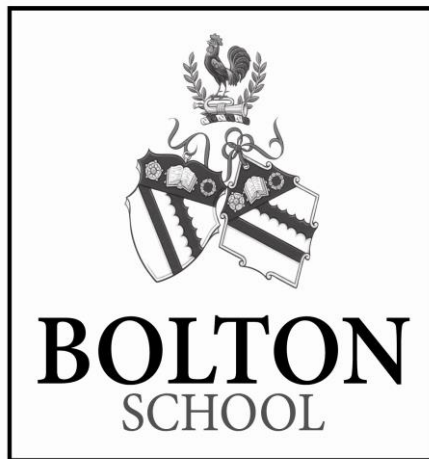


# BOLTON SCHOOL



## 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.

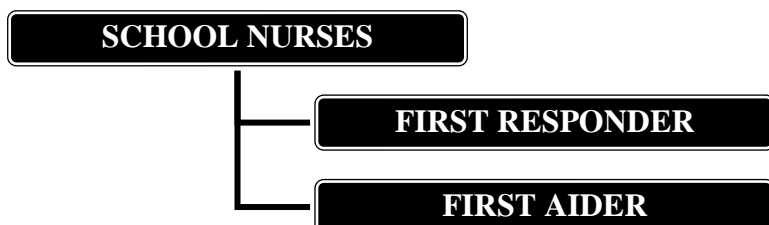
### **Health & Safety (First Aid) Regulations 1981 and revised Approved Code of Practice 1997**

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 Nurse. A number of other staff within the school will be trained and will be available to assist the Nurse, 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 to 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.

First aid at work does not include giving tablets or medicines to treat illness (The Health and Safety (First-Aid) Regulations, Reg. 3. Section 42.). The only exception to this is where aspirin is used when giving first aid to a casualty with a suspected heart attack, in accordance with currently accepted first-aid practice. It is recommended that tablets and medicines should not be kept in the first-aid box.

In the event that someone requires first aid assistance it must be implemented in a timely and competent manner as outlined within this policy.

#### **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 291 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

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

If first aid is required Riley Centre Reception can be contacted immediately on Ext 291 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 B – Chorley New Road**

Access to:  
Girls Division

##### **Entrance C – Chorley New Road**

Access to:  
Boys Division

##### **Entrance D – Dobson Road**

Access to:  
Boys Division Catering  
Boys Division Dining Hall

##### **Entrance E – Dobson Road**

Access to:  
The Arts and Conference Centre  
The Tillotson Pavilion  
The Levels  
The Boiler House

##### **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 AFTER THE INCIDENT IF AN AED (AUTOMATIC EXTERNAL DEFIBRILLATOR) HAS BEEN USED

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.

## 4.7 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. 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

#### **4.8 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

**In the EYFS settings**, there must always be someone present who has a current certificate of training which is specifically in paediatric first aid whenever children are present and whenever they are accompanied 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.

## 4.9 ASSESSMENT OF FIRST AID NEEDS

First Aid provision at the main Bolton School site will be available during the normal working day between 8.30 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"> <li>• hazardous substances</li> <li>• dangerous tools</li> <li>• dangerous machinery</li> <li>• dangerous loads or animals</li> </ul>	The following will need to be considered: <ul style="list-style-type: none"> <li>• specific training for the First Aider</li> <li>• extra first aid equipment</li> <li>• the precise location of first aid equipment</li> <li>• informing Emergency Services</li> <li>• first aid room</li> </ul>
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"> <li>• locate the provision in certain high risk and more accessible areas</li> <li>• review the contents of the first aid boxes</li> </ul>
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"> <li>• include and provide special equipment</li> </ul>
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"> <li>• provide first aid arrangements in each building or on several floors</li> </ul>
Is shift work or out of hours working involved?	First aid provision is required at all times during which people are at work.



## 4.10 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](mailto: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.

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

## 4.11 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, Propanolol sometimes prescribed for severe migraine headaches.

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)

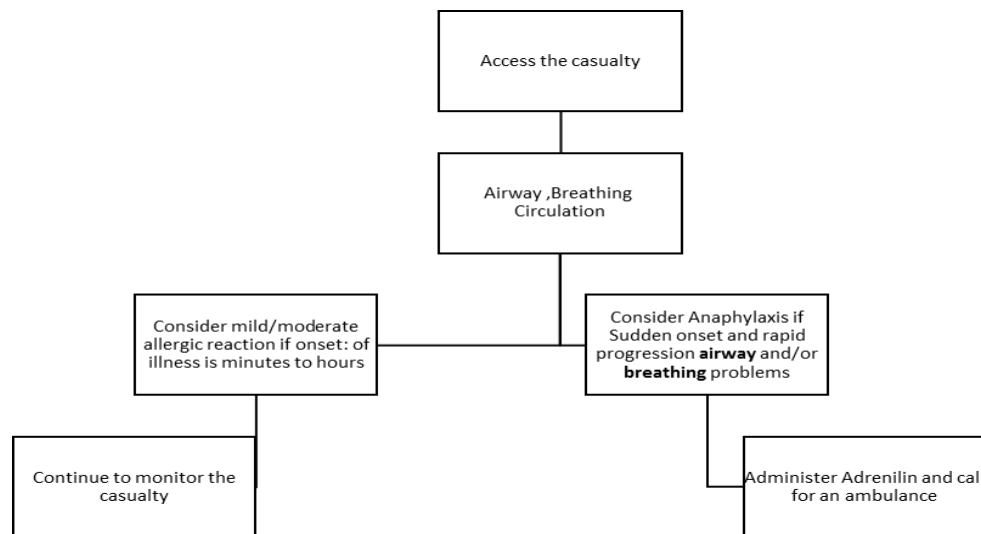
Reactions can be variable and unpredictable. The severity will depend on the type and amount of the substance involved. Reactions can start within 1 to 5 minutes but in the case of some foods may take up to 2 hours. Some children will experience an initial mild reaction followed by a severe attack. This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

- Hives (itchy red spots on the skin)
- itching.
- nasal congestion (rhinitis)
- a rash.
- watery or itchy eyes

The mild to moderate symptoms can be treated by administering an oral antihistamine if prescribed or administered by the School Nurse/ person trained in dealing with anaphylaxis. 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 to 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.

In the event of adrenaline being administered 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, First Aider or person trained in administering adrenalin e.g. Epipen, jextpen, anapen) if prescribed. In the event of first aid assistance being unavailable, the adrenalin can be administered into right thigh, discharge for 10 seconds, massage the injection site for a further 10 seconds call for medical help. 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.

## 4.12 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.

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.

## 4.13 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
- Confusion, memory loss
- Lack of co-ordination
- Slurred speech
- Bizarre behaviour
- 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.

## 5. RELATED GUIDANCE

Blood-Borne Viruses in the Workplace Policy

Those people who have and a qualification in Paediatric First Aid are indicated by a red square ( information correct as of 04/09/2017)				
Name	Surname	Occupation	Qualification	Valid until
<b>School Nurses</b>				
Sue	Croston	School Nurse	Other	2020-01-19
Linda	Patel	School Nurse	Other	2020-01-19
<b>First Responders</b>				
Chris	Ferrier	Maintenance Engineer	First Aid at Work	2020-03-28
Brad	Gould	School Sergeant	First Aid at Work	2019-07-19
Rhett	Morris	School Sergeant (Late Shift)	First Aid at Work	2020-08-15
Tracy	Peacock	Catering Administrator	First Aid at Work	2018-04-07
Fiona	Riley	Health, Safety and Facilities Manager	First Aid at Work	2019-03-08
<b>First Aiders by Location</b>				
<b>Beech House</b>				
Sarah-Jayne	Brown	Nursery Nurse	Paediatric First Aid	2019-01-19
Amy	Cox	Nursery Nurse	Paediatric First Aid	2019-01-19
Gwenda	Donaldson	Nursery Nurse	Paediatric First Aid	2019-01-19
Louise	Hardy	Nursery Nurse	Paediatric First Aid	2019-01-19
Sarah	Haughton	Nursery Nurse	Paediatric First Aid	2019-01-19
Abigail	Holland	Nursery Nurse	Paediatric First Aid	2019-01-19
Stacy	McKee	Nursery Nurse	Paediatric First Aid	2019-01-19
Kimberley	Milne	Nursery Nurse	Paediatric First Aid	2019-01-19
Dipti	Patel	Nursery Nurse (Nursery Class)	Paediatric First Aid	2018-10-30
Susan	Stevens	Nursery Nurse	Paediatric First Aid	2019-01-19
Sandra	Whittle	Nursery Nurse	Paediatric First Aid	2019-01-19
Aisha	Amla	Nursery Administrator	Paediatric First Aid	2018-06-01
Rhiannon	Auger	Nursery Nurse	Paediatric First Aid	2019-07-30
Emma	Barrett	Nursery Nurse	Paediatric First Aid	2018-06-01
Tiffaney	Dare	Nursery Nurse	Paediatric First Aid	2018-06-01
Christine	Leatham	Nursery Administrator	Paediatric First Aid	2018-06-01
Alarna	Mannion	Deputy Team Leader (Maternity Cover)	Paediatric First Aid	2019-01-13
Danielle	Moore	Nursery Nurse	Paediatric First Aid	2018-06-01

Rehma	Muguyeneza	Nursery Nurse	Paediatric First Aid		2018-06-01
Jill	Ormson	Deputy Team Leader	Paediatric First Aid		2018-06-01
Angela	Smith	Deputy Nursery Manager/Team Leader	Paediatric First Aid		2018-06-01
Natasha	Southern	Apprentice Nursery Nurse	Paediatric First Aid		2018-06-01
Sandra	Woodbridge	Team Leader	Paediatric First Aid		2019-08-01
Adam	Franklin	KS2 Teacher	Paediatric First Aid		2019-07-21
Stephanie	Ives	Music Coordinator/Junior School Teacher	Paediatric First Aid		2019-07-21
Fergus	Morris	Deputy Head	Paediatric First Aid		2019-07-21
Janet	Fairclough	Teaching Assistant/Cover Supervisor	Paediatric First Aid		2019-07-21
Nicola	Gould	Teaching Assistant	Paediatric First Aid		2019-07-21
Jack	Stringer	Sports Assistant (Primary Sections)	Paediatric First Aid		2019-01-19
Anne	Woodhead	Junior School Secretary	Paediatric First Aid		2019-07-21
<b>Boys Division Senior School</b>					
Asad	Altimeemy	Teacher of Physics	Emergency First Aid at Work		2018-06-23
Jeremy	Bleasdale	Director of Music	Emergency First Aid at Work		2018-06-22
Hamish	Brown	Teacher of History/Chorley Housemaster	Emergency First Aid at Work		2019-04-10
Susannah	Burgess	Head of History	Emergency First Aid at Work		2018-06-23
Graham	Butchart	Teacher of Technology	Emergency First Aid at Work		2018-06-23
Mark	Chilton	Teacher of PE and Games	Emergency First Aid at Work		2019-04-10
Paul	Davidson	Head of Middle School/Head of Russian	Emergency First Aid at Work		2018-06-22
Ian	Forgrieve	Head of Instrumental Studies	Emergency First Aid at Work		2018-06-22
Alison	Holroyd	Teacher of English/Coord of English	Emergency First Aid at Work		2019-04-10
Peter	Humphrey	Head of IT & Computing/Examinations Officer	Other		2020-02-20
Rebecca	Lowton	Teacher of Chemistry	Emergency First Aid at Work		2019-04-10
Gregor	McMillan	Teacher of ICT and Sport/GCSE Coordinator	Emergency First Aid at Work		2019-04-10
Roger	McMinn	Teacher of Physics/Mentor for ITT	Emergency First Aid at Work		2019-04-10
Nicholas	Morgan	Head of Biology	Emergency First Aid at Work		2019-04-10
Paul	Newbold	Head of Geography	Emergency First Aid at Work		2019-04-10
James	Reeson	Head of Classics	Emergency First Aid at Work		2019-04-10
Mags	Ryder	Teacher of Art/Coord. for A-Level Art	Emergency First Aid at Work		2019-04-10
Olivia	Sullivan	Teacher of MFL/Learning Support	Emergency First Aid at Work		2018-06-23
Laura	Turner	Teacher of Art / KS3 Art Coordinator	Emergency First Aid at Work		2019-04-10

Vera	Tymchyshyn	Teacher of Russian	Emergency First Aid at Work	2019-04-10
Chris	Walker	Head of Technology	Emergency First Aid at Work	2018-06-23
Louise	Waller	Head of Lower School	Emergency First Aid at Work	2018-06-23
Katie	Wrathmell	Teacher of Classics	Emergency First Aid at Work	2019-04-10
Nicholas	Wyatt	Teacher of Russian and French	Emergency First Aid at Work	2018-06-23
Michael	Yates	Head of Science/Head of Chemistry	First Aid at Work (2 day Refresher)	2017-11-17
Mustafa	Ahmed	Hockey Coach	Emergency First Aid at Work	2019-04-10
John	Birchall	Senior Technology Technician	Emergency First Aid at Work	2018-06-23
Steven	Bradley	Head of Outdoor Learning	Emergency First Aid at Work	2019-02-19
Keith	Branagan	Director of Football Coaching	Emergency First Aid at Work	2018-06-23
Julie	Hartley	Senior Biology Technician	Emergency First Aid at Work	2019-04-10
David	Roberts	Cover Supervisor	Emergency First Aid at Work	2019-04-10
<b>B.S.S.L</b>				
Helen	Blinkhorn	Events Operations Manager	First Aid at Work	2018-11-18
Alex	Fowler	Assistant Events Manager	Emergency First Aid at Work	2018-11-18
Adele	Hughes	Events Manager	Emergency First Aid at Work	2017-12-18
Charlene	Jackson	Leisure Services Manager	First Aid at Work	2019-12-20
Babs	Koutnikova	Leisure Attendant/Duty Manager	Paediatric First Aid	2019-02-04
Pete	Lambert	Children's Activities Supervisor	First Aid at Work	2020-03-28
Phil	Bromley	Coach Driver	Driver First Aid	2020-02-20
Gary	Fecitt	Coach Driver	Driver First Aid	2020-02-20
John	Henderson	Coach Driver	Driver First Aid	2020-02-20
David	Horrocks	Transport Manager	Driver First Aid	2020-02-20
Andrew	Khan	Coach Driver	Driver First Aid	2020-02-20
Paul	Macleod	Coach Driver	Driver First Aid	2020-02-20
Garry	McCarthy	Driver Supervisor	Driver First Aid	2020-02-20
Andy	Moxon	Coach Driver	Driver First Aid	2020-02-20
Stuart	Noden	Coach Driver	Driver First Aid	2020-02-20
James	Saunders	Coach Driver (Casual)	Driver First Aid	2020-02-20
Perveen	Akhtar	Playcare Assistant (After School Club)/BH Vo	Paediatric First Aid	2018-01-07
Sarah	Alfieri	Playcare Assistant (After School Club)	Paediatric First Aid	2019-10-04
Leanne	Egan	Playcare Assistant (Casual)	Paediatric First Aid	

Laura	Fiddies	Senior Playcare Worker	Paediatric First Aid		2019-06-28
Iram	Hussain	Playcare Assistant (After School Club)	Paediatric First Aid		2019-04-27
Rachel	Kirkman	Kidzone Manager	Emergency First Aid at Work		2019-01-19
Pauline	Palmer	Deputy Kidzone Manager	Paediatric First Aid		2018-05-13
Lucie	Phillips	Playcare Assistant (Holiday Club)	Emergency First Aid at Work		2017-12-18
<b>Central Services</b>					
Karen	Riley	Catering Manager	First Aid at Work		2020-07-04
Michelle	Shields	Catering Assistant	Paediatric First Aid		
Andrew	Scialpi - Sullivan	Catering Coordinator	First Aid at Work		2020-08-24
Ian	Charlton	School Sergeant	First Aid at Work		2018-05-27
Patrick	Darwell	School Sergeant	First Aid at Work		2019-07-19
Ryan	Lane	Senior Sergeant	First Aid at Work		2019-07-11
John	Nugent	Maintenance Working Supervisor	Emergency First Aid at Work		2017-12-18
Justine	French	Lead Receptionist	Emergency First Aid at Work		2017-12-18
Joanne	Smethurst	Receptionist	First Aid at Work		2019-11-07
<b>Hesketh House</b>					
Helen	Higgins	Teacher of Physical Education	Paediatric First Aid		2019-07-21
Helen	Hyland	Teaching Assistant Level 2	Paediatric First Aid		2019-07-21
Julia	Hurst	Junior School Secretary	Paediatric First Aid		2019-07-21
<b>Girls' Division Senior School</b>					
Tessa	Delves	Teacher of Religious Studies/Year 9 Year Tutor	Emergency First Aid at Work		2018-06-22
Andrea	Donaghy	Teacher of PE	Sport First Aid		2020-01-19
Jo	Duddle	Teacher of Physical Education	Sport First Aid		2020-01-19
Sophie	Entwistle	Teacher of Textiles/Head of Comm. A	Emergency First Aid at Work		2018-06-23
Jane	Fazackerley	Head of ADT	First Aid at Work		2018-06-20
Kathryn	Heatherington	Head of PE	Sport First Aid		2020-01-19
Jane	Kent	Teacher of PE	Sport First Aid		2020-01-19
Katharine	Porter	Head of Religious Studies	Emergency First Aid at Work		2018-06-23
John	Radcliffe	Teacher of Psychology/Year Tutor, Year 12	Emergency First Aid at Work		2018-06-22
<b>Patterdale Hall</b>					
Sean	Duffy	Residential Manager	First Aid at Work		2018-12-17
Jo	Rankin	General Assistant	Emergency First Aid at Work		2020-01-09



Mark	Rudd	Grounds and Maintenance Operative	Emergency First Aid at Work	2017-12-18
Emma	Shephard	Centre Administrator	Emergency First Aid at Work	2020-01-09
Timothy	Taylor	Patterdale Hall Manager	First Aid at Work	2019-02-26
Jane	Vallans	Housekeeper	Emergency First Aid at Work	2020-01-09