



Mougins School

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France

<http://mougins-school.com/>

First-Aid and Medical Policy



Purpose of the Policy

Mougins School recognises its responsibility to provide first-aid and will ensure that staff, pupils and any visitors while on site, have access to adequate facilities and materials at all times during the working day.

Role of First-Aiders

Mougins School identifies the need for trained first-aiders in sufficient numbers and at suitable locations to enable first-aid to be administered without delay. The Physical Education department for example is an area where first-aid assistance is readily available at all times.

The school is fortunate to have a qualified Nurse on site at all times and there are currently 7 members of staff who hold the Red Cross Qualification in First Aid: Brian Hickmore, Jerome Hebant, Louise Holmes, Hilary Lecoy, Marion Leonard, Alice Miller, and Elisabeth Ward. A certified First Aid course is provided by a qualified Red Cross team for the Staff and senior students every other year. Basic First Aid instruction is given to the Primary School in Forms 5 and 6.

Classrooms and Offices have a First Aid kit, which is given out at the beginning of the year. It is important to keep the first aid boxes fully stocked. If an item is used it should be replaced immediately from the Medical Room by the School Nurse. If staff find that supplies are running low it is their responsibility to inform the School Nurse, who will replace missing items.

In the event of an accident, a First Aid qualified person may be the first on the scene, but should then call a more qualified person unless the injury is minor. In the first instance an injury will be assessed as to how serious it is. This does not have to be done by a first aider. If the injury is as a result of a fall from height, a knock to the head, a wound which bleeds or an abnormal swelling, then a first-aider should be called.

If in any doubt, staff are urged to call a first-aider. The majority of playground incidents involving pupils are merely grazes and minor bumps requiring only time for the child to get over the shock. In these cases no formal record taking is necessary. If a first-aider is summoned and attends to a pupil then a record must be made. Parents will be contacted by Elisabeth in the Office.

Accidents

If an accident or incident does happen in the School, or outside the School during an activity or event organised by the School, it is the duty of every employee to report such accidents, both to ensure that the person(s) involved receives appropriate treatment and/or advice, and so that steps can be taken to prevent any repetition of the incident.



In the case of an accident Nurse Marion (or in her absence, Brian Hickmore) should be contacted. In the mornings she is with Foundation Stage and in the afternoons in the Medical Room in the Primary Building.

In the case of an accident, where a child is referred to a Doctor or Hospital, an Insurance Declaration is made in writing (see Corinne, the accountant). Parents will also be contacted by Elisabeth in the Main Office.

All accidents or medical problems are recorded in a book, which is kept in the Medical Room. Accidents concerning Staff are also recorded and a special accident form is filled in (Declaration d'accident de travail).

The Clinics 'Plein Ciel' and 'Tzanck', next to the School have a 24 hour emergency service, Tel: 04 92 92 53 00.

If you need an ambulance dial 18 to be connected with the French fire brigade, dial 15 for the SAMU (emergency doctor) or 112 (international emergencies).

Travelling First-Aid Kits

There are first-aid kits available for the School minibus or to take to outdoor activity/events. A list of contents is to be found with each kit.

Any first-aid items used should be replaced on return from the trip.

Any medicines should be checked before departure and replaced or replenished as necessary.

Some departments hold their own mobile kits and these should be checked as detailed above.

Attention should be paid not just to the actual contents but also as to whether items are still within date.

Students with Specific Needs

Staff must make sure they are aware of any pupils in their teaching groups with anaphylaxis or diabetes. Please check the Medical Board. We currently have students with Anaphylaxis and Diabetes (Type 1).

Anaphylaxis:

Jext pens (formerly Epi-pens) - the following are recommendations: The Medical Room and Office will keep spare Jext pen. There should be written notes from parents as to guidelines. Other children in class/group should be made aware of the condition; Staff should be trained in the administration of the emergency treatment by the School Nurse. Copies of guidelines should be issued to all staff, using the board;

Signs of Anaphylaxis

Symptoms:

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Sweating

Feeling of Faintness

There may be a burning sensation around the mouth

A sensation of lump in the throat which may progress to hoarseness

indicating swelling of vocal cords. Airways may be obstructed

Headache

Dizziness

Immediate Treatment is required

Stay calm - get help - contact a trained member of staff

Place child on floor in sitting position to help relieve any breathing difficulties

Call an ambulance

Requires Adrenalin Injection (to be administered by a trained member of staff)

Storage, administration and disposal of Adrenalin

Parents to ensure supplies are maintained. Dosage as specified by GP.

Stored in the Medical Room and the School Office. Dispose of syringe in jar or sealed container. Nurse or other designated (i.e. First Aider) will collect.

Record date, time and action taken

Hypo-glycaemia - relevant to pupils with Diabetes

Hypo-glycaemia occurs suddenly when the blood glucose levels fall below 4mmol.

Common signs and symptoms are:

Pale or ashen skin

Dizziness

Confusion

Feeling weak

Feeling hungry

Sweaty



Shaky/trembling

Nausea

This can occur because of the following:

Too much insulin

Not enough food to fuel an activity

Cold weather/hot weather

Missed meals or snacks

A missed or delayed meal/snack

Vomiting

What to do if hypo-glycaemia occurs:

Pupil may be able to self-administer. If not, immediately give the pupil something sugary e.g. Glucose tablets x 3, Lucozade, fresh fruit juice, or sugary pop (about 100 ml). Follow this with some starchy food to prevent the blood glucose from dropping again e.g. sandwich or cereal bar, or fruit, or two biscuits. If still hypo after 15 minutes, give some more sugary food. If the pupil is unconscious, do not give them anything to eat or drink and CALL for an ambulance.

Also contact parents/carers on contact numbers immediately.

Hygiene regarding Bodily Fluids

The HPA in the UK recommends the following; • Spills of body fluids: blood, faeces, nasal and eye discharges, saliva and vomit must be cleaned up immediately. Be careful not to get any of the fluid you are cleaning up in your eyes, nose, mouth or any open sores you may have. Clean and disinfect any surfaces on which body fluids have been spilled. Use a product which combines both a detergent and a disinfectant. Do not use mops to clean up blood and body fluid spillages. Use paper towels instead. Ensure contaminated clothing is laundered at the hottest wash the fabric will tolerate.

Procedure for Calling an Ambulance

Call a first-aider by contacting the School Office on 101: use internal telephone or send a pupil or member of staff.

First-aider decides if emergency services should be called. If so, call directly or instruct reception.

The School Office must be informed.

School Office:

Ring for ambulance if first-aider has not done so;

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Send message back to first-aider that ambulance is on its way;

Inform Headteacher

Deputy Head to arrange cover if necessary and inform relevant Head of Department to set work if necessary;

Inform parents;

Appropriate member of staff accompanies the pupil to hospital and waits until parents arrive. When they arrive, come back to School. If an ambulance is not required, a suitable member of staff should drive the pupil to hospital.

Once the parents have arrived, the member of staff is no longer required and may return to School.

At all stages there must be no delay.

Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR)

Whilst French Legal requirements are not restrictive, Mougins School acts under the requirements of a British school to record or report to the relevant enforcing authority by the quickest practicable method any serious injury or dangerous occurrence if:

Any person dies as a result of an accident arising out of or in connection with work;

Any person at work suffers a 'major injury' (see below) as a result of an accident arising out of or in connection with work;

Any accident which prevents an employee from undertaking their normal work activities for more than seven consecutive days (not including the day it occurred);

Major injuries are defined as follows:

Any fracture, other than to the fingers, thumbs or toes;

Any amputation;

Dislocation of the shoulder, hip, knee or spine;

Loss of sight (whether temporary or permanent);

A chemical or hot metal burn to the eye or any penetrating injury to the eye;

Any injury resulting from an electric shock or electrical burn (including any electrical burn caused by arcing or arcing products) leading to unconsciousness or requiring resuscitation

Any other injury - leading to hypothermia, heat-induced illness, or –to unconsciousness, or - requiring resuscitation.

Loss of consciousness caused by asphyxia or by exposure to a harmful substance or biological agent;



Either of the following conditions which result from absorption of any substance by inhalation, ingestion or through the skin: acute illness requiring medical treatment, or loss of consciousness; Acute illness which requires medical treatment where there is reason to believe that this resulted from exposure to a biological agent or its toxins or infected material.