



**PALMERS GREEN  
HIGH SCHOOL**

**FIRST AID POLICY**

Policy reviewed: August 2023

Next review: August 2024

**This document will remain valid until the end of the academic year 2023-2024**

*This policy also applies to pupils in the Nursery and Reception Class (EYFS)*

*This policy document incorporates guidance for specific medical conditions as follows:*

*Appendix 1 – Asthma Policy*

*Appendix 2 - Allergy Policy*

*Appendix 3 – Procedure for Pupils and Staff Who Require Medication in School*

*Appendix 4 – Medical Records – Procedures*

*Appendix 5 – Medical Conditions including diabetes, anaphylaxis, epilepsy, anorexia and  
Emergency Procedures*

**Table of Contents**

Employers’ Safety Statement .....	3
Duty First Aid Officer’s Responsibilities.....	4
First Aid Co-ordinator .....	4
Duty First Aid Officers at Main School .....	4
Additional First Aid Officers at Main School .....	5
Standard Forms used by First Aid Officers and Teachers .....	6
First Aid boxes.....	7
Treatment of the Sick and Injured .....	9
Accident/Injury .....	9
Sickness .....	10
Pupils with Medical Conditions .....	12

Body Fluids Disposal .....13

Appendices .....14

### **Employers' Safety Statement**

The Health and Safety (First-Aid) Regulations 1981 place a duty on employers to provide adequate and appropriate first aid equipment, facilities and qualified first-aid personnel to their employees. However, this obligation under these Regulations does not extend to non-employees, including pupils. In its guidance, the Health & Safety Executive (HSE) strongly encourages employers to consider others when carrying out their assessment of first aid needs and to make provision for them.

Giving consideration to the factors detailed in the Health and Safety (First-Aid) Regulations 1981, the School is committed to providing adequate first-aid personnel, equipment and facilities to deal with ill-health and injuries to pupils and staff.

This policy is written in accordance with paragraph 13 of ISSRs 2014, which came into force on 5<sup>th</sup> January 2015.

The arrangements for first aid provision are intended to be adequate to cope with all reasonably foreseeable incidents in a timely and competent manner, and are regularly reviewed to ensure that provision is adequate.

The School has a number of staff, listed below, who are fully trained in First Aid at Work and/or Paediatric First Aid as appropriate. There is a First Aid Officer on site between the hours of 8.20am – 5.00pm (Monday to Friday) during term time. In addition, when the pupils are engaged in School activities on School premises outside these hours, appropriate first aid provision is made e.g. Christmas Fayre, 11+ examinations day, breakfast club and so on.

All staff are instructed that if there is any doubt as to the severity or extent of any injury and a First Aid Officer is not readily available, the first response must be to dial 999.

### **Duty First Aid Officer's Responsibilities**

- Treatment of the sick and injured in a timely and competent manner.
- Ensuring the Head, teachers, parents and guardians are informed of accidents and illness where appropriate.
- Distribution and maintenance of First Aid equipment throughout the School.
- Providing First Aid Kits for School trips.
- Keeping records of illness and accidents/injuries/incident

**If the accident or emergency is sufficiently serious, for example, the pupil is unconscious or having breathing difficulties, staff should ensure that the emergency services are contacted immediately by dialing 999 without waiting for advice from the duty First Aid Officer. (An ambulance should always be called if it has been necessary to use an Adrenaline Auto-Injector device – see Appendix 5.)**

### **First Aid Co-ordinator**

- Mrs H Bhundia (FAW, Paediatric & Mental Health First Aid) - every day except for Wednesday

### **Duty First Aid Officers at Main School**

FAW = First Aid at Work

- Mrs H Bhundia (FAW, Paediatric and Mental Health First Aid) - every day except for Wednesday
- Mrs H Dodi (FAW & Paediatric)
- Mrs A Hassan (FAW & Paediatric)
- Mr F McLoughlin (FAW)
- Mrs M Nicolaou (FAW & Paediatric)
- Mrs S Hagi Savva (FAW & Paediatric)
- Mrs M Sinfield (FAW & Paediatric)

### **Duty First Aid Officers at the Nursery**

- Mrs S Harney (FAW and Paediatric)
- Mrs A Michael (FAW and Paediatric)
- Mrs K Gil (Paediatric)

Mrs Bhundia, Mrs Dodi, Mrs Hassan, Mrs Nicolaou, Mrs Hagi Savva and Mrs Sinfield work as teaching assistants and have time allocated for first aid duty. The Duty First Aid Officers' rota is displayed on the door to the Medical Room, in the Prep Dept and in the School Office. The Duty First Aid Officer can be contacted by calling the School Office.

The following First Aid Officers can be called upon if any of the Duty First Aid Officers are not available:

#### **Additional First Aid Officers at Main School**

- Mrs L Ayling (FAW)
- Mrs B Kennedy (PE) (FAW)
- Mrs C Driscoll (PE) (FAW)
- Mr Frank McLoughlin (FAW)
- Miss Hannah Lucas (Deputy Head) (FAW, Paediatric & Mental Health First Aid)
- Mrs M Mehran (Science) (FAW)
- Ms S Proudlove (Head) (FAW, Mental Health First Aid, ASIST)
- Mrs S Turanli (PE) (FAW)

A list of current holders of a first aid qualification is on the notice board in the staff room, outside the School Office and at other locations around the School.

All designated First Aid Officers hold current certification which is updated at least every three years or in accordance with current legislation.

#### **Adrenaline Auto-Injector device Training**

Adrenaline Auto-Injector device training is offered to staff on a regular basis. This last took place on Wednesday 4<sup>th</sup> January 2023.

#### **Defibrillator Training**

Defibrillator training is offered to staff on a regular basis. This last took place on Wednesday 4<sup>th</sup> January 2023.

#### **Epilepsy Training**

Epilepsy training is offered to First Aiders as required. This last took place on Wednesday 8<sup>th</sup> September 2021.

#### **Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR)**

The School has legal duties under RIDDOR that require it to report and record some work-related accidents. Responsibility for reporting to the Health and Safety Executive (HSE) under RIDDOR has been delegated to the Bursar.

RIDDOR requires employers and others in control of premises to report certain accidents, diseases and dangerous occurrences arising out of or in connection with work. Only in limited circumstances will an incident need notifying to the Health and Safety Executive under RIDDOR. Most incidents that happen in School or on school

trips do not need to be reported. For guidance on what needs to be reported and what records must be kept, please refer to the HSE Information Sheet: Incident reporting in schools (accidents, diseases and dangerous occurrences) at <http://www.hse.gov.uk/pubns/edis1.pdf>

### **Standard Forms used by First Aid Officers and Teachers**

All are kept in the Medical Room.

1. **Accident/Incident/Illness Report Slip (including head injuries)**  
The top copy of the carbonated form should be given to a pupil for their parent/carer. In the Prep Department the form is given to the Class Teacher.
2. **Accident Record**  
The main accident book is for any major injuries and for when a child is sent to hospital.
3. **Medical Log Book**  
To be used for pupils who have an Inhaler, an Adrenaline Auto-Injector device and any other medical problems. Logbooks are to be used when the pupil or staff has administered medication. It also has to be written in the School Medicine Administration Record.
4. **Health Care Plan Forms**  
To be used for pupils who have an Inhaler, an Adrenaline Auto-Injector device and any other medical problems. This provides the School with full details about when a pupil is to use their medication.
5. **Medicine Administration Record**  
This is a log detailing medicines administered by the First Aid Officer to a pupil. The file containing this log is kept in the cupboard in the Medical Room
6. **Note to First Aid Officer from Class Teacher**  
If a pupil needs to see a First Aid Officer the teacher in charge of the lesson must complete a form, which is to be sent with the pupil. The First Aid Officer will complete the bottom of the form and return it with the pupil to the teacher informing them of treatment.
7. **Permission Slip – School Medication Record – administered by School**  
This is a form from parents authorising the School to administer medicine on their behalf.

8. **Permission Slip – School Medication Record – self-administered**  
This is a form from parents authorising the School to allow the pupil to self-administer.
9. **Record of Pupils being sent home during School hours**  
This is a log detailing pupils who have been sent home. The file containing this log is kept in the Medical Room.
10. **Record of new underwear issued**  
If a pupil needs a change of underwear, the School will provide new underwear and parents are sent a letter to advise them about the incident and asked to pay £1.00 towards replacing the new underwear.
11. **Visit Log**  
This is for recording when a pupil has come to see the First Aid Officer and treatment is not required. (Visits are tracked so that frequent avoidance of certain activities can be reported to the appropriate teacher e.g. Head of PE.)

#### **First Aid boxes**

The First Aid Co-ordinator (Mrs Bhundia) is in charge of ordering, maintaining and checking all fixed First Aid boxes and portable First Aid kits (for offsite use). First Aid supplies are ordered from Eureka and GLS. All First Aid boxes are checked once a term and a checklist signed.

Staff who are accompanying School trips are provided with portable First Aid kits.

#### **Locations of Static First Aid boxes**

- Medical Room (Elizabeth Smith Hall)
- Cupboard in the Prep Department
- School Office
- Science Department Prep Room
- Junior Department (First Floor in the Photocopy Room)
- Senior Department (Second Floor WC near the Music Studio)
- Nursery

In addition, the PE department have two fully stocked portable packs and there is a First Aid Kit in the School minibus.

#### **Each First Aid Box contains:**

- Guidance Card
- Anti- bacterial Hand Gel
- Adhesive tape

- Cleansing Wipes
- Conforming bandages
- Disposable Gloves (latex free)
- Disposable aprons
- Emergency Foil blanket
- Eye pad with bandage
- Face masks
- Finger sterile dressing
- Plasters
- Resuscitation face shield
- Safety pins
- Sanitary Towels
- Sick bags
- Sterile Dressings
- Sterile eye wash pods
- Tissues
- Tough cut shears
- Triangular bandages

In addition, the Medical Room in the Elizabeth Smith Hall contains the following items.

- Accident /Incident/Illness Report Slips
- Accident Book
- Class Lists and Medical records
- Completed Accident Notification forms (carbon copy)
- First Aid kits for travel
- Medicine administration log
- Medical Health Care Plan and Permission-Slip School Medicine Record
- Medical Log Book
- Record of new underwear issued
- Record of pupils sent home
- Sanitary Towels and Tampons
- Spare underwear (which is new and pupils must be given a letter as there is a small charge for this)
- Spare First Aid Stock
- Various Published Literature and First Aid Order Forms, Delivery Notes, and Catalogues
- 'Visit log' folder



*N.B. The door to the Medical Room is locked on a key pad when unattended and only First Aid Officers have access.*

### **Seeking First Aid Assistance at the Main School**

The Medical Room is only open for pupils to see a First Aid Officer during break time at 10.15am to 10.35am and then again at lunchtime from 12.20pm to 1.35pm. During other times, pupils have to report to the School Office and Office Staff will ask the First Aid Officer to come to the School Office or meet the pupil at the Medical Room as appropriate. Pupils must not go directly to the Medical Room as it is always locked when not in use.

If a pupil is not well and needs to rest or needs to go home, they will have wait in the Medical Room to be collected. The Duty First Aid Officer will need to stay with the pupil in the Medical room until they are collected or they feel better after resting. If the pupil is sent home, a slip must be filled out to let the School Office know that the pupil has been sent home unwell.

### **Treatment of the Sick and Injured**

A pupil must consent to being treated. (Parental consent for treatment is obtained prior to entry to the School.) No treatment must be given which might cause an allergic reaction and the pupil's medical file should be checked first to see if any treatments could cause an allergic reaction. When a pupil is treated for minor injuries e.g. grazed knees, the pupil should first be asked if they are allergic to plasters or whether they don't like plasters.

### **Accident/Injury**

- Treat as necessary.
- If it is a minor injury, record the details on an Accident/Incident/Illness Report Slip. The top copy of the Accident/Incident/Illness Report Slip must be sent home to advise parents of the treatment.
- If the injury is a **serious injury**, it must also be recorded in the **Accident Book (HSE)**, which must be passed to the Bursar, in addition to recording the details on an **Accident/Incident/Illness Report Slip**. As for minor injuries, the top copy of the Accident/Incident/Illness Report Slip must be sent home to advise parents of the treatment, **but the parent/carer must also be contacted in person**.
- A narrative of the circumstances leading up to the accident where there is a **serious injury/illness** should also be recorded and retained with the Accident Record.

- **Head injuries** – all head injuries are to be reported, regardless of severity, to the pupil's parents/carers by phone as soon as possible as well as recording the details as above.
- If a pupil has fainted, lost consciousness or feels unwell the First Aid Officer should inform the parents.
- If the accident/injury requires an ambulance or hospital treatment the First Aid Officer must inform the Head (or in her absence the Deputy Head/Bursar) and the parents of the pupil. The accompanying First Aid Officer must ensure that they take a copy of the pupil's medical details from the School's Management Information System (SchoolBase) to the hospital. The First Aid Officer must keep the School informed about the condition of the pupil whilst at the hospital.

The nearest hospitals are:

**North Middlesex University Hospital NHS Trust, Sterling Way, Edmonton, N18 1QX  
Tel. 020 8887 2000**

**Chase Farm Hospital (part of The Royal Free London NHS Trust), 127, The Ridgeway, Enfield, EN2 8JL Tel. 020 8375 2999 (Urgent Care Centre - 8am to 10pm only)**

### **Sickness**

If a pupil comes to a First Aid Officer and says they feel "ill" the following questions should be asked:

'Were you unwell this morning before School?'

'Did you tell anyone at home?'

'Have you vomited?'

'Are you worried about anything?'

The pupil should be encouraged to stay at School but if the pupil needs to go home, the First Aid Officer must advise the Form/Class Teacher or Deputy Head and telephone the parents and write the details in "Sent Home log". If the pupil has vomited the parent must be informed that the pupil has to stay at home for at least 48 hours.

If a senior pupil has period pain, appropriate medication can be brought to School providing it is handed in according to the procedures outlined in Appendix 3 - Procedure for Pupils Who Require Medication in School.

**INCIDENTS/ACCIDENTS at offsite facilities with external First Aid Officers e.g. Southgate Pool, Southbury Leisure Centre or Field Trip led by non-PGHS staff**

**Procedures**

1. PGHS PE Teacher will make a BRIEF telephone call to the School Office alerting the Office to the fact that there has been an incident, giving the name and year group of the pupil. The teacher will also advise the School Office whether or not it is necessary for the School Office to contact the parents.

2. If the School Office has been asked to alert the parents, a member of the School Office will telephone the parents and inform them, outlining the nature of the incident e.g.

‘I am ‘phoning to let you know that your daughter has had an accident at the Southgate Swimming Pool/Southbury Leisure Centre, for which she has been treated by the pool/leisure centre first aid staff. They have confirmed that it is not a serious injury, but we are telephoning to let you know.

When she returns to School, your daughter will go to see one of our First Aid staff, who will then contact you with further details. (The First Aid Officer will have the first aid report from the pool at that stage.) Pupils normally return to lessons after they have been treated for minor injuries, but because this incident has occurred at the swimming pool, rather than at School itself, we are contacting you now as a courtesy.’

3. The Teaching Assistant on swimming escort duty will take the pool first aid report and monitor the pupil on the journey back to School. On arrival at School, the Teaching Assistant will hand over the pupil and the first aid form to a member of the School Office staff, who will summon a First Aid Officer to check the pupil over.

4. After checking with the pupil and reading the pool first aid report the First Aid Officer will contact the parents to update them regarding the injury. At this point the PE staff will probably not be back at the School site so information will relate to what is written on the pool first aid form, what the pupil says and what the First Aid Officer observes. The pupil will then return either to class or remain with the First Aid Officer before they are collected by a parent if they are unwell.

5. In some cases the First Aid Officer may suggest that a pupil may benefit from a further (non-emergency) medical check-over and parents will be given clear written instructions as to what to check if the pupil has bumped their head at any point during the incident.

### **Pupils with Medical Conditions**

A file is kept in the Medical Room Cupboard with details of pupils with medical conditions and Health Care Plans, and a folder is also kept in the staffroom. All Form Teachers and PE Staff are informed of Medical Conditions information at the start of the year or when new medical information is passed to the School.

Pupils who require temporary mobility aids e.g. crutches, are permitted to return to School after a risk assessment has been completed and procedures put in place for safe travel around the School. They may be restricted to ground floor areas or be required to move at different times to the rest of their class in order to facilitate movement.

*Further details are contained in Appendix 4 – Medical Records – Procedures*

### **Asthma Inhalers and Adrenaline Auto-Injector devices**

*See also Appendix 5 - Medical Conditions and Emergencies Policy*

**A list of pupils with an inhaler, an Adrenaline Auto-Injector device and/or Medication can be found in the Medical Room and Staff Room.**

Pupils who need an Adrenaline Auto-Injector device (AAI) must have two in School. One AAI must be stored in its original hard-plastic tube and kept in the pupil's Medpac. The second AAI is to be stored in the School Office.

Pupils who need an asthma inhaler must have either two in School or the School must have parental permission for the pupil to use the School spare inhaler. One inhaler must be kept in the pupil's Medpac. If there is a second, it is to be stored in the First Aid room.

For Lower School pupils in Y3-6, Adrenaline Auto-Injector devices and/or asthma inhalers are kept in the pupil's named Medpac inside their named red bag. The bag also contains instructions from parents, a copy of the authority to administer medication form, Health Care Plan and a medicines logbook. The red bag will be kept in their classroom in a plastic box. The pupils must take their red bag with them when they go to specialist lessons, offsite for PE or on any School outings. The red bag must be placed in the box when the pupil returns to the classroom/School. A similar system is in place for the Prep and Nursery pupils where staff will be responsible for the red bags when the pupils go to specialist lessons or on any School outings. The red bags will be sent home at the end of the school year for the parents to check for any medication that needs replacing or is out of date.

Senior School pupils are responsible for bringing their Adrenaline Auto-Injector and /or asthma inhaler to School every day and for carrying it in a Medpac at all times. The Medpac contains an authority to administer medication form, Health Care Plan and medical logbook. Pupils must take their Adrenaline Auto-Injector device and/or asthma inhaler with them when they go offsite for PE, swimming or on trips.

The School's emergency AAI is taken off site for PE lessons by the department.

Parents must give written permission annually for their daughter to use the School spare AAI/School spare inhaler if necessary.

### **Body Fluids Disposal**

If a pupil has soiled their clothes, they are asked to change into their PE kit. The pupil is responsible for cleaning themselves and the member of staff must provide a bag for soiled clothes and advise the parent.

The caretakers are responsible for clearing any body fluids i.e. blood, vomit etc. in the correct manner and must put the used materials in the bin.

## **Appendices**

### **Appendix 1**

#### **ASTHMA POLICY**

Our School has a positive approach to asthma and encourages pupils with asthma to participate fully in all aspects of School life. Each pupil should have equality of opportunity provided safety aspects are considered and health management allows.

#### **School Environment**

- The School has a no-smoking policy, which reduces the effects of passive smoking on the School site.
- The School does not keep animals, which could increase asthma suffering.
- Fume cupboards are used in Science lessons.
- Members of staff are informed of which pupils suffer from asthma.
- PE staff will liaise with pupils regarding the conditions for sport, but all pupils will be encouraged to participate as appropriate.

#### **Pupil Information**

It is important that the School should be aware of:

- Whether or not a pupil suffers from asthma
- Which medication is used
- The specific 'triggers' for the sufferer.

To ensure that our information is accurate, each pupil has a medical form that identifies them and their medication.

Pupils who need an asthma inhaler must have either two in School or the School must have parental permission for the pupil to use the School spare inhaler. One inhaler must be kept in the pupil's Medpac. If there is a second, it is to be stored in the First Aid room.

The School has spare inhalers (with disposable mouthpieces) for general use, which can be used when a pupil forgets an inhaler or their own inhaler malfunctions. Parents must, however, give written permission annually for their daughter to use the spare inhaler if necessary. They are stored in the Medical Room, Nursery (when needed), School Office and the PE Department.

#### **Parental Involvement**

Parents are asked to ensure that their children are aware of the specific triggers for their asthma so that they can carry inhalers or medication if appropriate. Parents are

also asked to inform the School immediately of any change in their daughter's state of health.

On School journeys/*visits*/residential trips, parents are reminded to ensure they fill in the consent form fully, and that they supply their daughter with the current medication.

## **Appendix 2**

### **ALLERGIES, HAY FEVER & RHINITIS POLICY**

Our School has a positive approach to all known allergies including food, latex, plasters, fabrics/fur and hay fever and encourages pupils with hay fever to participate fully in all aspects of School life. Each pupil should have equality of opportunity provided safety aspects are considered and health management allows.

#### **Pupil Information**

It is important that the School should be aware of;

- Whether or not a pupil suffers from a known allergy
- Which medication is in use
- Specific allergen triggers for the sufferer.

To ensure that our information is accurate, each pupil has a medical form, updated annually, which identifies if they suffer from an allergy and the medication taken/required. In order to keep staff informed at all times, information about pupils with food allergies is kept in a folder in the Dining Room and the medical data identifies those suffering from other allergies. All the information is stored on SchoolBase and is available to staff in hard copy in the First Aid folder in the staff room

#### **Parental Involvement**

In accordance with school policy, no medication may be brought into School without the permission of the Head (or in her absence the Deputy Head).

Parents are asked to ensure that their children are aware of the specific triggers for their allergies. Parents are also asked to inform the School immediately of any change in their daughters' state of health.

#### **Medication Procedure**

A majority of allergy remedies are non-prescription and can be handed by the parent, with a parental consent form, directly to the School Office or First Aid Officer for safekeeping during the School day. The medication must be in its original container and with the label clearly stating the dose and the child's name. Older pupils must accept responsibility for remembering to go to the School Office or First Aid Officer for their medication, staff will do all they can to ensure that younger pupils are treated at the appropriate times.

Photographs of pupils with their food allergies are displayed in the kitchen.



## **Appendix 3**

### **PROCEDURE FOR PUPILS WHO REQUIRE MEDICATION IN SCHOOL**

The School will always do what it can to help pupils who need medication. However, no medication may be brought to School without the permission of the Head (or in her absence the Deputy Head or Head of Nursery). The First Aid Officers do not usually administer antibiotics or Calpol during the School day unless pre-agreed due to special circumstances. Antibiotics will only be administered if they have been prescribed four times a day, otherwise medication should be planned so that the pupil can take the medicine when they get home.

Prescription medicines must not be administered to EYFS children unless they have been prescribed for the child by a UK doctor, dentist, nurse or pharmacist. Medicines containing aspirin should only be given to an EYFS child if prescribed by a UK doctor.

All prescription medicines must be in their original container and the pharmacist's label must be on the container giving details of the name and address of the prescribing UK doctor, dentist, nurse or pharmacist.

### **Parental Responsibility**

Pupils are not to carry medicine on their person (see above for exceptions); it must be taken to the School Office, First Aid Officer or Head of Nursery on arrival where it will be stored in the Medical Room or Nursery office/fridge. Medicines must be in their original container with the label clearly stating the dose. Written authorisation and instructions should be included to be given to the First Aid Officer or Head of Nursery stating when and how the medicine should be taken.

Staff will do all they can to ensure that medication is given to children. However, Senior School pupils have to accept responsibility for remembering to go to the School Office or First Aid Officer as they cannot guarantee to administer medication in the rush of a busy day.

Pupils should only be sent to School if they are well enough to take part in normal School lessons and activities. This would not, of course, apply to a pupil who has broken a bone, suffers from hay fever etc. If a parent has any doubt about whether their child is well enough to be in School, they must be contactable during the day and available to collect their child if it becomes clear that they are not well enough to continue.

If a child is vomiting or has had diarrhoea, parents are asked to keep them at home for 48 hours and not allow them to return to School. In the case of a child developing

a temperature at School, or not being well enough to continue in class, the parents will be asked to take them home.

Parents are asked to notify the School immediately if their daughter has been in contact with an infectious disease at home. If the pupil has had an infectious disease, a doctor's certificate must be brought on their return.

### **Medication for children in the EYFS (Reception Class and the Nursery)**

Daily permission must be given in writing by parents of Reception or Nursery pupils for the administration of medication at School. Two adults must be present when medication is administered to children in the EYFS.

### **Prescription Medicines – School Responsibilities**

**See additional instructions regarding Adrenaline Auto- Injectors and inhalers.**

Nursery to Year 6 pupils will be given a named red bag in which to keep their prescription medication such as an AAI, inhaler or eczema cream and a copy of their Health Care Plan.

Year 7 to 11 pupils can bring in paracetamol tablets for period pains and need to hand them in to the School Office on arrival in School with a letter from the parent or they can have tablets from the Medical Room if a School Permission to Administer Medication Form has been submitted.

All medicines stored in the Medical Room at the main school or in the Nursery office/fridge will be sent home at the end of the academic year and any not collected will be disposed of at a pharmacy.

### **PROCEDURE FOR STAFF WHO REQUIRE MEDICATION IN SCHOOL**

Staff must seek medical advice if they are taking medication that may affect their ability to care for children. Any staff medication must be stored securely at all times and away from areas of the School used by pupils. The exception to this is emergency medicine that needs to be readily available but must be kept out of the reach of children at all times.

## **Appendix 4**

### **MEDICAL RECORDS – PROCEDURES**

#### **Records**

On entry to the School, parents complete a Pupil Medical Form and, if applicable, a Health Care Plan. The medical form seeks information on any medical condition the pupil suffers from along with emergency contact details.

#### **Medical information**

The recorded information for each pupil is held in SchoolBase and medical and emergency contact details are available to all First Aid Officers and staff that teach the pupils. Every year the School sends out the Medical and Emergency contact details held on record for each pupil for parents to check and amend if applicable. If the School is verbally informed of a pupil's medical or contact details information change, parents are asked to fill in a form or write a letter to amend the details held on SchoolBase.

#### **Health Care Plans and Permission Slip for School to Administer Medicine**

These are given to pupils at the beginning of the School year in September (who have a declared medical condition). The slips gather relevant information required on how to treat the pupil and how to administer any medicine in case of emergency or illness.

## Appendix 5

### MEDICAL CONDITIONS AND EMERGENCIES POLICY

#### Aims

The School aims to ensure that major medical/psychological conditions in children are recognised by the staff and that appropriate persons are alerted. Confidentiality is to be protected where necessary. The First Aid Officer will care for pupils as problems arise within the School day.

#### General Implementation:

- The First Aid Officers will keep a register of pupils with known health problems and a list will be available in the First Aid folder in the staffroom. Health problems include: Anaphylaxis Shock, Asthma, Diabetes, Epilepsy and Eating Disorders (Anorexia, Bulimia etc.) or any other medical condition.
- This register will be up-dated regularly by the First Aid Co-ordinator who should be informed immediately by other staff if any medical information comes to their attention.
- Concerns relating to particular pupils are to be reviewed on a regular basis by the appropriate staff and their conditions monitored. Bearing in mind the need for confidentiality, the whole staff will be informed by the First Aid Co-ordinator at the initial Staff Meeting of the School year and thereafter on a need-to-know basis through Staff Briefing.
- Staff should familiarise themselves with this information.

#### Anaphylactic Reaction Implementation:

##### In a non-emergency situation

A pupil experiencing a mild reaction may have a tingling in their lips or throat. If this is the case, call for a First Aid Officer as normal by sending a 'Note to First Aid Officer from Class Teacher' or by calling the School Office.

##### In an emergency situation

If a pupil has a **SEVERE** anaphylactic reaction where they are experiencing **difficulty with their breathing** the member of staff is to follow these instructions:

- Prep School – one member of staff is to go to the School Office to summon help.
- All others - dispatch 2 pupils to the School Office to summon help.
- Access the pupil's Adrenaline Auto-Injector (AAI) from their Medpac.
- Administer the AAI to the upper thigh.
- Record the time.
- An ambulance must be called immediately by the School Office by dialing 999.
- If a second adult is present at the pupil location, they can call the ambulance directly.

- A First Aid Officer must be summoned by the School Office and sent to the pupil destination.
- If there is no improvement in the pupil's condition, check the Health Care Plan for the stated time to use the second AAI. The second AAI is stored in the School Office, and record the time it is given.
- The School Office is to inform SMT of the incident.
- A member of SMT will inform the pupil's parents.
- The Head must be informed of any pupil who has needed hospital treatment for an anaphylactic reaction.

### **School Office:**

On receiving the information as detailed above, the School Office must:

- Dial 999 for an ambulance
- Tell the operator that it is an anaphylaxis
- If no AAI in School for pupil, tell the ambulance service
- Summon a First Aid Officer and send them to the pupil destination
- Dispatch the second AAI with an adult to the pupil destination
- Inform a member of SMT
- Ensure that a member of SMT or other adult is sent immediately to the pupil destination.

### **Emergency (999) Procedure**

- Under normal circumstances, staff should contact the First Aid Officer but if the accident or emergency is sufficiently serious staff should contact the emergency services by dialing 999 immediately without waiting for advice from the duty First Aid Officer. (An ambulance should always be called if it has been necessary to use an AAI.)
- First Aid Officer to contact parent if pupil is to be sent home or taken to hospital.
- First Aid Officer notifies Form Tutor/Class Teacher of action taken and completes details in the Accident Book (HSE) kept in the Medical Room.
- First Aid Officer writes details in Accident Book (HSE) and informs SMT.

### **Illness**

If the pupil is temporarily unwell, e.g. asthma attack, period pain, and medication has been given, the First Aid Officer is to write down the information in the Accident/Incident/Illness Report Slip and give the top copy to the pupil or teacher to give to the parent and (in more serious cases) telephone the parent / guardian.

### **Asthma Implementation**

- Summon the First Aid Officer.
- Check medication is available and taken, i.e. inhaler.
- If no improvement takes place or a First Aid Officer is not available, call an ambulance.

- First Aid Officer to contact parent if pupil is to be taken to hospital.
- First Aid Officer notifies Form Tutor/Class Teacher of action taken and completes details in the Accident Book (HSE).
- The Head will be informed if any pupil who has needed hospital treatment for asthma.

### **Diabetes Implementation**

- Summon the First Aid Officer and they will determine:
  - **Hypoglycemia** - in the case of insulin dependent diabetics, if they have taken too much insulin they must have a sugary snack or drink.
  - **Hyperglycemia** - if the blood glucose is high, the parents must be contacted to find out whether or not extra insulin is needed.
- If First Aid Officer is not available, call an ambulance.
- First Aid Officer to contact parent if pupil is to be sent home or taken to hospital.
- First Aid Officer notifies Form Tutor/Class Teacher of action taken and completes details in the Accident Book (HSE).
- The Head will be informed if any pupil has needed hospital treatment for diabetes.

### **Epilepsy Implementation**

- Summon the First Aid Officer.
- Ensure that the pupil is clear of harmful objects. When the fit is over, allow the pupil to sleep if required making sure they are placed in the recovery position.
- If the fit lasts for more than 5 minutes or if it is the first time that the pupil has had a fit, call an ambulance.
- If no staff suitably qualified in First Aid are available, call an ambulance.
- First Aid Officer to contact parent if pupil is to be sent home or taken to hospital.
- First Aid Officer notifies Form Tutor/Class Teacher of action taken and completes details in the Accident Book (HSE).
- The Head must be informed of any pupil who has had an epileptic fit or who is known to be epileptic.

### **Eating Disorders (Anorexia, Bulimia and others) Implementation**

1. Staff should be alert to changes in any pupil's behaviour pattern or physical condition which might cause concern.
2. If a member of staff suspects or knows that a pupil is suffering from a severe eating disorder they are to inform the Deputy Head and the Head.
3. The First Aid Co-ordinator should record this information.
4. The SLT and other relevant staff should meet to determine the appropriate course of action, involving parents and outside agencies if appropriate.
5. The whole staff should not be informed until the parents have granted permission.
6. Staff should not make comment to the pupil concerned, or to any other pupil, indirectly or directly.