



# Medical/First Aid Policy

at

# Bedstone College

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## 1. Policy

This policy applies to all members of our college community, including boarders, dailies and those in our EYFS setting. Bedstone College is fully committed to ensuring that the application of this policy is non-discriminatory in line with the [UK Equality Act \(2010\)](#). Further details are available in the college's Equality and Diversity Policy document.

This policy is to ensure that adequate medical arrangements are provided for students and staff on the college premises. It also extends to out-of-school activities, particularly sports fixtures.

This policy is linked to the policies on head injury and concussion, infection control, health and emotional well being, counseling services, Sun safe policy, asthma management, diabetes management, epilepsy management, automated external defibrillator policy and medicine management at Bedstone College.

This Policy addresses the following relevant criteria:

- The Bedstone College Boarding Handbook (p4-9)
- NMS: Standard 3, (Notes B16-B30)
- ISI Regulatory Requirements: Part 3, Para 13(Commentary para 220-223)
- Supporting students with medical conditions. Department of Education. September 2014

## 2 Legislation / Guidance

There are several areas of legislation that influence the way in which medical arrangements are established within an organisation. Guidance for these arrangements at Bedstone College includes the requirements of the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 and First Aid at Work (L47). The arrangements set out below have been guided by these various regulations but, more particularly, by the schools' own registered nursing staff. Through this informed discussion a system of "best practice" has been established reflecting the needs of Bedstone College.

## 3. Organisation

Certain key members of staff are responsible for managing our medical policy. These key personnel are as follows:

- a. College Nurses.
- b. First Aiders.
- c. Health & Safety Officer.

The responsibilities of these personnel are:

- a. **College Nurses:** Are primarily responsible for the administration of the medical arrangements at the College. They would administer any medication required by students or staff within their areas of authority and responsibility. They would also be involved in arranging any secondary treatment at hospital or surgery, particularly the boarders at the College.
- b. **First Aiders:** Would backup and support the College Sister as far as they were able and within their areas of competence and training.
- c. **Health & Safety Officer:** Is responsible for the regular, on-going review of the arrangements, providing support and advice as appropriate and within their level of training and competence.

## 4. Surgery - General Information

### 4.1 Location

The college surgery is situated in the “Spares”. Access ramps are available for access by those using mobility aids.

### 4.2 Facilities

Internal Telephone ext. 230. Email address is [surgery.team@bedstone.org](mailto:surgery.team@bedstone.org)

Surgery offers 6 beds with a 2 bed male dorm and a 2 bed female dorm. There are separate male and female bathrooms with 2 toilets and a shower in each.

There is a treatment room with an additional bed and a single dormitory which can be used to isolate a student.

A utility room allows laundry to be washed in house to minimise infection to other areas of the college.

A sitting room provides an area where students can rest and wait until collected.

This room is also used by the college counsellor as it is a quiet area and offers privacy.

A kitchen area allows drinks and light meals to be made. Additional meals are arranged through the catering department.

### 4.3 Provision

The College Nurses are: Sister N. Stead and Sister C Goodwin.

The duty sister offers three clinics daily to coincide with break times in the college day, Monday to Saturday between the hours of 8.30am to 4.30pm for routine health advice and treatments to day and boarding students, as well as staff members.

For emergencies there is an open door policy for all students to visit the medical centre to discuss in confidence any problems or concerns they may be experiencing.

Parents are welcome to visit or telephone surgery to discuss with the duty sister their child's health and well-being.

Information regarding accessing medical assistance is displayed in the medical centre, day board and in each boarding house.

### 4.4 Medical Notes

Both day and boarding students have their own individual set of medical notes within the college surgery that are separate from NHS notes. Its contents are not routinely passed on to other medical professionals but stays at the college up to a period of 25 years from date of birth before they are destroyed. The duty sister records all consultations with a student and visits to other multidisciplinary agencies, including GP, hospital consultants, OT, Physiotherapy, children's services, A/E, dentist, optician, speech therapy and orthodontic services.

NHS medical records for registered boarders are held with the school doctors at Wylcwm Street surgery, Knighton. [www.wylcwmstreetsurgery.co.uk](http://www.wylcwmstreetsurgery.co.uk)

All notes are kept confidentially and under lock and key.

NHS cards or other official medical forms are to be given to duty sister on starting as a boarder. These cards will be kept in surgery and are to be collected by the student on leaving Bedstone College.

For all international students, copies of their Biometric Residence Permits (BRP) and visas for all Tier 4 students and European Health Insurance cards for European students are kept in surgery and relevant boarding houses for administration purposes for when a student's accesses medical care.

For school trips, the duty sister will provide the trip organiser with any relevant medical information of students, within the bounds allowed by medical confidentiality.

For boarders, a summary of a student's medical form detailing name, parental address, date of birth, parental consents, GP details and vaccination record are given to the students' houseparent following their medical assessment and renewed each term. The information provided can be utilized by medical personal should a boarder need to access emergency treatment in the evenings or on a Sunday, when under the care of the house parent or duty tutor.

#### **4.5 Students with Medical Conditions and Disabilities.**

The majority of children with medical conditions or disabilities are able to attend college regularly and with the support of staff and the duty sisters, can take part in normal college activities.

An individualised health care plan (HCP) is completed by the duty sister with information provided from the student's parents and other health care professionals. The HCP's can help to support the student and identify any risks and safety measures that can be taken to support the student whilst at college.

All teaching and pastoral care staff are made aware of students with medical conditions care they may require by a medical register which is available in the staff room. The HCP are updated on an annual basis and are kept in the medical centre and staff room. Copies are given to house parents and tutors.

### **5. Consent to Medical Treatment**

Prior to enrolment, parents are requested to complete a medical history form and medical consent form for first aid treatments; access to emergency medical treatment and the administration of non-prescribed medications. The parent's decision is indicated on school base.

By law, students may have the right to consent to, or refuse, medical or dental treatment. This is based on 'competency' as defined below and not the age of the student, although in practice students over the age of 16 years will usually be assessed as 'competent' and asked to consent to their treatment in their own right. Where a student is under the age of 16 years, the practitioner proposing the treatment will assess whether or not the student is 'Gillick competent', that is to say that the student understands the nature of the treatment, as well as the consequences of refusal, and therefore whether they are competent to make their own decisions. A child will be assessed as "Gillick competent" if he or she has sufficient understanding and intelligence to comprehend fully what is proposed.

If a student requires emergency hospital treatment, every effort will be made to obtain the prior consent of a parent or guardian. Should this be impossible in the time available, the attending medical practitioner will make a professional judgement and act in the best interests of the student (including decisions on anaesthetic or operation). Ongoing efforts will be made to contact the parent and /or guardian.

## 6. Confidentiality

We want all our students to feel that they can talk to a member of staff about anything that is concerning them. It is very important that students are confident they will be listened to. In most cases, conversations between young people and staff should remain confidential if this is in accordance with a student's wishes; however, there are limits to this and there are boundaries to our legal and professional roles and responsibilities. Staff cannot offer or guarantee absolute confidentiality in all circumstances and a student will be informed that prior to a disclosure. The procedures to follow in disclosures are outlined in the child protection policy.

Staffs are fully trained in safeguarding procedures and in the Radicalisation and Extremism Policy in order to protect children at risk of being drawn into terrorism or being exposed to extremist views.

Except in those situations outlined above, the duty sister is bound by their Codes of Professional Conduct to maintain professional confidentiality. Whenever possible, the duty sister will liaise with parents (and where appropriate guardians) regarding a student's health concerns and the duty sister will always encourage students to consent to such communication. Where a student is considered 'Gillick competent' and refuses consent, their wellbeing will be monitored and managed by the duty nurse. If the condition is deemed to be serious to the student's physical and mental wellbeing or a student refuses to allow communication with a parent but is at risk of significant harm, parents may be contacted and the procedure outlined in the safeguarding and child protection policy will be followed.

Information concerning the health or personal circumstances of any student passed on by staff must be treated as confidential. Information will only be shared if it is in the student's best interests to do so, and with the appropriate permissions, or alternatively under the safeguarding procedures. Confidential information will be disseminated on a 'need to know' basis only; each case taken individually and assessed accordingly.

To ensure a student's safety and welfare, a list of students with asthma, allergies and significant illness is forwarded to all teaching staff each term.

## 7. Provision of Care for Daily Students

### 7.1 Registration.

Daily students remain registered with their own NHS General Practice and parents are required to arrange any routine appointments.

### 7.2. Illness

Day students who become unwell during the college day can access the duty sister, who will assess the health needs of the student and make a decision on the appropriate care and treatment whilst in college. If a student is not well enough to be in college, parents/guardians will be contacted and arrangements made for the student to be collected. Whilst waiting to be collected, a sick student will remain in surgery under the care of the duty sister or in the Junior School under the care of Early Years staff following consultation with the duty sister. Students must not ring their parents/guardians to collect them without first consulting the duty sister. This is a health and safety measure for the protection of the student. If a parent or guardian is unable to collect their child, the student will remain under the care of the duty sister. The form tutor and reception will be informed if a student is sent home. The transport manager will also be informed, if applicable.

### **7.3 Emergencies**

The duty sister or a trained first aider will assess if casualty treatment is needed or if an ambulance is required.

Parents will be informed if their child is involved in any accident that occurs within college via telephone, email, or hand written note for a minor incident. For minor injuries, parents may be asked to collect and take their child to casualty.

For a serious injury or if parents are unavailable, a member of staff or duty sister will take the student to casualty and be responsible for the student until the parents or guardians arrive.

If possible the duty sister should remain in college at all times unless it is necessary to accompany a student to hospital. Should this be necessary, reception and a member of the senior management team will be made aware of the situation. College First Aiders remaining on site will be informed in case of another emergency.

### **7.4 Absence from sports**

Off games notes to excuse students from games are issued by the duty sister. These may be given to students who are unable to take part in P.E or matches due to a medical condition, injury or following a parental request to be excused.

Day students are required to bring a letter from home to excuse them from games.

If a student needs to be excused from games long term, a doctor's letter is usually requested. Long term permission will normally need to be renewed every half term unless otherwise agreed.

### **7.5 Arrangements for EYFS**

#### **Illnesses and Injuries**

Parents and carers are asked not to send their child to school if they are unwell and to inform the school office or the class teacher of their absence. Parents/carers are asked to inform staff if their child is suffering from a minor ailment so that appropriate care can be given. Children must not return to school within 48 hours of a bout of sickness or diarrhea.

If a child becomes unwell whilst at school, a member of staff will:

- phone the parents/carers, explain that their child is unwell, explain the symptoms noted and ask them to collect their child.
- sit with the child in a quiet place away from other children, if possible, until the parents arrive/ if the child is ill, they may be sent to the sick bay.
- if the child has had sickness or diarrhoea, we will explain the policy of at least a 48 hour clearance of either symptom before the child may return.

In the case of an injury, appropriate first aid will be administered by a qualified first aider. A first aid kit is kept in the Reception classroom and its contents are in accordance with advice from the Health and Safety Executive and the Community Health Physician. First aid cover is provided at playtimes and lunchtimes. All accidents are recorded in one of the school's accident books and signed by the member of staff who dealt with the incident. The staff member dealing with the incident is responsible for completing an accident slip and this is

sent home with the child at the end of the day. Parents/carers may be contacted by telephone to inform them of an injury if deemed necessary.

We ask for written parental consent to seek any necessary emergency medical advice or treatment in the future when the children are admitted to school. In the case of a more serious accident to a child, the practitioner/school will contact the parent/guardian to agree a course of action if time permits. If the parent/guardian cannot be contacted the practitioner/school will seek appropriate medical attention or treatment for the child. The child should not be given anything to eat or drink. If a child or adult needs to be transported to hospital, every effort should be made to use a car with fully comprehensive insurance including business use. Two adults must accompany the child, and one adult must accompany a member of staff. Should an ambulance be required, one adult must accompany the child or adult. The child's registration form must be taken to the hospital with the child.

## **Medicines**

Only drugs/medicines prescribed by a registered Medical Practitioner will be administered to children. Parents should complete and hand in a Medication Consent Form (available from the class teacher), along with medicine, to a member of staff. Drugs/medicines must only be administered to the child for whom they are prescribed and all drugs/medicines must be kept in the original container stating whom they are prescribed for and dosage information. Unwanted or unused medicines must be returned to the parent for disposal. A record of the drugs given should be made indicating the time, dosage and signed by the person administering the dose. The child's parent should sign this each day that medicine is given.

Training for prescribed medication that is invasive i.e. EPIPENS etc is available via the school nurse and there are regular updates to refresh staff on their knowledge and understanding of common ailments/conditions/emergencies (like asthma, diabetes, allergic reactions etc.). If an individual child requires a care plan, this will be drawn up in partnership with parents and the school nurse.

## **8. Provision of Care of Boarding Students**

### **8.1 Registration**

All full time boarders will be registered with the Wylcwm Street surgery in Knighton, Powys. Parents can opt to keep their current GP but will need to arrange routine appointments for medication reviews, immunisations and travel vaccines and transport their child. The doctors at Wylcwm Street will see a student as a temporary resident if an emergency appointment is needed. Should a student need to see a doctor in the school holidays they are encouraged to register as a temporary patient with their local doctor.

Parents and guardians are requested to complete a medical history form and medical consent prior to commencing at Bedstone College.

All NHS Medical Records are held with the school doctors at Wylcwm Street surgery, Knighton

The School Doctor is Dr M L Kiff based at Wylcwm Street, Knighton, Powys. LD7 1AD with associates Dr A. Lempert, Dr Edwards and Dr Duffin. Tel No 01547 528523. In their absence, cover is provided by locums.

Should a boarder be ill and need to see the doctor, the duty sister will arrange for them to be seen at Wylcwm Street Surgery or for the Doctor to see them at college if their condition dictates this.



If the duty sister is not on duty, the arrangements will be made by the relevant House Parent.

Boarders under 16 will normally be accompanied by the duty sister when seeing the doctor. If requested by the student or parents, the house parent may be present. The student's right to see the doctor in confidence will always be respected. Students over 16 will normally have a private consultation with the doctor.

Female Boarders are always given the option to see a female doctor prior to their appointment request. Dr Edwards and Dr Duffin are the female doctors at Wylcwm Street surgery.

## **8.2 Illness**

If a Boarder feels unable to attend college due to medical reasons they must report to the duty sister before registration. They will remain under the care of the duty sister in surgery or in their dorm until the end of the day when the care will be taken over by the house parents.

If a boarder is too ill to attend sick bay, house parents will inform the duty sister, and request attendance.

Food/drinks will be taken in sick bay by collection of food from the dining room by the duty sister or other member of staff or if appropriate, the student will accompany sister to the canteen for refreshments.

Generally if a student has been off college all day they will be expected to rest until the following morning.

Sister will communicate any plan of care for the student needed for the evening or weekend, in the communication book/ telephone message or email to the relevant house parent.

If a boarder requires clinical isolation, provisions will be made to isolate the student in their boarding house with own facilities or they will remain in sickbay and looked after by the duty sister or another residential member of staff.

If a student has been at home when a medical condition has arisen they are required to bring a letter from their parents or ask their parent to contact sister if they wish their child to be excused from sport.

## **8.3 Out of hours Care for Boarders**

If a boarder feels unwell during any time that the duty sister is not on duty he/she should see the house master/mistress on duty.

The on-call duty sister can be contacted by houseparents/duty staff at any time after 16.30hrs for medical advice or assistance. Houseparents may also contact NHS 111 or indeed the emergency services if the situation deteriorates. Contact details are provided on the front of the communication books and the medical handbooks, located in each boarding house.

Each boarding house has a locked medicine cupboard from which the house parent is able to administer over the counter medicines. A record of these should be kept and the duty sister informed of any boarder's illness or need for medication on her return.

Sister will liaise with the boarding staff at the beginning and end of each day via a communication book.

## **8.4 Emergencies**

The houseparent, duty sister or a member of staff will usually be responsible for taking students to casualty with minor injuries. For serious injuries or conditions, or when staff are unsure, emergency services should be contacted and requested to attend.

In the event that the duty sister has to leave the medical centre to deal with an emergency, houseparent's of students within the medical centre will be contacted to attend the medical centre to act as cover until sister's return.

## **8.5 Appointments for Boarders**

All boarders will have a basic health check on entering college and ongoing monitoring continues throughout their time at the college by the nursing staff.

The information is passed to Wylcwm Street surgery for registration. Appointments are then arranged for the student to see Dr Kiff for a follow up, if applicable.

Parents will be informed by the duty sister if there are any specific medical needs arising from the medical examination or any further appointments.

Occasionally boarders that live locally or who are weekly boarders will remain registered with their own GP.

Dr Kiff and his associates hold a surgery for Bedstone students every Tuesday and Friday afternoon at Wylcwm Street surgery between 2.30pm and 3pm. Emergency appointments are available on a daily basis.

Wherever possible, students have access to a doctor of the same gender if they so wish. UK boarding students registered with the doctors at Wylcwm Street are asked to be seen as a temporary resident with their home GP if unwell during holidays. If a boarding student sees a family doctor or a specialist when they are away from college, the parents/guardians must inform the duty sister as soon as possible so that medical records can be updated, and continuity of care maintained.

Once registered with the school doctors, boarding students will be entitled to free medical care with the National Health Service (NHS). However there may be some medication or treatment that will need to be provided privately or referred back to the student's GP at home.

If a boarding student becomes unwell, they will be looked after in surgery by the duty sister during the school day, returning to the boarding house at the end of the day and over the weekend. If a boarding student is not well enough to be in the boarding house, because they have a contagious illness or the doctor recommends a period of rest and recuperation, parents/guardians will be contacted to collect and look after the student until they are fit to return to college.

It is important that guardians of overseas students or those whose home is not within easy reach of the college are happy to take on this responsibility. Where a student is not well enough to travel home or to guardians, and the student is unable to return to the boarding house due to risk of cross-contamination, the student will remain in isolation in the boarding house or in surgery overnight where a nurse or member of college/boarding house staff will remain with the student until they are well enough to travel home or return to the boarding house.

When surgery is closed, healthcare is provided by the individual boarding houses in conjunction with the local surgery and NHS out of hours services.

Routine dental and optical care is the responsibility of parents/guardians and should be dealt with during school holidays. In an emergency, arrangements will be made for any student to be seen by a dentist or optician with parental consent. Students requiring or undergoing orthodontic treatment can continue whilst at Bedstone College by arrangement with Mr Evans at Castle Street orthodontic practise, Hereford. Traveling costs will incur to attend appointments and if a student regularly breaks their brace, the practise may charge a fee for repair. In this situation, parents will be contacted prior to the visit for consent.

It is recommended that children under 19 years of age undergo an eye examination every two years. We advise all parents to carry out these tests during college holidays. However, any students who is experiencing visual problems or who break their glasses and have no spare pair, can access optician services at a local optician. A routine NHS sight test is free for any student aged 16 and under or those under 19 and in qualifying full-time education. They are also eligible for an NHS voucher towards the cost of prescription glasses. Parents will be advised of any costs prior to glasses being ordered.

- The Optician used is Mr Floyd, Craven Arms. Tel No 01588 673048
- The Dentist used is Mr Quayle, Knighton. Tel No 01547 520396
- The Orthodontist used is Evans, Morton and Evans, Castle Street, Hereford. 01432 273 393

## 9. Medication in college

Duty sister is aware of all medication on site and is responsible for its administration during the college day. After hours and on a Sunday, the house parents are responsible for its administration.

### 9.1 Provision of non-prescribed medication (homely medication)

The college stock a basic supply of non-prescribed medicines and topical lotions that are purchased from the local chemist or first aid supplier. The majority of these are stored in surgery but each of the four boarding houses are kept stocked with simple stock. Additional medicines and topical lotions are supplied to a boarding house on an as and when basis as the need arises.

A spare supply of these medicines are kept in the medicine cabinet outside the staff room for access by all common room staff or as a surplus for house parents, should they run out in sister's absence.

All non prescribed medicines are only accessible to boarders and dailies either by:-

- Sister during the school day (from the medical centre).
- From the receptionist, in exceptional circumstances (when sister is off site and under sister's instructions when contacted.) from the medicine cabinet outside the staff room.
- House parents who may be contacted by sister to administer medication from the houses medicine cabinet if sister is to be off site for a significant period of time during the school day or unexpectedly.

- House parents or duty house staff can administer non prescribed medications during the evenings or on a Sunday from the boarding houses' stocked medical cabinet, in accordance with the Administration of Medicines Checklist. Medication should not be given to any student who does not have a signed medical consent unless they are deemed as Gillick Competent or over 16 years of age. Parents should be contacted in cases when there is no consent for permission to administer any non-prescribed medication.

*During the school day, the duty sister:-*

- Documents any medication given, the amount, the time medication was administered and reason in the individual student's medical notes. The same details are entered into the medication log which audits all medications given from surgery.
- Notifies houseparent's of any medications given to a boarder by either telephone or email and by making an entry in the individual house communication book, which is returned to each house, via the locked cabinet in staff quiet room when sister finishes her shift.
- For dailies, sister will again either phone, email or write a letter to parents detailing the medication given, dosage, times and the reason why it was required.

*When the duty sister is off site-*

- A student may approach either the house parents or the receptionist. The duty sister will be contacted via telephone, to check whether any previous medication has been given during her shift and instructions taken from sister on appropriate action.
- Details of any medication given, dosage, time, reason and signature are then made on non-prescribed medication records which are available in 1) each houseparent's communication book or 2) in the yellow file in the medicine cabinet outside the staff room. These are passed to the duty sister to record and store in the student's notes as well as the Medication log book. Sister will notify those concerned when she is back in college via the normal methods of communication.

*During the evenings and on Sundays-*

- The house parents will administer any medication required.
- The details are recorded on a Medication Sheet and returned to sister via the house communication book the next morning. The Medication sheet is stored in the student's notes and an entry made in the boarding houses medication log which allows sister to audit the usage of medications given in each house. This system provides an accurate medication trail; highlights any trends within the houses; alerts sister to any approaching expiry dates and allows sister to maintain an adequate stock control within the college.

A boarder that requires a non-prescribed medication for three days or more is taken to see the local GP for a consultation and if necessary, a prescription obtained.

## **9.2 Prescribed Medicines (POM)**

### **Boarders**

Any medication that has been prescribed by a doctor or dentist is administered according to the prescriber's instructions on the prescription label.

With the student's permission, parents are notified of any medicines prescribed and the reasons for the prescription given.

Consent is obtained for the administration of prescribed medicines from parents, unless a boarder does not wish their parents to be informed and they are deemed as Gillick competent, then the medication will be administered according to the prescription. For

those students over 16, parental consent is not compulsory but we encourage students to inform their parents as a matter of courtesy.

An individualised prescription sheet is created which details the prescription, details of the prescriber, any medication instructions, expiry date, date of issue and review date.

It allows documentation of each dose given, refused or missed doses and the signature of the administering adult or student. An up to date information sheet giving details of the prescribed medication, side effects and possible contra indications will accompany the prescription for reference by all staff administering medication.

*The duty sister:-*

- Administers doses during the college day to the named student in surgery.
- Hands over the medication container and prescription sheet to the relevant boarding houseparent's at the end of her shift for any evening or early morning doses to be administered in house via the locked house cabinet.
- Completes the relevant documentation.

*The house parents and duty staff:-*

- Administer any evening, night or early morning doses and all doses during a Sunday, according to the prescriber's instructions.
- Complete the relevant documentation.
- Return the medication and prescription sheet to the duty sister each morning until the medication course is complete via the locked house cabinet.
- The completed prescription sheet is then filed in the students notes. Any unused medication is documented and returned to pharmacy for disposal.

Any medication being taken home for the holiday periods is documented on the prescription sheet which will remain in the student's notes and the medication and information leaflets sent home in the original packaging.

If sister is aware that she will be off site for part of the day or the student is going to be off site, then the day's medication or required dose is either

- Given to the student to self-administer throughout the day, if assessed and deemed competent.
- Given to the member of staff in charge of the offsite excursion to administer or the houseparent is asked if they would be responsible for the prescription and its administration to the student.

**Dailies**

It is encouraged that medicines are only to be brought to college when essential however, if a daily student is to receive prescribed medicines administered during the school day, sister will require

- Written permission from the parents or guardians, outlining the reason for the medication, the times it should be administered, the doses to be given and any contra-indications should be provided on a medication consent form
- The medication should be handed to sister at the beginning of the college day where it will be stored appropriately in surgery.
- The medication should be in its original packaging and clearly have the prescription label intact. Medicines not in original containers or missing a prescription label will not be accepted.

- Arrangements will be made for the student to return to receive their dosage and after the last dose of the day, the medication will be returned to the student for carriage home. The information will be documented on the individualised prescription sheet.
- If either sister or the student is to be absent, then arrangements will be made for the medication to be self-administered by the student, if applicable or stored in the medicine cabinet outside the staff room for a member of the common room to assist.eg: day tutor.
- The staff of junior school can administer medications to their students with written consent from parents detailing the reason for the medication, the times it should be administered, the doses to be given, and any contra-indications. Consent forms can be requested from duty sister.

### **9.3 Storage of medicines**

At Bedstone College, all medicines are stored in lockable medicine cabinets, secured to the wall. Access to medicine cabinets are restricted to designated staff. Keys should not be stored on or next to the cabinets.

Currently the locations of medicine cabinets at Bedstone College are situated at:-

- Medical Centre
- Outside staff room.
- Rutter House
- Pearson House
- Wilson House x 2
- Bedstone House x 2
- Junior school

### **Refrigeration**

Some medications may need to be refrigerated. Surgery has a designated fridge. Junior School/EYFS has a fridge in the staff room and each boarding house has a fridge where medication can be stored. Medication should be placed in a suitable closed plastic container with the lid clearly marked "Medication". This container should then be kept on a separate shelf in the fridge. Fridge temperatures are checked daily to ensure optimum temperatures are maintained (between 2-8 degrees centigrade)

### **9.4 Controlled Drugs (Schedule 2 drugs)**

Controlled drugs (CDs) are prescribed medicines that are often used to treat students with attention deficit hyperactivity disorders (ADHD).

When medication is prescribed for ADHD it is usually as part of a comprehensive treatment programme and always under the supervision of a specialist in childhood behavioural conditions.

Controlled drugs (CDs) are subject to safe custody and must be stored in double locked CD cabinets, separately from other medications. The key to these cabinets must be securely stored and only accessible to staff authorised to have access to them

Controlled cabinets are located in each boarding house, staff room and in surgery.

In Bedstone College, long term self-administration of controlled drug medication is not permitted.

## **Record Keeping For Controlled Drugs – Legal Requirements**

- A Controlled Drug register (CDR) is kept for each CD cabinet.
- There must be a separate page for each strength & form of an individual drug.
- Each page must specify the name, strength and form of the drug at the head of the page and all of the entries on that page must relate to that drug only.
- Each entry must be legible and written in indelible ink
- If a mistake is made then it should be crossed through with a single line so that it can still be read
- The CDR must be available for inspection by an authorized person

Records of administration are also made on an individualised prescription sheet which are kept with the medication and stored in their notes once the prescription has been completed.

CD's are signed out for holidays and if no longer required, returned to dispensing chemist for safe disposal and completion of legal documentation.

CDRs are kept for twenty five years.

### **9.5 Off site excursions**

Once the duty sister has received details of a planned excursion, a pack containing medical information for all attending students as well as health care plans of any student with a medical or medication needs and parents/guardian contact numbers, will be provided, as well as medication, if applicable.

If the student is able to self-administer, an assessment will be carried out prior to the excursion. For younger children, if the trip leader is happy to assist, the medication and prescription sheet will be handed over in a portable container. If staff are unhappy, arrangements will be made for an escort or parent to attend the trip.

### **9.6 Home to college transport**

To ensure students remain safe on their journey to and from college, the drivers are made aware of students with medical needs and would know what to do in an emergency. They should not generally administer medicines, but where it is agreed that a driver or escort will administer medicines in an emergency, they receive instructions and a copy of the management plan.

### **9.7 Emergency medication**

All emergency medication is readily accessible and never locked away. A copy of a student's individual management plan and consent form is kept with the medication and includes clear precise details of the action to be taken in an emergency.

Specific staff training in the use of adrenaline devices and what to do in asthma attack is provided annually during inset days. Records are kept of all staff training.

Students with diabetes have an emergency kit outside the staff room and sports hall at all times. It contains a management plan and concentrated glucose products to assist in dealing with hypoglycaemia (low blood sugars).

Bedstone College has an asthma register which provides staff with names of all the students with asthma related symptoms. Staff can use this to check regarding any students in their care. This is updated termly. Staff are also provided with the emergency procedure of dealing with an asthma attack.

Students known to have asthma must have a reliever inhaler available at all times in college. Older children carry their own inhaler and a spare is stored in the asthma station, outside the staff room. For junior school children, inhalers are stored in by their teacher. A generic inhaler is also available and can be located outside the staff room, surgery, sports hall, rectory field and junior school and is available to be used in an emergency.

Students prescribed adrenaline devices to self-administer in the case of an allergic reaction will be assessed and if competent will be allowed to carry one with them on and off campus to self-administer in an emergency situation. A spare device is also kept on site at either the EpiPen station outside the staff room and/or junior school/boarding house.

## **9.8 Self-Medication**

The age at which students are ready to take care of and be responsible for their own medication varies.

At Bedstone College, students are not permitted to self-medicate on a long term basis. A risk assessment is carried out with senior students to assess their understanding on medication prescribed and this allows them to self-medicate for a short period of time, weekend away, for a college trip or sporting fixture. All senior boarders (5<sup>th</sup> and 6<sup>th</sup> formers) in Pearson House, Rutter House (boys) and Wilson House (girls) are entitled to complete self-assessment criteria for any prescribed medication with the duty sister.

Prescribed analgesia's will only be allowed one or two doses maximum to self-medicate regardless of age.

If the student does not follow the criteria set out in the self-assessment, then the student will not be able to self-medicate and alternative arrangements made.

All prescription sheets are accompanied by an information sheet for reference.

Currently any female boarders prescribed the oral contraceptive pill are issued a month's supply at a time. This allows them a degree of independence and self-management.

Medical observations are carried out before the next month's supply is issued. The prescribing GP will review the student at a medication review on either a three or six monthly review appointment.

## **9.9 Medications from abroad**

We can only administer medication that has been prescribed in the UK as dictated by legislation from the GMC (Government Medical Council). For those boarders on medication who are living abroad, we need to ensure continuity therefore we request a letter from the family doctor with details of the medication that has been prescribed. This must be in English. We will administer this medication, but, at the earliest opportunity, the student will be taken to see the doctor to request a prescription for an English alternative, if possible.

Prescriptions that cannot be prescribed in the UK will continue to be administered with parental consent once they understand the implications. All medication brought into college must be sent in the original container with the original label.



For homeopathic or vitamin supplements, parents/guardians will need to complete a medication consent form.

### **9.10 Homeopathic medication.**

Surgery does not stock or routinely give out any homeopathic medication. As with all medication brought in to college, it must be in the student's name, supplied in its original containers, clearly showing expiry date, accompanied by a prescription from a registered homeopathic practitioner and consent from parents.

### **9.11 Administration of medication**

The administration of medicines should only be undertaken by those staff designated as competent. Reference can be taken from the Medicine Management guidelines given to each boarding house and copy available on the medicine cabinet outside staff room. Each item of medication must be in a secure and labelled container as originally dispensed. Each item of medication must be clearly labelled with the following information:

- Students Name.
- Name of medication.
- Dosage.
- Frequency of administration.
- Date of dispensing.
- Storage requirements (if applicable).
- Expiry date.

Written parental consent is required for the administration of any medication to a child under the age of 16 years. For boarders who have parents abroad, every effort will be made to acquire a written consent, but often an email will have to be accepted as agreed consent.

The original medical consents for the administration of non-prescribed medicines are stored in surgery. Copies are sent to each relevant boarding house for reference and school base indicates the consent status.

When a GP or dentist prescribes a medicine, the students next of kin will be contacted and informed of treatment and permission sought to administer prescription.

Medical consent forms for the administration of non-prescribed medicine, (homely remedies), are given to all new students on admission indicating parental wishes. For prescribed medicines, parents will be contacted and informed of treatment and consent obtained on an 'as and when' basis.

### **9.12 Advice/Treatment letters**

Students who receive medication or treatment during the college day from the duty sister will be issued with written documentation (advice/treatment letter) of their visit to the college surgery. Alternatively, a parent will be telephoned or emailed. The purpose of the advice/treatment letters is to inform members of staff, houseparent's and parents/guardians of any medical/treatment which may have been given to their child/student during the course of the school day.

Students are requested to carry their advice/treatment letter on their person at all times during the school day.

### **9.13 Refusal or Missed doses**

Reasons for any non-administration of medication should be recorded, including “wasted” doses (e.g. tablet dropped on floor) and refusal. Persistent refusal should be reported to prescriber and parents, if appropriate.

### **9.14 Disposal of Medicines**

All medicines are returned through the duty sister for correct disposal and documentation:-

- When the course of treatment is complete
- When labels become detached or unreadable
- When instructions are changed
- When the expiry date has been reached
- At the end of each term (or half term if necessary)

House parents should not dispose of any unused medications. At the end of every term a check of all medication storage areas will be made by the duty sister.

### **9.15 Drug Errors**

Errors can occur in the prescribing, dispensing or administration of medicines. Most medication errors do not harm the individual although a few errors can have serious consequences. It is important that errors are recorded and the cause investigated so that we can learn from the incident and prevent a similar error happening in the future. Complete an incident form and inform SMT. Parents will be notified. GP also notified and advice taken.

### **9.16 Drug Reactions**

Occasionally drugs can cause an adverse reaction. If a student experiences an adverse reaction to a medication, do not give any further doses. Inform the duty sister or out of hours service, who will arrange for the boarder to see the doctor and an alternative medication prescribed, if needed. Complete an accident form and return to duty sister who will inform the Medicines and Healthcare Regulatory Agency ([www.mhra.gov.uk](http://www.mhra.gov.uk))

## **10. Immunisations**

It is important that we have a complete immunisation record of all students in college. Public Health England recommends that all children are vaccinated according to UK guidelines. If a boarder has an incomplete or uncertain vaccination record, we may ask parents/guardians consent to arrange booster vaccinations in accordance to the UK immunisation schedule.

Bedstone College assists the Shropshire Immunisation team with offering the immunisations recommended in the National Child Health Programme. Parents will be informed and consent forms sent/emailed out, which should be returned prior the vaccination date otherwise the student is unable to receive the vaccine.

#### **DTP (Diphtheria/Tetanus and Polio)**

The final booster for this is given to all students in year 9.

#### **Meningitis ACWY**

This vaccination is given to students alongside the Diphtheria/tetanus and polio vaccination in year 9. Catch up opportunities are with a GP or further education facilities.

### **HPV (Cervical Cancer)**

The course of 2 vaccinations is offered to year 8. Catch up is available for under 18 year olds via their GP.

### **Influenza**

All children from Reception to Year 7 are offered the nasal flu vaccine in the Autumn Term.

### **Flu vaccine**

These are given annually to boarders only who are registered with Wylcwm Street and have a long term medical condition such as asthma. A consent form will be sent to parents prior to the vaccination being given. Students over 16 can consent for themselves.

### **Travel vaccines.**

Travel vaccines can be discussed with the practise nurses at Wylcwm Street. Most of these can be given at the GP surgery by the practise nurse. Parents of boarders requiring travel vaccinations should inform surgery at least 6 weeks before travel so the students destination and vaccine requirements can be discussed with the practise nurse and appointments made according to the number of vaccines required. Not all vaccines can be given at the same time. There will be a charge for some of the vaccinations. It may be necessary to use a local travel clinic for some vaccinations, particularly at short notice, which will incur a charge for all vaccinations.

### **BCGs (Tuberculosis)**

This is no longer given in school but can sometimes be obtained through the GP or privately, if required.

## **11. Mental Health**

Bedstone College offers access to support services for student experiencing mental health issues.

An independent, qualified counsellor visits the college surgery on alternative Thursdays between 3.30pm and 5.30pm to offer her services to the students. Referral details and contact numbers as well as dates of attendance are displayed on all students' notice boards, boarding houses and in the medical centre.

Surgery adopts an open door policy so any student can speak to medical staff when they feel they need support.

Mental first aid and process of supporting students experiencing signs and symptoms of mental ill health are documented in the Mental health and Wellbeing policy.

## **12. Sexual health**

Sexual health, sexuality and wellbeing issues and decisions are delivered through a detailed PSHE programme and core subjects such as History, Geography, Religious Education and Biology.

Students requiring contraception or advice regarding sexually transmitted diseases are referred to their GP or Hereford sexual Health Clinic on 01432 266908

<http://www.knowyourstuff.nhs.uk/herefordshire/clinics/> or Shrewsbury 0300 123 0994.

Oral contraception is available to female's boarders through the doctors at Wylcwm Street. Consent from a parent/guardian is not legally necessary for the prescription of contraception and parents do not have to be informed of any decision to prescribe contraception. Any competent young person in the United Kingdom has the right to the same duties of care and confidentiality as adults.

## 13. Infectious disease/illness

The duty sister holds details regarding infectious diseases and the appropriate exclusion period in each instance. Duty sister and senior management team will assess any infectious illness on an individual basis and take advice from the local Health protection team accordingly.

For an outbreak of diarrhoea and vomiting or influenza, the guidelines should be followed.

### 13.1 Information for Pregnant Mothers

There are a number of infections which can be harmful to the unborn baby. These include chicken pox, German measles (Rubella), slapped cheek and measles. Duty sister will advise relevant mothers to see their GP/Midwife to check immunity and seek professional medical advice if concerns over exposure to an infection.

### 13.2 Notifiable Diseases

There is a list of notifiable diseases which we have a legal obligation to report to the Health Protection Agency and Ofsted should a student within college become infected. In these cases we work closely with parents, the HPA and Ofsted to ensure we follow any additional advice that may be given.

## 14. Safe disposal of bodily fluids

All body fluids must be treated as if they are contaminated including blood, urine, faeces, mucus, and vomit.

Procedure for dealing with body fluids is outlined in more detail in the Infection Control Policy.

## 15. Sports Policy

Students at Bedstone College are expected to participate in sports on a daily basis.

### 15.1 Off Games

For students who have suffered an injury and need to rest it for a period of time, should visit surgery for the duty sister to assess. The student's name will be added to the off games register and they will attend the off games room during games sessions. The register is displayed outside the staff room so staff are aware which students are unable to participate in games. For PE sessions, arrangements will be made for the student to observe the session or undertake some work in college under the supervision of a member of staff.

If injured during sports lesson or fixture the student should report to the duty sister on the same day for further assessment of their injuries

Students wearing plaster casts may not participate in sports lessons or fixtures.

Students requiring crutches will undergo a risk assessment before using crutches in college and assigned a buddy to assist with opening doors/ carrying belongings and acquiring food. Students who are too unwell to attend PE or games sessions must visit the duty sister. Depending on their illness, they will either attend the off games room or remain in surgery with the duty sister. Parents and guardians are able to request that their child does not participate in sports by providing a letter or email and reason.

Students who are receiving antibiotic treatment will be put off games for duration.

## **15.2 First Aid**

All sports teams are to have their own first aid kit. The staff member responsible for the group is to ensure that it is taken to the game and fully stocked. First Aid bags and Ice bags are located in the staff common room.

Staff should also have access to a mobile phone.

Sister will follow up injuries to students from opposition teams via the visiting school office.

Hockey and rugby teams are encouraged to wear mouth guards to teeth and shin pads for hockey and football and the usual protective kit for cricket (which includes helmets for batsmen and wicket-keepers).

## **16. Head Injuries**

Refer to Head Injury and Concussion policy.

For a serious head injury or if a student is knocked unconscious (however brief) or has a fit, the staff in charge at that time should immediately ring for an ambulance. The student should not be moved but kept warm. Sister or an onsite first aider can be summoned to provide any first aid and support until the ambulance arrives. Arrangements will be made for a member of staff to escort the child to the A/E department in the ambulance and for the parents or guardians to be notified immediately.

For ALL other head injuries, the student should always be escorted to surgery for assessment by sister, even if considered minor.

It is normal practice for the student to be monitored for a period of time in surgery for any signs and symptoms of concussion. If necessary, the student will be escorted to a local A/E or Wylcwm Street for a medical assessment by a doctor or advice taken from a triage doctor.

For daily students, parents will be contacted and if necessary, collected from college for supervision at home. Advice sheets and contact information will be provided on collection.

For boarding students, they will remain under constant supervision for at least 48 hours. Regular communication will be made between house parents and medical staff to allow accurate, up to date information to be given to parents and guardians. Management staff will also be kept up to date of progress.

Accident forms must be completed for all head injuries. Staff that witnessed an incident should complete the form as soon as possible and hand it to sister to complete all the necessary records and to meet the RIDDOR regulations.

All common room staff will be notified of any head injuries via staff board /off games sheet or via management staff /house parents so the scholar can be monitored once back in college and staff are aware of any restrictions (off games/trips out) or genuine reasons to visit Sister for analgesia/observation/rest needs or to attend doctor's appointments.

Students will undergo a gradual return to play programme over a period of 28 days

The student attends surgery on a daily basis initially for sister to monitor progress and neurological observation.

A follow up appointment with a specialist or GP will be made after the three week period for assessment and it will be their decision as to what and when normal sporting activities can be resumed. Sister will then notify staff and house parents, parents and guardians.

## 17. Safe in the Sun

Students will be advised at the beginning of the summer term of the importance of being safe in the sun through the sun safe policy.

## 18. Supporting Students with Medical conditions

We aim to provide all students with all medical conditions the same opportunities as others at school.

We understand that certain medical conditions are serious and can be potentially life threatening, particularly if ill managed or misunderstood.

All staff understand the common medical conditions that affect children at this school. Parents are requested to complete a medical history form prior to the student commencing college so that a detailed plan of care can be developed and measures implemented prior to a student's arrival.

Training will be organised, as applicable, for staff by the medical team and SMT in dealing with specific medical conditions annually and on an as and when basis. An individual health care plan will be developed in conjunction with the student, parents, tutor, house parents, transport manager, catering manager and SMT, as applicable. Individual care plans are reviewed annually unless circumstances lead to a change being made.

Teaching staff and peripatetic staff will be briefed during Inset days of any student with medical needs. If a student starts at another time, staff will be informed in staff briefing by the SMT, duty sister in houseparent meetings and by email to applicable staff.

A named person, usually tutor; will be nominated as the named person in the care plan.

Medical staff will sort out any medication needs according to the college's policy.

Risk assessments will be carried out with regards to school visits, holidays and activities by nominated person/medical staff and SMT.

### 18.1. Dealing with an emergency

Emergency services are summoned using **999 or 112**

The postcode for the college is: **SY7 OBG**

If the emergency services are required, a member of staff must stay with the casualty until their arrival.

Reception/duty staff should be alerted and someone to greet the ambulance is dispatched.

The duty sister will be contacted if not already present. Parents will be notified by staff.

Details on accessing out of hours medical/dental care are distributed to house parents annually.

As well as the duty sister, there are a number of teaching, residential, maintenance and administrative staff who are qualified in first aid who will deal with any emergency situation in sister's absence.

## **18.2 Severe Allergic Reaction Policy**

Refer to the anaphylaxis policy.

To summarise all students that have been prescribed treatment for a life threatening allergy will have an 'emergency box' made up in college. Each box will contain medication that has been prescribed for a reaction which can include an anti-histamine, an adrenaline device and a reliever inhaler, if applicable. The kits are stored centrally outside the staff room, in close proximity to the canteen.

An individualised management plan with student's details, age, address, trigger, action plan to follow and all contact numbers is contained within each box. Additional copies are located in the staff room, EpiPen station, kitchen and medical centre.

All students who have been prescribed an adrenaline device are expected to have two on college premises. These devices will be accessible at all times and not locked away. Senior students, who have been trained in self administration, are encouraged to carry a kit with them at all times.

Each adrenaline device is for the personal use of the student for whom it is prescribed. It is the responsibility of the parents to ensure that the devices are within expiry date for all daily students although the medical team will contact the parents prior to the expiry date to ensure that they are aware and able to organise a replacement. The medical team will obtain adrenaline devices for any boarding students from Wylcwm Street surgery.

For organised trips/off site excursions the trip leader will be given a register of all students attending the trip with medical conditions and treatments including those with allergies. The duty sister will organise the relevant treatment kit (emergency) to accompany the trip along with the student's own EpiPen.

Bedstone College is not a nut free zone. Food warning labels will be displayed within the canteen during meal times.

Staff will be provided with annual training on recognising an allergic reaction and the administration of emergency treatment without delay.

## **18.3 Asthma**

Refer to the asthma policy.

All staff at Bedstone College are informed of all students with a medical history of asthma via an asthma register which is sent electronically each term. Copies are also available in the staff room, medical centre and sports hall.

Those students have an individual health care plan for the care of their asthma which is kept with their medical notes and a copy is sent to the boarding houses, tutors and provided on offsite excursions.

Students with asthma will be encouraged to participate in all sporting activities unless stated by their doctor, parents or duty sister.

It is the policy of Bedstone College that each student carries their own medication for asthma with them at all times. At no time should they be discouraged from doing so or should the medication be locked in an inaccessible place. Students are responsible for taking inhaler medication as prescribed and for keeping inhaler with them at all times

A spare inhaler clearly labelled with the students name is kept in the asthma station; outside the staff room should their original run out, is accidentally lost, damaged or the student forgets their original inhaler. Junior students will have their inhalers kept in the staff room in junior school.

Bedstone College has generic reliever inhalers (Salbutamol 100mcgs) on site which can be used by any diagnosed asthmatic to use, in the absence of their own prescribed inhaler, to minimise the risk of students not having access to an inhaler in an emergency situation.

Asthma reviews for boarding students are undertaken by the asthma nurses at Wylcwm Street Practise annually.

Staff involved with physical activities (PE, DofE, etc) or in charge of offsite trips should ensure they confirm with those students who carry an inhaler that they have it on their person prior to letting them take part in the activity or depart on excursion.

There will be annual in house training for staff on asthma and what to do in an attack. Guidelines on dealing with an asthma attack are distributed to all staff along with the up to date register each term. They are also displayed next to the asthma register and sports centre. Copies are provided for all off site excursions.

#### **18.4 Diabetes**

Refer to the diabetes policy.

Students with diabetes need to ensure their blood sugars levels remain stable throughout the school day and will need to be able to check their levels at various times of the day. Provisions will be made for the student to do this.

Individual health care plans are available for each diabetic student which gives details of treatments and what to do in an emergency if the blood sugars become too low (hypoglycaemia) or too high (hyperglycaemia). Copies of the health care plans are available in the staff room and in each diabetic kit located outside the staff room and with house parent, if applicable. A copy will also be given to weekend activity leader and sports coach.

In House training programmes is given to all members of staff during inset day in September.

#### **18.5 Epilepsy/Seizures**

Refer to the epilepsy policy.

When a student with epilepsy joins Bedstone College, or a current student is diagnosed with the condition, communication with the parents or guardians (and the student if appropriate) is made to establish how epilepsy may affect their college life.

An individual health care plan is drawn up with details of any patterns, triggers, medication and action plan in case of a seizure.

The health care plan will be kept in the students notes in the surgery and copies will be forwarded to house parents (if applicable), all staff, and the staff room and sports staff. Staff will be trained in the administration of emergency anti-epileptic medication annually by the student's paediatric epilepsy nurse specialist.



## 18.6 Meningitis

Refer to the meningitis policy.

If a student or member of staff is diagnosed with meningitis, the Public Health Department will be informed who will advise on the appropriate procedures and co-ordinate any treatment necessary.

Parents will be kept fully informed of all treatment and care necessary.

An ongoing immunisation programme is conducted for college students under the direction of the Shropshire immunisation team.

## 19. First Aid Provision and Guidance

Bedstone College is a community that has a population of over 250 student and staff.

The duty sister will provide first aid to the whole community. In her absence, there are trained first aiders who will provide first aid and treat accordingly.

### 1 Scope

This guidance is applicable to all those involved in the provision of first aid related to school activities.

### 2 Objectives

2.1 To ensure that there is an adequate provision of appropriate first aid at all times

2.2 To ensure that where individuals have been injured there are suitable mechanisms in place to provide remedial treatment.

### 3 Guidance

3.1 The Head / School Nurse will be responsible for the implementation of this policy.

3.2 The Head/Health & Safety Officer / School Nurse will undertake a risk assessment to determine the first aid needs. This will include consideration of the following:

- Size of the school and whether it is on split sites / levels
- Location of the school
- Specific hazards or risks on the site
- Staff or students with special health needs or disabilities
- Previous record of accidents / incidents at the school
- Provision for lunchtimes and breaks
- Provision for leave / absence of first aiders
- Off-site activities, including trips
- Practical departments, such as science, technology, PE
- Out of hours activities
- Contractors on site and agreed arrangements

#### 3.3 Specific First Aid Provision

- First Aiders
  - Sufficient trained first aiders to cover day to day and other school activities will be provided

- Wherever possible, a first aider will accompany students on visits out of school. For EYFS pupils, there will always be at least one first aider (Paediatric First Aid qualified) with the students, whether they be on or off-site.
  - First aiders will give immediate help to those with common injuries or illnesses and those arising from specific hazards, and where necessary ensure that an ambulance or other professional medical help is called
  - The school may also have appointed persons in addition to first aiders. Such persons will have received formal training (normally four hours) and their duties may include:
    - take charge when someone becomes ill or is injured
    - look after first aid equipment, eg restocking of supplies
    - ensure that an ambulance or other professional medical help is called when appropriate
  - First aid and appointed person training will be refreshed every 3 years in line with current legislation
- First Aid Boxes
    - First aid boxes will be provided in areas of the school where accidents are considered most likely
    - A first aid box will also be taken when students leave the school on organised trips or participate in sports events.
    - First aid boxes will be replenished as necessary
    - The contents of a first aid box will be in accordance with the guidance given in HSE document "Basic advice on first aid at work" INDG 347

First Aid boxes are marked with a white cross on a green background and are checked and restocked by the duty sister in accordance with the suggested guidelines in the Department for Education & Employment (DfEE) Guidance on First Aid for Schools at once a term.

First Aid Boxes and burn kits are to be found in the following locations:

- Pearson House
- Rutter House
- Bedstone House
- Wilson House
- Music Block
- Maintenance workshop
- Kitchen
- Sports Hall
- Art block
- DT building
- Rees Hall
- Hopewell
- Food Technology room
- Junior school
- Staff Room
- Shop account department
- Surgery waiting room
- Biology lab
- Chemistry lab

- First Aid Notices
  - Lists of members of staff who are qualified first aiders or Paediatric first aiders and those who are trained appointed persons will be displayed on notice boards in the school
  - A current list of First Aiders can be found in appendix 1 at the end of this policy.
- Access to First Aid
  - All students and staff will be given information on the provision of first aid at their induction
- Records
  - Details of any incident which requires treatment will be recorded on an accident record form and filed with the Medical Centre.
  - An accident report will be completed for all accidents. The person completing the form will be the first member of staff on the scene. If they themselves did not witness the accident, they will record this clearly on the accident report form.
- Calling an Ambulance
  - The School Nurse will normally be responsible for summoning an ambulance and for escorting the student to hospital. If unavailable a member of staff will always stay with a student in hospital until their parents have been contacted.
- Emergency Medical Treatment
  - In accepting a place at the school, parents are required to give their consent for the Head Teacher or other nominated representative to provide, on the advice of qualified medical opinion, emergency medical treatment, including general anaesthetic and surgical procedure under the NHS if the school is unable to contact a parent.

Six First Aid bags and ice bags are available for staff taking students on journeys outside school and these are located in the staff room.

In the first instance the duty sister will deal with any first aid issues on campus. If sister is off site, a first aider will be called upon to give appropriate first aid.

The college uses the professional organisation YSK Management Solutions to run a three day Combined First Aid at Work/Paediatric First Aid course for nominated teachers and volunteer staff. This course is a level 3 award accredited by Quallsafe.

The college keeps written records of accidents or injuries and the first aid treatment given. Parents are informed of any accidents or injury sustained by the child and of any first aid treatment given on the same day or as soon as reasonably practicable via letter/email or telephone message.

Serious incidents are reported to the health and safety representative.

### 3.4 Medical care

The procedure outlined in para 19 is limited to the provision of first aid, but the school has arrangements in place for:

- dealing with students who have special educational needs or specialist medical needs
- provision of medical examinations and immunisations
- holding medical records
- dealing with medicines and treatments brought to school for students.
-

## **19.1 College Vehicles**

The college minibuses all have a prominently marked First Aid box on board which is readily available for use and which is maintained in a good condition. The minimum stock for travelling First Aid boxes is kept to HSE Standards.

As part of the risk assessment procedure, staff will contact the medical centre prior to a planned excursion. Details of students with relevant medical conditions will be compiled as well as suitable first aid provisions for the planned activity/venue.

Medical emergency awareness training is given to all drivers annually.

## **19.2 Qualified First Aiders**

Up to date lists of qualified first aiders are located around the campus, (and in appendix one of this policy).

The first-aider only needs to be consulted if the duty sister is absent from college or needs assistance or another member of staff is not confident in his/her ability to deal with a situation.

## **19.3 Defibrillator (Automated External Defibrillator)**

The college has an Automated External Defibrillator (AED) which is used for casualties, whose hearts are defibrillating and which is fatal unless the heart is shocked back into a normal rhythm again.

The AED is located outside the staff room, in a secure clear cabinet on the wall. Directions to its location are provided from reception. The cabinet can be easily opened as it is not locked but is alarmed.

Nominated staff have been trained by the West Midlands Ambulance service to administer controlled electrical shocks to a casualty in an emergency situation via the AED. The AED can also be accessed by the West Midlands Ambulance service as part of their community AED service which gives emergency treatment to local people.

Annual training is provided by the West Midlands ambulance service.

The AED and equipment is checked monthly by the medical sisters and replaced.

## **19.4 RIDDOR**

There is a legal requirement under RIDDOR (Reporting of Injuries, Diseases, and Dangerous Occurrences Regulations, 1995) for the college to report to the Health and Safety Executive, deaths, major injuries, accidents causing injury to student, members of the public or other people not at work. Accident forms should be completed by the person who had the accident or if this is not possible, an eye witness or person who attended the casualty. Completed forms should be filed with the medical centre.

Junior school have an accident log, due to the numerous incidents that occur with junior children. It details the date and time of the incident, as well as treatment given and by whom.

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Written 1<sup>st</sup> September 2012

Reviewed August 2014

Reviewed April 2016

Reviewed September 2018

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**Appendix 1 (List of qualified First Aiders)**



**MR J SIMPSON (Update in July 2020)**

**MRS J RICHARDS (Update in July 2020)**

**MR P SINGH (Update in July 2020)**

**MR A WHITTALL (Update in July 2020)**

**MRS J ROZEE (Update in July 2020)**

**MR O DOWNING (Update in July 2020)**

**MISS S ROSS\* (Update in July 2021)**

**MRS J WILLIAMS\* (Update in July 2021)**

**MRS K SINGH\* (Update in July 2021)**

**MR D MARSH\* (Update in July 2021)**

**MR E OLIVE\* (Update in July 2021)**

**MRS L MEREDITH\* (Update in July 2021)**

**MR A LOCKE\* (Update in July 2021)**

**MRS D GOUGH\* (Update in July 2021)**

**MRS E HOOD\* (Update in July 2021)**

**\* Includes Paediatric First Aid**

**NB: Retraining in 2020 delayed due to CV-19. Scheduled to take place December 2020.**