PE and Games	Emergency First Aid at Work		01/07/2017
Adele	Hughes	Events Manager	Emergency First Aid at Work		18/12/2017
Helen	Hyland	Teaching Assistant	Paediatric First Aid		21/07/2019
Julia	Hurst	Secretary Hesketh House	Paediatric First Aid		21/07/2019
Stephanie	Ives	Music Coordinator/Junior School Teacher	Paediatric First Aid		21/07/2019
Charlene	Jackson	Leisure Services Manager	First Aid at Work		20/12/2019
Matthew	Johnson	Head of PE	Emergency First Aid at Work		01/07/2017
Christine	Kelly	Food Technology Assistant	Emergency First Aid at Work		02/07/2017
Bethany	Kelly	Apprentice Nursery Nurse	Paediatric First Aid		01/06/2018
Jane	Kent	PE Teacher	Emergency First Aid at Work		18/01/2020
Julie	Knott	Library Assistant	Emergency First Aid at Work		02/07/2017
Babs	Koutnikova	Leisure Attendant	Paediatric First Aid		04/02/2019
Ryan	Lane	Senior Sergeant	First Aid at Work (2 day Refresher)		11/07/2019
Pat	Larkin	School Sergeant	Emergency First Aid at Work		02/07/2017
Christine	Leatham	Nursery Administrator	Paediatric First Aid		01/06/2018
Rebecca	Lowton	Teacher of Chemistry	Emergency First Aid at Work		10/04/2019
Alarna	Mannion	Deputy Team Leader (Maternity Cover)	Paediatric First Aid		13/01/2019
Stacy	McKee	Nursery Nurse	Paediatric First Aid		19/01/2019
Gregor	McMillan	Teacher of ICT and Sport/GCSE Coordinator	Emergency First Aid at Work		10/04/2019
Roger	McMinn	Teacher of Physics/Mentor for ITT	Emergency First Aid at Work		10/04/2019
Kimberley	Milne	Nursery Nurse	Paediatric First Aid		19/01/2019
Danielle	Moore	Nursery Nurse	Paediatric First Aid		01/06/2018
Nicholas	Morgan	Head of Biology	Emergency First Aid at Work		10/04/2019
Fergus	Morris	Deputy Head	Paediatric First Aid		21/07/2019

Rehma	Muguyeneza	Nursery Nurse	Paediatric First Aid		01/06/2018
Bharti	Narsai	Cleaner	Emergency First Aid at Work		01/07/2017
Paul	Newbold	Head of Geography	Emergency First Aid at Work		10/04/2019
John	Nugent	Maintenance Working Supervisor	Emergency First Aid at Work		18/12/2017
Kathryn	O'Brien	Alumni and Development Assistant	Emergency First Aid at Work		04/07/2017
Mark	Ormerod	Head of Physics/Coord of Ogden Trust Partnership	Emergency First Aid at Work		01/07/2017
Jill	Ormson	Deputy Team Leader	Paediatric First Aid		01/06/2018
Dipti	Patel	Nursery Nurse (Nursery Class)	Paediatric First Aid		30/10/2018
Lucie	Phillips	Playcare Assistant (Holiday Club)	Emergency First Aid at Work		18/12/2017
Katharine	Porter	Head of Religious Studies	Emergency First Aid at Work		23/06/2018
Sophia	Pritchard	Teacher of History	Emergency First Aid at Work		01/07/2017
Mark	Procter	Teacher of Biology	Emergency First Aid at Work		01/07/2017
John	Radcliffe	Teacher of Psychology/Year Tutor, Year 12	Emergency First Aid at Work		22/06/2018
Jo	Rankin	General Assistant	Emergency First Aid at Work		09/01/2020
James	Reeson	Head of Classics	Emergency First Aid at Work		10/04/2019
David	Roberts	Cover Supervisor	Emergency First Aid at Work		10/04/2019
Mark	Rudd	Grounds and Maintenance Operative	Emergency First Aid at Work		18/12/2017
Mags	Ryder	Teacher of Art/Coord. for A-Level Art/Head of Y8	Emergency First Aid at Work		10/04/2019
Emma	Shephard	Centre Administrator	Emergency First Aid at Work		09/01/2020
Joanne	Smethurst	Morning Receptionist	First Aid at Work		07/11/2019
Christine	Smith	Team Leader	Emergency First Aid at Work		02/07/2017
Angela	Smith	Deputy Nursery Manager/Team Leader	Paediatric First Aid		01/06/2018
Natasha	Southern	Apprentice Nursery Nurse	Paediatric First Aid		01/06/2018
Norma	Stephenson	Team Leader	Emergency First Aid at Work		01/07/2017
Susan	Stevens	Nursery Nurse	Paediatric First Aid		19/01/2019
Jack	Stringer	Sports Assistant (Primary Sections)	Paediatric First Aid		19/01/2019
Olivia	Sullivan	Teacher of MFL/Learning Support & EAL Coordinator	Emergency First Aid at Work		23/06/2018
Louise	Sykes	Invigilator	Paediatric First Aid		21/07/2019
Timothy	Taylor	Patterdale Hall Manager	First Aid at Work		26/02/2019
Laura	Turner	Teacher of Art / KS3 Art Coordinator	Emergency First Aid at Work		10/04/2019
Vera	Tymchyshyn	Teacher of Russian	Emergency First Aid at Work		10/04/2019
Jane	Vallans	Housekeeper	Emergency First Aid at Work		09/01/2020

Chloe	Vose	Sports Coach - Dance and Drama	First Aid at Work		20/12/2019
Chris	Walker	Head of Technology	Emergency First Aid at Work		23/06/2018
Louise	Waller	Head of Y7/Teacher of History/Head of Lower School	Emergency First Aid at Work		23/06/2018
Rachael	Whittaker	Teaching Assistant (Design & Technology: Textiles)	Emergency First Aid at Work		02/07/2017
Sandra	Whittle	Nursery Nurse	Paediatric First Aid		19/01/2019
Anne	Woodhead	Junior School Secretary	Paediatric First Aid		21/07/2019
Katie	Wrathmell	Teacher of Classics/Editor of the Boltonian/SHINE	Emergency First Aid at Work		10/04/2019
Nicholas	Wyatt	Teacher of Russian and French	Emergency First Aid at Work		23/06/2018
Michael	Yates	Head of Science/Head of Chemistry	First Aid at Work (2 day Refresher)		17/11/2017