

Appendix E: Practical Management of Illness/Injury on School Site

Unconscious Casualty –

1. Place on side - in the recovery position and ensure airway is open and person is breathing (except if back or neck injury suspected). Administer first aid if competent to do so. **Do not leave the casualty alone.**

2. Call for help - during School Hours phone respective site **Matron**

Senior School 07900 058410

The Abbey 07900 058422

Queen's House 01394 615070

(Out of hours First Aider or phone emergency services directly)

Complete entry in Accident Sheet/Book

3. Phone the emergency services 999/112 (use mobile phone or send someone else to make the call)

You will need the following information

- Address
 - Senior School: Woodbridge School, Burkitt Road, Woodbridge, IP12 4JH;
 - The Abbey: specify whether Cumberland Street IP12 4AD or Church Street IP12 1DS entrance is best for the ambulance;
 - Queen's House: Bredfield Street IP12 4NH
- Sex and approximate age of casualty
- Details of what happened injury/illness
- Condition: conscious/unconscious, breathing/not breathing, bleeding, injury
- Time of injury/onset of symptoms

4 Arrange for ambulance to be met at school entrance by an adult or responsible pupil and directed to the casualty

5 Contact Reception (Queen's, Abbey or Senior School as appropriate) or School Office 01394 615000 and ask them contact pupil's parents, or, if the casualty is a staff member, the next of kin.

6 Inform HM, Master of the Abbey, Head of Queen's House as appropriate or member of Senior Management Team once casualty is safe

7 After incident complete an Incident Report Form and inform Health & Safety Officer to assess for RIDDOR report.

Conscious Casualty -

1 Administer emergency first aid if competent to do so.

- **Minor injuries/illness** – cover any wounds and if the casualty is able walk, escort to Medical Centre
- **All other injuries/illness or if you are unsure** - do not move casualty

AND

2 **Call for help** – during School Hours phone respective site Matron for assistance

Senior School 07900 058410

The Abbey 07900 058422

Queen's House 01394 615070

(Out of hours Phone emergency services directly if necessary and follow steps 3 to 7 above)

Severe Allergic Reaction (Anaphylaxis) - caused by exposure to an allergen, for example an insect sting or food substance

If person is experiencing **ANY** of the following symptoms after exposure to allergen

- Difficulty in breathing or swallowing
- Weakness or floppiness
- Steady deterioration
- Collapse or unconsciousness

ACTION

- Then USE EPIPEN/ANAPEN immediately (if prescribed)
- Call Emergency Services 999/112
- Call Site Matron

Asthma Attack

If person is experiencing the following symptoms

- Coughing
- Shortness of breath
- Wheezing feeling tight in the chest
- Being unusually quiet
- Difficulty speaking in sentences

ACTION

- Keep calm
- Encourage person to sit up and slightly forward
- Encourage two puffs of their reliever inhaler (usually blue) immediately-preferably through a spacer
- Loosen tight clothing
- Reassure
- Call site Matron

Call Emergency Services 999/112 if

- There's no improvement in 5-10 minutes
- Person is too breathless or exhausted to talk
- Has blue lips
- If you are in any doubt

DIABETES (Type 1 Insulin Dependent)

A) Signs of Hypoglycaemia – low blood glucose

- Hunger
- Trembling or shakiness
- Sweating, Pallor
- Anxiety or irritability
- Mood change
- Lack of concentration or vagueness
- Drowsiness

ACTION

- Immediately give something sugary, coke, lucozade or other non-diet drink, 3 or more glucose tablets, 5 sweets (jelly babies etc) or GlucoGel

FOLLOWED BY

- Cereal bar or two biscuits
- Roll/Sandwich
- Portion of Fruit
- Or meal if it is due
- Call site Matron

Call Emergency Services 999/112

- If person becomes unconscious (do not give food or drink if unconscious)

B) Signs of Hyperglycaemia (high blood glucose, over 10mmol/l)

- Sweet smelling breath (pear drops)
- Thirst
- Frequent urination
- Tiredness dry skin
- Nausea
- Blurred vision

ACTION

- Call site Matron who will arrange blood glucose test, contact parents and extra insulin if required

Call Emergency Services 999/112

- When there is deep and rapid breathing
- Vomiting

- Breath smells of nail polish remover

EPILEPSY

Signs of seizure

- Loss of consciousness, body stiffens and falls to the ground
- Jerking movements for a minute or two
- Blue tinge around the mouth
- Loss of bladder/bowel control
- Consciousness slowly returns

ACTION

- Protect the person from injury (remove harmful objects from nearby)
- Cushion the head
- Once seizure has finished place in recovery position and check breathing
- Keep calm, reassure the person and stay until recovery is complete
- Call site Matron

Call Emergency Services 999/112 if

- It's the first seizure
- It lasts for more than 5 minutes
- One seizure immediately follows another
- The person is injured or you think may need urgent medical attention

Appendix E Author: PKW/CLT Review annually Last reviewed: 21/01/11.