

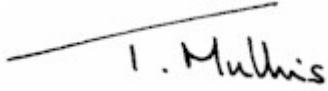


---

# *FIRST AID POLICY*

---

*BEDSTONE COLLEGE*

<b>Last Reviewed</b>	September 2023
<b>Review Frequency</b>	1 Year
<b>Review Date(s)</b>	Sept 2024
<b>Signed Off</b>	

## Contents

<i>Surgery- General Information .....</i>	<i>4</i>
<i>Location.....</i>	<i>4</i>
<i>Facilities .....</i>	<i>4</i>
<i>Provision.....</i>	<i>4</i>
<i>Medical Notes .....</i>	<i>5</i>
<i>Students with Medical Conditions and Disabilities. ....</i>	<i>5</i>
<i>Consent to Medical Treatment .....</i>	<i>5</i>
<i>Confidentiality.....</i>	<i>6</i>
<i>Provision of care for Daily Students .....</i>	<i>6</i>
<i>Registration.....</i>	<i>6</i>
<i>Illness.....</i>	<i>7</i>
<i>Emergencies .....</i>	<i>7</i>
<i>Absence from sports.....</i>	<i>7</i>
<i>Provision of care for Boarding Students.....</i>	<i>7</i>
<i>Registration.....</i>	<i>7</i>
<i>Illness.....</i>	<i>8</i>
<i>Out of hours Care for Boarders .....</i>	<i>8</i>
<i>Emergencies .....</i>	<i>9</i>
<i>Appointments for Boarders.....</i>	<i>9</i>
<i>Provision of care for EYFS.....</i>	<i>10</i>
<i>Illnesses .....</i>	<i>10</i>
<i>Accident or injury .....</i>	<i>10</i>
<i>Medicines .....</i>	<i>11</i>
<i>Promoting healthy living.....</i>	<i>11</i>
<i>Medication in College.....</i>	<i>11</i>
<i>Provision of non-prescribed medication (homely medication) .....</i>	<i>11</i>
<i>Prescribed Medicines (POM) .....</i>	<i>12</i>
<i>Boarders.....</i>	<i>12</i>
<i>Day Pupils.....</i>	<i>13</i>
<i>Storage of medicines.....</i>	<i>14</i>
<i>Refrigeration .....</i>	<i>14</i>
<i>Controlled Drugs (Schedule 2 drugs).....</i>	<i>14</i>
<i>Off-site excursions.....</i>	<i>14</i>
<i>Home to college transport .....</i>	<i>15</i>
<i>Emergency medication.....</i>	<i>15</i>

<i>Self-Medication</i> .....	15
<i>Medications from abroad</i> .....	16
<i>Homeopathic medication</i> .....	16
<i>Administration of medication</i> .....	16
<i>Refusal or Missed doses</i> .....	17
<i>Disposal of Medicines</i> .....	17
<i>Drug Errors</i> .....	17
<i>Drug Reactions</i> .....	17
<i>Immunisations</i> .....	18
<i>DTP (Diphtheria/Tetanus and Polio) or school leaver vaccine</i> .....	18
<i>Meningitis ACWY</i> .....	18
<i>HPV (Cervical Cancer)</i> .....	18
<i>Influenza nasal vaccine</i> .....	18
<i>Flu vaccine</i> .....	18
<i>Covid 19 vaccines</i> .....	18
<i>Travel vaccines</i> .....	18
<i>BCG (Tuberculosis)</i> .....	18
<i>Mental Health</i> .....	18
<i>Sexual Health</i> .....	19
<i>Infectious Diseases</i> .....	19
<i>Information for Pregnant Mothers</i> .....	19
<i>Notifiable Diseases</i> .....	19
<i>Infection Control and Clinical Waste</i> .....	20
<i>Sports</i> .....	20
<i>Off Games</i> .....	20
<i>First Aid</i> .....	20
<i>Head Injuries</i> .....	20
<i>Safe in the Sun</i> .....	20
<i>Students, parents and staff will be advised at the beginning of the summer term of the importance of being safe in the sun through the sun safe policy.</i> .....	20
<i>Supporting Students with Medical Conditions</i> .....	20
<i>Dealing with an emergency</i> .....	21
<i>Severe Allergic Reaction Policy</i> .....	21
<i>Asthma</i> .....	21
<i>Diabetes</i> .....	21
<i>Epilepsy/Seizures</i> .....	21

<i>Meningitis .....</i>	<i>21</i>
<i>First Aid Provision.....</i>	<i>21</i>
<i>First Aiders .....</i>	<i>22</i>
<i>Locations of First Aid Boxes, Burn Kits and Eye Wash Stations.....</i>	<i>22</i>
<i>First Aid Notices .....</i>	<i>23</i>
<i>Accident Reporting.....</i>	<i>23</i>
<i>Calling an Ambulance .....</i>	<i>23</i>
<i>Emergency Medical Treatment.....</i>	<i>23</i>
<i>College Vehicles.....</i>	<i>24</i>
<i>Defibrillator (Automated External Defibrillator).....</i>	<i>24</i>
<i>RIDDOR.....</i>	<i>24</i>

## **First Aid 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, such as sport fixtures and excursions.*

*This policy is linked to the policies on, Infection Control, Health and Emotional Well Being, Counselling Services, Sun Safe, Asthma, Anaphylaxis, Diabetes, Epilepsy and Head Injuries.*

*This Policy addresses the following relevant criteria:*

- *The Bedstone College Boarding Handbook (p4-9)*
- *NMS: Standard 3, Page 7, 8. (Notes B16-B30)*
- *ISI Regulatory Requirements: Part 3, Para 13 (Commentary para 220-223)*
- *Supporting students with medical conditions. Department of Education. September 2015*
- *RCN: Professional Guidance on the Administration of Medicines in Healthcare settings 2019*
- *Royal Pharmaceutical Society: Professional Guidance on the Administration of Medicines in Healthcare Settings 2019*

## **Surgery- General Information**

### **Location**

*The college surgery is situated on the first floor of Bedstone Court. Anyone unable to mount the stairs can /will be treated in the staff work room on the ground floor.*

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

### **Facilities**

*Medical facilities include a treatment room, a 5 bed dormitory and a lounge area. There are adjoining bathroom facilities with a bath, toilets and showers cubicles.*

*A utility/ kitchen area allows laundry to be washed in house to minimise infection to other areas of the college. The kitchen area allows drinks and light meals to be made. Additional meals are arranged through the catering department.*

### **Provision**

*Medical cover is provided by a duty sister from Monday to Friday between the hours of 8.30am to 4.30pm, for health advice and treatments for day and boarding students, as well as staff members.*

*Medical cover on Saturdays during activity times.*

*The duty sister offers three clinics daily to coincide with break times in the college day. 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.*

### *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 stay 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. All notes are kept confidentially and under lock and key. 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)*

*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 needs to access 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 out of hours or on a Sunday, when the student is under the care of the house parent or duty tutor.*

### *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 HCPs 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 HCPs are updated on an annual basis and are kept in the medical centre and staff room. Copies are given to house parents, tutors and bus drivers, if applicable.*

### *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 Schoolbase. Parents and guardians will be contacted, with the permission of the student, if the student requires consent for prescription treatment and childhood immunisations.*

*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.*

### *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 too. 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 Safeguarding Policy.*

*Staff 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 is 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.*

### *Provision of care for Daily Students*

#### *Registration.*

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

## *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. Students must not ring their parents or guardians to collect them without first consulting the duty sister. 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.*

## *Emergencies*

*The duty sister or a trained first aider will assess if 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 escort 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 summoned to deal with any first aid needs whilst the duty sister is off site.*

## *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, parents will need to provide the necessary information so provisions can be made for the student.*

## *Provision of care for Boarding Students*

### *Registration*

*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 duty sister has no access to these notes.*



*The School Doctor is Dr A Lempert and Dr A Moulden of Wylcwm Surgery, Knighton, Powys. LD7 1AD with associates Dr. J. Edwards and Dr L. Duffin. In their absence, cover is provided by locums.*

*Practise details are Wylcwm Street Surgery, Knighton. Powys. LD7 1AD*

*T. 01547 528523      [www.wylcwmstreetsurgery.co.uk](http://www.wylcwmstreetsurgery.co.uk)*

*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.*

### *Illness*

*If a Boarder feels unable to attend lessons 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 medical 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.*

*Medical staff request that they are informed of any illness or injury sustained in the holidays so that relevant aftercare and support can be provided in college.*

### *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.*

*Houseparent's are advised to contact the out of hours service 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. The on-call duty sister can be contacted by houseparent's/duty staff at any time after 16.30hrs for medical advice or assistance.*

*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.*

### *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.*

### *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 with a GP, 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.*

*Wylcwm Street hold a surgery for Bedstone students every Tuesday and Friday afternoon at Wylcwm Street surgery between 2.30pm and 3pm. For appointment on other days, the duty sister will phone at 08.30am.*

*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 care for the student until they are fit enough 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 accessed 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 their 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*
- **Shrewsbury Dental Clinic** – emergency access service. Tel: 01743 341898. Monday to Friday, 9am to 12.30pm and 1.15pm to 5pm  
Saturday to Sunday and Bank Holidays - 9am to Midday
- *Local dentists – Stretton Dental Practice. 01694 722862. My Dentist 01547 520129*
- *The Orthodontist used is Evans, Morton and Evans, Castle Street, Hereford. 01432 273 393*

### *Provision of care for EYFS*

#### *Illnesses*

*Parents and guardians 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 before registration. Parents/guardians are asked to inform staff if their child is suffering from a minor ailment so that appropriate care can be given.*

*If a child becomes unwell whilst at school, a member of staff will inform the duty sister. The duty sister will assess and inform parents/guardians. The child will either be able to resume normal activities, be admitted to surgery for rest and observation or be collected by parents. If the child has had sickness or diarrhoea, we will explain the policy of at least a 48 hour clearance of symptoms before the child may return.*

#### *Accident or injury*

*We ask for written parental consent to seek any necessary emergency medical advice or treatment when a child starts school. In the case of a more serious accident to a child, the college will contact the parent/guardian to agree a course of action if time permits. If the parent/guardian cannot be contacted the college will seek appropriate medical attention or treatment for the child. The child will not be given anything to eat or drink. If a child or adult needs to be transported to hospital, staff will accompany the child. Should an ambulance be required, one adult will accompany the child.*

*In the case of an injury, appropriate first aid will be administered by a qualified first aider or duty sister.*

*First aid kits and grab bags are kept on both floors of Junior school and its contents are in accordance with advice from the Health and Safety Executive. First aid cover is provided at playtimes and lunchtimes.*

*All minor accidents are recorded by the member of staff who provided treatment. Parents /guardians will be contacted by telephone or email to inform them of an injury, if deemed necessary, on the same day or as is reasonably practicable. A summary of the incident and care given is sent home to parents.*

### *Medicines*

*Refer to Medication section of policy.*

*Parents are requested to inform the teacher and duty sister of any medications that need administering during the school day. Consent forms can be downloaded from the website, under the medical section of pastoral care.*

*Medications are stored either in the medicine cabinet in the staff room in junior school or in the medical centre. If medication requires to be stored in a fridge, a number combination box is located in the staff room fridge. Temperature thermometer is used to monitor the correct temperature. Medications will be returned to parents at the end of each day for continued administration at home.*

*Staff medication on the premises must be securely stored, and out of reach of children, at all times. Lockable facilities are available in the staff room.*

*If non prescribed medications are required, parents will be contacted and permission sought for administration, to eliminate over dose and to ensure that a parent is aware of the time medication is to be given.*

### *Promoting healthy living*

*Children are encouraged at meal times and break times to eat a selection of healthy, balanced and nutritious food. Parents and guardians are requested to provide the college with information about any special dietary requirements, preferences and food allergies that their child has, and any special health requirements. Fresh drinking water is available and accessible at all times. Good dental and hand hygiene are regularly promoted regularly. During the summer months, the Sun Safe policy is adopted.*

### *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.*

### *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 through the relevant boarding Microsoft Teams Platform.
- 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 entered on a non-prescribed medication record located in the medicine cabinet outside the staff room and duty sister notified. Sister will notify those concerned when she is back in college via the normal methods of communication.

*During the evenings and on weekends-*

- The house parents will administer any medication required.
- The details are recorded on the relevant boarding Microsoft teams platform. An entry is made in the student's medical 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.*

### *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 weekend, 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 student's 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.*

### *Day Pupils*

*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 or downloaded from the website.*

### *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.*

### *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. Junior school has a dedicated lock box which is kept in the fridge and has a number combination lock. Fridge temperatures are checked daily to ensure optimum temperatures are maintained (between 2-8 degrees centigrade)*

### *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 are stored in double locked CD cabinets, separately from other medications. The key to these cabinets are 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, self-administration of controlled drug medication is not permitted.*

### *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.*

### *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.*

### *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. 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 are permitted to carry their emergency kit with them on and off campus to self-administer in an emergency situation.*

*Two spare devices are kept on site to be used in an emergency situation for those with a known history of anaphylactic reactions that can be used if they do not have access to their own devices or. One is located in the dining hall and the other outside the staff room.*

### *Self-Medication*

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

*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 (Y11-13) 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.*

### *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.*

### *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.*

### *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.

### *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.

### *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.

### *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. An incident form will be completed and parents and the students GP will be notified and advice taken.

### *Drug Reactions*

Occasionally drugs can cause an adverse reaction. If a student experiences an adverse reaction to a medication, advice will be sought from a medical practitioner and an alternative medication prescribed, if applicable. The duty sister will inform the Medicines and Healthcare Regulatory Agency ([www.mhra.gov.uk](http://www.mhra.gov.uk)), if indicated.

## *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) or school leaver vaccine*

*The final booster for this is given to all students in year 10.*

### *Meningitis ACWY*

*This vaccination is given to students alongside the Diphtheria/tetanus and polio vaccination in year 10. Catch up opportunities are with a GP or further education facilities.*

### *HPV (Cervical Cancer)*

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

### *Influenza nasal vaccine*

*All children in Reception, Years 1, 2, 3, 4, 5 and 6 are offered the nasal flu vaccine in the Autumn Term. Senior school children are being offered the vaccine in the autumn term 2021.*

### *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.*

### *Covid 19 vaccines*

*Vaccines are offered via the GP surgery or immunisation centres for specific groups.*

### *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.*

### *BCG (Tuberculosis)*

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

## *Mental Health*

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

*An independent, qualified counsellor visits the college surgery weekly on a Tuesday afternoon between 3.00 pm and 4.45pm to offer a free and confidential 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.*

*Refer to the Counselling and Independent Listening Policy*

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

### *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 483 693 or 0800 772 0478*

*<https://sexualhealthservices4herefordshire.co.uk/> or Shrewsbury on 0300 124 5022*

*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.*

### *Infectious Diseases*

*Please refer to Infection Control Policy*

*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 in the management of an infectious outbreak of diarrhoea and vomiting*

*Pandemic guidelines will be followed according to advice from the government.*

### *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.*

### *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.*

## *Infection Control and Clinical Waste*

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

## *Sports*

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

### *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. 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.*

*Parents and guardians are able to request that their child does not participate in sports by providing a letter or email and reason.*

### *First Aid*

*All sports teams have their own first aid kit. The staff member responsible for the group is to ensure that it is taken to the game and returned. Fully stocked first aid bags and Ice bags are located in the staff common room. Staff can sign out a college 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).*

### *Head Injuries*

*Refer to Head Injury and Concussion policy*

### *Safe in the Sun*

*Students, parents and staff will be advised at the beginning of the summer term of the importance of being safe in the sun through the sun safe policy.*

### *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 Bedstone College.*

*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 organise 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.*

### *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 senior 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*

### *Severe Allergic Reaction Policy*

*Refer to the Anaphylaxis Policy.*

### *Asthma*

*Refer to the Asthma policy.*

### *Diabetes*

*Refer to the diabetes policy.*

### *Epilepsy/Seizures*

*Refer to the epilepsy policy.*

### *Meningitis*

*Refer to the meningitis protocol*

### *First Aid Provision*

*Bedstone College is a community that has a population of over 250 students 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.*

*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:*

#### *First Aiders*

*Sufficient trained first aiders to cover day to day and other school activities are 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 are 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.*

*First aid and appointed person training will be refreshed every 3 years in line with current legislation. Training is provided by a recognised organisation.*

*The first-aid 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.*

#### *Locations of First Aid Boxes, Burn Kits and Eye Wash Stations*

*First aid boxes, burn kits and eye wash stations are located in various locations around college. A first aid kit will also be taken when students leave the school on organised trips or participate in sports events. First aid boxes, burn kits and eye wash stations are checked and replenished each term by duty sister.*

*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 and burn kits are to be found in the following locations:*

	<b>First aid kit</b>	<b>Burn Kit</b>	<b>Eye wash station</b>
<i>Pearson House</i>	Yes	Yes	No
<i>Rutter House</i>	Yes	Yes	No
<i>Wilson House</i>	Yes	Yes	No
<i>Bedstone House</i>	Yes	Yes	No
<i>Music Block</i>	Yes	No	No
<i>Maintenance Workshop</i>	Yes	Yes	Yes
<i>Kitchen</i>	Yes	Yes	No
<i>Sports Hall</i>	Yes	No	Yes
<i>Art Block</i>	Yes	No	Yes
<i>DT Building</i>	Yes	No	Yes
<i>Rees Hall</i>	Yes	No	No
<i>Hopewell</i>	Yes	No	No
<i>Food Technology Room</i>	Yes	Yes	No
<i>Junior School</i>	Yes	Yes	Yes
<i>Staff Room/Reception</i>	Yes	Yes	Yes
<i>Shop</i>	Yes	No	No



<i>Surgery</i>	<i>Yes</i>	<i>Yes</i>	<i>Yes</i>
<i>Biology Lab</i>	<i>Yes</i>	<i>No</i>	<i>Yes</i>
<i>Chemistry/Physics Lab</i>	<i>Yes</i>	<i>Yes</i>	<i>Yes</i>
<i>Minibuses</i>	<i>Yes</i>	<i>No</i>	<i>No</i>

### *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. Appendix 1*

### *Accident Reporting*

*Details of any incident which requires treatment is recorded on Schoolbase and filed with the Medical Centre. Accident books are available around campus.*

*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.*

*Junior school have an accident log due to the frequency of trips and falls incurred by young children when minor injuries are logged. Medical staff will review if necessary and assist with relevant documentation.*

### *Calling an Ambulance*

*The duty sister or first aider dealing with an emergency will normally be responsible for summoning an ambulance. A nominated member of staff will escort the student to hospital and remain with them until parents have been contacted.*

### *Emergency Medical Treatment*

*In accepting a place at the college, parents are required to give their consent for the head teacher or other nominated representative to act as loco parentis and consent to treatment on the advice of qualified medical professionals, including general anaesthetic and surgical procedure under the NHS, if the college is unable to contact a parent.*

*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.*

*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 to deliver First Aid at Work/Paediatric First Aid course for nominated teachers and volunteer staff. This course is a level 3 award accredited by Quasafe.*

*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.*



## *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.*

## *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 staffroom, 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 and the AED and equipment is checked monthly by the medical staff.*

## *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 trips and falls that occur with young children. It details the date and time of the incident, as well as treatment given and by whom. Copies are forwarded to the parents and the duty sister.*

## **Appendix 1**

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



<b><i>Miss C Higgins</i></b>	<i>(Junior School)</i>
<b><i>Mrs L Meredith</i></b>	<i>(Junior School)</i>
<b><i>Mrs J Richards</i></b>	<i>(Junior School)</i>
<b><i>Mrs K Singh</i></b>	<i>(Junior School)</i>
<b><i>Mrs J Williams</i></b>	<i>(Junior School)</i>
<b><i>Mr O Downing</i></b>	<i>(Teaching)</i>
<b><i>Mrs D Gough</i></b>	<i>(Domestic)</i>
<b><i>Mrs J Jackson</i></b>	<i>(Medical)</i>
<b><i>Mr L Kouniakakis</i></b>	<i>(Teaching)</i>
<b><i>Mr J Lowe</i></b>	<i>(Teaching)</i>
<b><i>Mr D Marsh</i></b>	<i>(Teaching)</i>
<b><i>Mr E Olive</i></b>	<i>(Teaching)</i>
<b><i>Mrs M Price</i></b>	<i>(Teaching)</i>
<b><i>Miss S Ross</i></b>	<i>(Teaching)</i>
<b><i>Mr P Singh</i></b>	<i>(Transport)</i>
<b><i>Mrs N Stead</i></b>	<i>(Medical)</i>
<b><i>Mr A Sutton</i></b>	<i>(Maintenance)</i>
<b><i>Mr A Whittall</i></b>	<i>(Teaching)</i>

---