

# Medical and First Aid Policy and Procedures



St John's School  
LEATHERHEAD

Date of issue: October 2021

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Responsible person: Nurse Manager

References: DfE National Minimum Standards for Boarding Schools (April 2015)  
DfE Supporting pupils at school with medical conditions (Dec 2015)  
DfE Guidance on First Aid for Schools (2000, updated 2014)  
DH Seeking consent – Working with children  
Reporting of Injuries Diseases and Dangerous Occurrences Regulations (RIDDOR) (2013)  
The Code, Professional standards of practice and behaviour for nurses and midwives, NMC (March 2015)  
Safeguarding and Protecting Children Policy and Procedures (7a8a7g)  
Health and Safety Policy (11)  
Infection Control Policy (13e)

Appendix 1: [Management and Administration of Medicines by Nurses](#)  
Appendix 2: [Protocol for the Administration of Prescribed and Non-prescribed Medication by House and School Staff](#)  
Appendix 2a: [Stock Medication and its Uses](#)  
Appendix 3: [Pupil Medication Request Form](#)  
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Appendix 5: [Protocol for Calling the Health Centre for Assistance in an Emergency](#)  
Appendix 6: [List of Qualified First Aiders](#)  
Appendix 7: [Medical consent](#)

Policy Number: 13a/13b

## 1. AIMS AND OBJECTIVES OF THE POLICY

- a. The policy outlines the support provided by the School to ensure pupils' healthcare needs are met, and it recognises the professional obligation of the School Nurses.
- b. This policy is a framework to facilitate the care of a sick or injured pupil whilst in the care of the School as a day pupil or a boarder. The procedures within the policy outline the steps which will be taken, and the support which will be provided by the staff of the Health Centre to those pupils who are sick or injured at St John's.
- c. The policy illustrates the Schools commitment to support pupils with medical conditions. In doing so it should ensure that children with medical conditions receive a full education
- d. The policy aims to provide assurance that pupils to whom medicines are administered, receive the appropriate medication whilst in the School environment.
- e. The policy is available to all staff, prospective or current parents/guardians.
- f. The policy will be reviewed annually and any changes to practice that are required will be made.
- g. Health Centre staff aim to treat and prevent ill health, promote healthy living and to empower pupils to take responsibility for their own healthcare, and to enable them to make informed choices by providing up-to-date information.

## **2. HEALTH PROVISION**

### **2.1 The Health Centre**

- a. The Health Centre is staffed by Registered Nurses 0800 - 1730 from Monday to Friday; term time only. Pupils can access the Health Centre at any point within these times. However, pupils are encouraged to visit the Health Centre during break times for non-urgent issues.
- b. Between the hours of 1730 - 0800, House staff are on call to deal with any emergency or issues a pupil may have. See 6.2 for information regarding out-of-hours care for boarders.
- c. Accidents and emergencies are dealt with immediately; parents/guardians and House staff are informed as soon as practically possible.
- e. The Nurse Manager co-ordinates arrangements for first aid and emergency cover, and medical cover is available for sporting fixtures held at the School.
- f. New pupils and staff are given information about the Health Centre as part of their induction into the School.
- h. Parents/guardians must complete a Medical Information and Consent form prior to a pupil's entry into the School. The form asks parents to outline their child's past medical history, current conditions and present treatment, as well as known allergies, and immunisation record. This information is essential for use by the Health Centre staff when supporting the health and welfare of pupils, both on an individual basis and to ensure the health of the School as a community.
- i. The Medical Information and consent form asks parents to give medical consent for School staff and contracted Medics to administer first aid and give emergency care where appropriate. For The Head (and The Head's representative) to act on their behalf to authorise emergency medical treatment as necessary for their child's welfare. And for appropriate and trained School staff to administer approved medications. See [Appendix 7](#).
- j. The School recognises that when a pupil is aged over 16 years they can give consent for their own medical treatment. Pupils who are under 16 years of age are not automatically presumed to be legally competent to make decisions about their healthcare. However, the courts have stated that under 16s will be competent to give valid consent to a particular intervention if they have "sufficient understanding and intelligence to enable him or her to understand fully what is proposed" (sometimes known as "Gillick competence"). Health Centre staff would encourage pupils to discuss treatment or refusal of treatment with their parents. Consent for medical treatment and any refusal of consent would be assessed by Health Centre staff and documented in the pupils medical records.
- k. Health Centre staff liaise with parents, School staff and multi-disciplinary health professionals to ensure the effective and holistic care of pupils.
- l. Health Centre staff are involved in health promotion and health training within the School.

### **2.2 Boarding**

- a. The majority of boarders at St John's are flexi-boarders, boarding for one or two nights a week; others are weekly boarders, returning home on a Friday evening. There is also the opportunity for all pupils to flexi-board on an ad-hoc basis.
- b. Parents will continue to manage their child's health care needs. It is expected that pupils will remain registered with their own GP surgery, dentist and optician.
- c. In the unlikely event that a pupil needs access to a GP, dentist or optician when boarding, the School has an arrangement with local providers who will see a boarding pupil on a temporary basis.
- d. If urgent medical care is required school staff would give the appropriate first aid and the boarder would be taken to Accident and Emergency department at Epsom hospital. In a medical emergency School Staff would call 999 for and ambulance.

## **3. STAFFING IN THE HEALTH CENTRE**

### **School Nurses**

- a. The Nurse Manager, also a School Nurse, has responsibility for the management of the Health Centre, and ensures policies and procedures are in place and followed.
- b. Nurses hold a minimum of a current Nursing and Midwifery Council (NMC) registration (sub part 1 of the Register). Nurses may have additional training and specialist qualifications. Statutory and mandatory training is undertaken to ensure registration compliance and revalidation is undertaken in line with NMC protocol. Confirmation of registration is held on file by the School.
- c. The Nurse Manager and School Nurses seek professional support and guidance from Professional Bodies and other Professional Agencies, as appropriate.
- d. The School Nurses' main responsibility is the health and wellbeing of pupils; to assess pupils' needs, implement appropriate treatment and evaluate care given. The School Nurses support pupils with existing medical conditions. School Nurses give lifestyle advice and support for pupils on individual health issues. They will also provide teaching and training on health issues as appropriate to pupils and staff.
- e. School Nurses will deliver emergency care to School staff, treat injuries and may advise on health matters.
- f. School Nurses will provide emergency care for visitors and contractors as necessary.

#### **4. THE HEALTH CENTRE FACILITIES**

- a. The Health Centre facilities are available to all pupils. Health Centre staff are also available to provide support and advice to parents/guardians and staff.
- b. The Health Centre entrance opens into a waiting and triage area. There are two clinical rooms for consultation and treatment. There are quiet areas for pupils to rest and recuperate and bedrooms for the pupils if they need to remain in the Health Centre during the day. Separate facilities are provided for boys and girls. There are sufficient toilet and bathroom facilities to allow separate areas for staff and pupils and for isolation hygiene needs when necessary.
- c. There is a designated physiotherapy room.
- d. The School counsellor has a designated room within the Health Centre building.

#### **5. MEDICAL FACILITY FOR STAFF**

- a. Health Centre staff will deliver emergency care to School staff, treat injuries and advise on health matters during Health Centre opening hours.
- b. There is a designated staff rest room within the Health Centre building which is available to all staff.

#### **6. CARE OF SICK OR INJURED PUPILS**

##### **6.1 Arrangements 0800 - 1730**

- a. Parents should take responsibility for their child's health and are asked not to send their son or daughter to the School if unwell. Viruses and infections spread round the community quickly causing problems to others, both pupils and staff.
- b. The Health Centre is staffed by Registered Nurses 0800 - 1730 from Monday to Friday. Pupils who are unwell or have sustained an injury will be assessed by Health Centre staff. After the initial assessment, pupils will remain in the Health Centre under the care of the nursing staff for as long as necessary for treatment, observation and any further action as is appropriate.
- c. If a pupil presents with signs/symptoms of an infectious illness or on assessment Health Centre staff believe there is a potential for cross infection the pupil will be cared for in isolation within the Health Centre. (See point 14 Isolation)
- d. Pupils should notify a member of house staff, tutor or class teacher if they wish to visit the Health Centre during lesson time. Pupils do not have to give an explanation for wanting to visit the Health Centre. Once seen by a

nurse, the pupil is given a Health Centre attendance slip to hand to the next class teacher, by way of explanation for the absence/lateness.

- e. If a pupil remains in the Health Centre for treatment or needs to go home or to seek further medical assessment, Health Centre staff will inform relevant staff via email.
- f. If a pupil suffers a medical emergency or sustains a serious injury an ambulance will be called as soon as possible and parents informed. A member of Health Centre staff or House staff will accompany the pupil in the ambulance to hospital and wait with the pupil until parents arrive. (See Guidelines for calling an Ambulance at [Appendix 4](#))
- g. If a pupil feels unwell during the school day, the following procedure must be followed:
  - Notify the teacher, tutor or house staff that they feel unwell and they need to go to the Health Centre.
  - On entering the Health Centre the pupil is to ring the doorbell to alert the Nurse.
  - The Nurse will carry out an assessment and decide on the appropriate course of action.
  - If a pupil needs to go home the Nurse will contact parents to ask for their son or daughter to be collected.
  - The Nurse will inform house staff if a pupil is staying in the Health Centre for rest or observation, has returned to class or been sent home.
  - Boarders will return to their house at 1715 if remaining at School to Board.
  - Nurse will inform Boarding staff via email what care, if any, needs to be given overnight.
- h. When a pupil is unwell, parents may be asked to collect their child. Parents must collect the child directly from the Health Centre. Health Centre staff will escort the pupil to meet their parents to give information and advice regarding appropriate treatment and care.
- i. Pupils are not allowed to go home unaccompanied unless express permission is given by parents and the Nurse feel it is safe for them to do so. The School has a nominated taxi firm who have been approved to transport pupils. Health Centre staff are responsible for contacting parents if a pupil needs to go home, not the pupil.
- j. Parents may request that Health Centre staff see a pupil. Advice on general health issues for parents is available by email or phone throughout term-time. Parents of pupils with health issues are encouraged to contact Health Centre staff and keep them updated. Parents, teaching and boarding staff may request a pupil is seen by Health Centre staff if they have concerns regarding a pupil's health and wellbeing.
- k. Parents are asked to update Health Centre staff with the outcome of any hospital visits, injury, illness or treatment their son or daughter has to ensure holistic and safe care in School.

## **6.2 Arrangements from 1715 - 0800**

- a. If a boarding pupil is unwell or needs first aid after 1715 or during the night, they must report to the duty House staff immediately. House staff will assess the pupil and treat appropriately. The pupil will rest and recuperate within their house under the supervision of House staff. However, House staff will contact parents to collect their child if necessary.
- b. If a pupil presents with signs/symptoms of an infectious disease or there is a risk of cross infection the pupil is to isolate within their House in a single room and use separate bathroom facilities. (See point 14 Isolation).
- c. Each Boarding house holds a list of all qualified first aiders and there is a first aid box in each Boarding House.
- d. Each Boarding House holds a generic adrenaline Auto-injector and asthma inhaler and a list of pupils consented to for administration in an emergency.
- e. If necessary, House staff will contact out-of-hours medical services and gain advice from the NHS 111 service. In the case of serious illness or injury or in an emergency, House staff will call 999, accompany the pupil to hospital and alert the parents as soon as is possible. (See Guidelines for calling an ambulance at [Appendix 4](#))
- f. House staff must inform the Health Centre the next working day if pupil has been unwell or has required treatment overnight.
- g. Any pupil who has been unwell during the night must report to the Health Centre in the morning for assessment

by Health Centre staff.

## **7. ARRANGEMENTS FOR SPORTS FIXTURES**

- a. First aid cover for weekend sports fixtures is provided by a company specialising in delivering pitch side medical cover for sporting events in the Winter and Spring terms. The Health Centre will be open during fixtures as the assembly point for the pitch side medics and for administration purposes. There will be a member of School staff who is first aid trained manning the Health Centre, however pupils will be treated primarily by the pitch side medics. During the Summer term first aid is provided by a first aid qualified member of School staff based in the Health Centre. The first aider can be called to the pitch if necessary.
- b. Sports during the School day will be covered by Health Centre staff and qualified first aiders. When felt necessary by the Nurse Manager, pitch side medical cover will be booked for mid-week sports fixtures.

## **8. COUNSELLING AND PHYSIOTHERAPY SERVICES**

- a. Counselling services and physiotherapy clinics have their own designated rooms. Counselling is provided by a trained, experienced counsellor. The counselling service is available to all pupils, and is provided on a confidential basis.
- b. Pupils can arrange appointments directly with the counsellor via phone or email. Staff can refer a pupil to be seen by the counsellor via a referral form or email. Appointments can also be made through the Health Centre staff. Parents can also request for their child to see the Counsellor via School Staff. Contact details for the counselling service and session times are available via the Health Centre.
- c. The physiotherapist runs an assessment clinic on Monday afternoon. Coaching staff and Health Centre staff can refer pupils to be assessed. If further treatment is felt necessary pupils will be informed and parents can make their own arrangement with a physiotherapist of their choice or with the physiotherapist at School. Treatment sessions are held on a Thursday. The treatment sessions are funded directly by parents.

## **9. MEDICAL RECORDS**

### **9.1 School medical records**

- a. The Health Centre staff produce and maintain up-to-date nursing and medical records that are predominantly computer-based. Any written records are kept securely within the Health Centre. Personal data, information security and records are managed by the Health Centre in accordance with the School's Data Protection Policy and Compliance Procedures for Staff, Information and Record Retention Policy and Procedures and the Information Security Policy, all of which comply with the Data Protection Act 2018 and General Data Protection Regulation.
- b. Medical records are confidential and access is restricted to the Health Centre staff. Computer-based records are password protected, and are digitally signed by the author.
- c. Whilst the Head and other senior staff have a responsibility to ensure that records are maintained, any personal or sensitive information passed in confidence to the School Nurses remains confidential in line with the NMC Code<sup>1</sup>. However if the nurse is concerned there is a safeguarding issue then the DSL will be informed in line with the School's Safeguarding and Protecting Children Policy and Procedures.
- d. School staff are given information on pupil's medical and welfare issues on a need to know basis e.g. Boarding staff, house staff, trip leaders, sports staff, teaching staff.

### **9.2 Record keeping and management of medicines**

The School's record keeping includes:

- A record of all training undertaken by designated staff
- Individual Health Care Plans
- A record of parents'/guardians' consent

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<sup>1</sup> The Code, Professional standards of practice and behaviour for nurses and midwives, NMC (March 2015)

- A record of consent for medication including those for self-medication
- A record of medication
- A record of disposed medication
- A record of medical conditions and emergency actions to be taken for any affected pupil

## 10. MEDICINES

- Administration of medication is recorded electronically in pupils' individual medical notes. If a prescribed medication is not administered the reason is recorded in pupils' records. Health Centre staff will notify parents and house staff if appropriate.
- Reference should be made to the Management and Administration of Medicines by Nurses ([appendix 1](#)) and the Protocol for the Administration of Prescribed and Non-prescribed Medication by House and School Staff ([appendix 2](#)).

## 11. FIRST AID

- In addition to the medical provision outlined above, nominated first aiders provide general cover during the holiday periods.
- First aid notices are displayed around the School site, with notification of the nearest first aid box. First aid boxes are held in all areas of the School including Boarding and Day houses. The first aid boxes are monitored and supplied by the Health Centre.
- The Health Centre, Human Resources, Operations and Estates hold records of qualified first aiders in the School. Information regarding First Aiders can be found on the intranet, with health and safety information and is available to all.
- Lists of qualified first aiders is available in each House and appears in [Appendix 6](#).
- School staff first aid qualifications are monitored and regularly updated to ensure qualifications are maintained and the School has sufficient numbers of first aiders on site and in key areas.
- Neither qualified first aiders nor any employee, other than School Nurses and school staff who have had the appropriate training from Health Centre staff, are permitted to dispense pharmaceutical products. Exceptions are other members of staff who have been trained to administer Auto Adrenaline Injectors and anyone giving medication under the instruction of a clinician after calling 999.
- All accidents which require treatment or near misses are recorded online via Evolve, the School's accident reporting system.
- There are currently five defibrillators on site; 1. Main School Reception and signposted. 2. Sports Hall lobby. Swimming Pool – lobby. 4. Outside the Dining Hall – pupil entrance. 5. Henry Dawes building – ground floor. Training is given for its use and a list of trained personnel retained.

## 12. IN ALL CASES OF INJURY

- A School Nurse / medic/first aider should assess all casualties who sustain an injury whilst at School.
- All casualties on the games field should be assessed by a first aider/medic and the appropriate treatment given. During the school day, Health Centre staff will attend pupils on the playing fields if able to leave the Health Centre unattended. If it is appropriate and the pupil is able to mobilise, they are to be escorted to the Health Centre for further assessment and treatment.
- If in doubt, do not move the casualty. Call for the appropriate help.
- Any pupil suffering concussion or suspected concussion must come off the field of play immediately and must not return to play during that session. They must be assessed by a medic/first aider and report to the Health Centre for concussion assessment.
- During a match the referee is responsible for stopping the game and ensuring the injured player is given the

necessary space to be treated by qualified medical staff or first aider. In the event of potentially serious injury, particularly neck, head or back injuries – the player must NOT be moved. The medic/first aider should take control of the situation and an ambulance should be called directly to the field. The casualty should be kept warm and still.

- f. The School recognises that staff acting as first aiders can only give the amount of treatment that each individual is trained to deliver and feels competent to give.
- g. An ambulance should always be called in a medical emergency or when there is not sufficient expertise or equipment to control a medical situation and it is not appropriate to move the patient. This could be due to any injury or illness. (See Guidelines for calling an ambulance in [Appendix 4](#))

### **13. INFECTION CONTROL**

See separate Infection Control Policy (13e) for detailed information.

#### **13.1 SPILLAGE**

- a. All spillages of blood, faeces, urine, saliva, respiratory secretions, vomit and any other bodily fluid, secretion and excretion should be cleaned up immediately
- b. Clean spillages using a product which combines detergent and disinfectant, and ensure it is effective against both bacteria and viruses. Always follow the manufacturer's instructions.
- c. Use disposable paper towels and cloths to cleaning up blood and body fluid spills, and dispose of as clinical waste
- d. Cleaning equipment must be washed after use and stored dry

#### **Procedure**

- In the event of blood loss or vomiting the Health Centre must be informed immediately to provide the appropriate treatment to the affected person
- The area of the incident should be made safe by the first member of staff at the scene using warning signs if necessary. Where appropriate the spillage may be covered with disposable towels
- The cleaning staff (via Operations/electronic request) should be notified
- Disposable Personal Protective Equipment (PPE), gloves, face masks, goggles/visor and aprons should be worn when dealing with bodily fluids
- The spillage must be cleared at the earliest opportunity. The area should be covered using the spillage compound available
- This should be sprinkled over the spillage ensuring absolute coverage
- Allow 90 sec approximately before scooping debris into disposable bag provided - a yellow clinical waste bag
- Any paper towels, cloths and PPE used must be double bagged disposed of as clinical waste
- Clinical waste is to be double bagged and placed in a designated clinical waste container located in the Health Centre and Operations
- Following cleaning with disinfectants the area may subsequently be washed in the normal manner, and left to dry, using warning signs where necessary.

#### **13.2 Clinical waste**

Always segregate domestic and clinical waste, in accordance with local policy. Clinical waste is collected regularly by a designated specialist company to be disposed of in the correct manor. Sharps and contaminated sharps are disposed of in a designated bin and disposed of as above.

### **14. ISOLATION**

Please also see the Infection Control Policy for detailed information.

## 14.1 Boarding

If a pupil becomes unwell with signs/symptoms of an infectious illness whilst boarding and there is potential for cross infection, the pupil must be isolated. The pupil will be isolated in a designated room and have access to a bathroom for their sole use only. The pupil will be cared for by Boarding Staff wearing appropriate PPE. Arrangements will be made for their parents or guardian to collect them as soon as possible. If immediate collection is not possible, the pupil will be made comfortable in an Isolation Room in their Boarding House until they can be collected.

## 14.2 During the school day

If a pupil shows signs/symptoms of an infectious illness or Health Centre staff believe there is a potential for cross infection the pupil will be cared for in isolation within the Health Centre. The pupil will have a designated bathroom for their sole use only. The pupils will be cared for by Health Centre staff wearing appropriate PPE. Arrangements will be made for the pupil to be collected by their parents or guardian as soon as possible. The pupils House staff and teachers will be informed as will Reception.

In some instances it may be necessary for any siblings, close relatives or persons who live with the unwell pupil to also leave the school site.

## 14.3 Caring for a pupil/staff in Isolation

- HAND HYGIENE IS ESSENTIAL
- Appropriate Personal Protective Equipment (PPE); plastic aprons and gloves must be worn by staff when dealing with pupils/staff who are infectious
- Where there is a risk of splashing or respiratory secretions, face masks and goggles/visors must also be worn
- When a pupil/staff is in isolation the Health Centre staff and House staff caring for them should be supportive and deliver holistic care but be in minimal physical contact
- Appropriate fluids and a suitable diet should be provided
- It is important to consider the effects on the mental health of the pupil/staff in isolation.

## 14.4 Returning to school site after illness

The Health Centre follows Public Health England guidance on when to return to school following an infectious illness. Advice and guidance will be given on a case by case basis depending on the illness and recovery time.

NB: Following an episode of diarrhoea and vomiting associated with illness, the pupil or staff member must not return to school until they have been symptom free for 48hrs.

## 14.5 Outbreaks

In the event of an outbreak of an infectious illness (defined as two or more cases of the same illness) Health Centre staff will inform the Deputy Head (Pastoral) and where necessary, Public Health England and any other relevant outside agencies.

The Health Centre staff will implement the appropriate action as advised and effectively communicate information to the School community, pupils and parents.

In the event of a local incidence of infectious disease, an epidemic or pandemic the school would follow the guidance of the local Public Health Agency, Public Health England, the Department of Education and other Government agencies in this instance.

## 15. ARRANGEMENTS FOR PUPILS WITH DISABILITIES and/or SPECIFIC MEDICAL NEEDS

- a. Ensure pupils with disabilities and/or specific medical needs receive the appropriate care and support.
- b. Individual health care plans are drawn up for pupils who have a disability, acute or chronic medical conditions or conditions that require swift emergency treatment and/or medication.
- c. Health Centre staff, the pupil and their parents are involved in the writing of individual care plans as well as



appropriate School staff.

- d. Pupils Individual Care Plans are stored electronically on the pupils medical records and available to House, pastoral and teaching staff.
- e. Health Centre staff will liaise with Health Care professionals and other outside agencies involved in the care and treatment of individual pupils.
- f. Parents are asked to update Health Centre staff on any developments with their child's care.
- g. The plans identify the safety measures necessary to support pupils with medical needs and ensure that they and others are not put at risk. They also identify any support needed by the School e.g. staff training.
- h. Health Centre staff work closely with house staff and tutors to ensure pupils receive holistic care and support as needed.

## **16. REPORTING OF INJURIES, DISEASES AND DANGEROUS OCCURRENCES REGULATIONS 1995 (RIDDOR)**

- a. It is a legal requirement to report certain accidents and ill health at work to the Health and Safety Executive in certain circumstances, such as death, major injuries, accidents resulting in over seven days of absence due to injury, diseases, dangerous occurrences and gas incidents.
- b. Accidents and incidents in the School are recorded electronically for monitoring and action. The member of school staff initially involved with the incident submits the record. Health Centre staff record accidents, illnesses and near misses as and when appropriate.
- c. The Estates Director assumes responsibility for RIDDOR. Accidents, incidents and near misses are reviewed at the termly Health and Safety Committee.

## **17. PROTOCOL FOR COMMUNICATING HEALTH ISSUES WITH ACADEMIC AND HOUSE STAFF**

- a. The Health Centre staff provide a confidential health service for pupils and staff. There is need however for a certain amount of communication and sharing of information between Health Centre staff and School staff, and vice versa, to maintain pupil safety and ensure pupils receive appropriate support and holistic care.
- b. Whilst respecting and maintaining medical confidentiality, the Nurse Manager and School Nurses will communicate any issues or concerns they have regarding pupils with the relevant member of staff verbally or via email and documentation as appropriate. Unless untoward events prevent, Health Centre staff will inform the house/School staff at the time of an event or concern, in order to maintain good communication and ensure pupil safety and continuity of care. Any significant injury or illness will be reported to parents and House staff immediately and recorded so notification can be given to Health and Safety manager if relevant.
- c. House staff, matrons, tutors, relevant teachers and the Registration administrator will be notified via email when a pupil's visit to the Health Centre during lesson time requires them to remain for treatment, rest and/or recuperation or they are being sent home or to hospital. Reception will be informed if a pupil is being picked up or going off site.
- d. Health Centre staff will note any trend in a pupil's attendance at the Health Centre and alert House staff/tutor with any concerns regarding avoidance of a particular subject, member of staff or activity.
- e. Any Safeguarding concern or issue will be referred to the Designated Safeguarding Lead and dealt with in line with the Schools Safeguarding policy.

### **17.1 IN ADDITION HOUSE STAFF OF BOARDING PUPILS WILL BE INFORMED OF:**

- Any possible overnight care that may be needed, or concerns that may affect a pupil.
- Any treatment or medication that the pupil has had that may need to be repeated during the night.
- This information should be reciprocated by House staff so that medical records may be kept contemporaneous and accurate and holistic and professional care may be provided for all pupils.

## 17.2 CONTACTING THE HEALTH CENTRE

All general information regarding pupils is to be addressed to [healthcentre@stjohns.surrey.sch.uk](mailto:healthcentre@stjohns.surrey.sch.uk) All Health Centre staff have access to this email account. If you wish to communicate directly with the Nurse Manager, please email [snewing@stjohns.surrey.sch.uk](mailto:snewing@stjohns.surrey.sch.uk) . Please also see the Protocol for calling the Health Centre for Assistance in an emergency at [Appendix 5](#).

## MANAGEMENT AND ADMINISTRATION OF MEDICINES BY NURSES

### Protocol

Agreement for the administration of medication to pupils is via loco parentis and the duty of care held by the School.

A pupil will never be forced to accept medication. Nursing staff will document refusal to accept medication and notify parents/guardians accordingly.

#### 1. Non-prescribed medication

- a. All non-prescribed medicines are stored in a locked cupboard. The key to the locked cupboard is held by Health Centre staff. An audit is kept of stock medication.
- b. The following protocol is used for the administration of non-prescribed medication by Nursing staff:
  - The reason for giving the medication is established.
  - Pupils' electronic medical records are checked for any known allergies to medication.
  - Pupils' electronic records are checked to establish the last time and dose of medication was administered.
  - Pupils are asked if the medication has been taken before and, if so, were there any problems noted.
  - Check pupils electronic records that parents have consented to medication being given.
  - A check is made of the name, dose and expiry date on the medication package or container.
  - Pupils take medication under the supervision of the person issuing it.
  - A record of the name, dose, date and time of any medication given and who it was administered by is kept in pupils' electronic records.
  - If electronic records cannot be accessed, then pupils' paper medical records are to be used and a record of medication administered kept in the notes. If necessary parents are to be contacted for clarification of a pupil's medical history.

#### 2. Prescribed medications

Prescribed medications are only given to the pupil whom they have been prescribed (i.e. the pupil named on the label of the medicine to be administered). The School does not hold a stock of prescribed medicines.

- Medication is kept locked in the Health Centre
- A Pupil Medication Request form is to be completed and signed by parents (see Appendix 3).
- A record of the name, dose, date and time of any medication given and who it was administered by is kept in pupils' electronic records.

#### 3. Receiving medication from home to administer in School

##### Health Centre staff must be notified of all medication brought into School by any pupil

- Parents/Guardians must complete a **Pupil Medication Request** form when prescribed medication is brought into School (Appendix 3).
- All medication must be in original container.
- All medication MUST be clearly labelled with:
  - the pupil's name
  - the name and strength of the medication
  - the dosage and frequency the medication should be given
  - the expiry date.
- If two medications are required, these should be in separate, clearly and appropriately labelled containers.
- On arrival at School all medication is to be handed to the School Nurse, unless there is prior agreement between the School and parent(s) for the pupil to carry medication (e.g. asthma inhalers)
- Delivery of newly-prescribed medication from the pharmacy will be recorded and stored without delay.

- Pupils will be encouraged to attend the Health Centre to receive the first dose of newly prescribed medication as soon as possible.
- If medication is to be kept on the pupil's person or in their House, appropriate forms must be completed to identify the amount of medication and location in the School and to ensure that it is kept and administered safely. *See point 7.*

#### **4. Controlled drugs**

The storage and administration of controlled drugs is as follows:

- All controlled drugs are locked in a cupboard on an inside wall. The keys are held by Health Centre staff only.
- The drug's name, dose, expiry date and serial number are recorded in the Controlled drug book
- Stock levels are checked and recorded by two nurses on a weekly basis during term time and at the start and end of each term. *Pupils are encouraged to take prescribed medication home with them during the holidays.*
- Stock levels are checked every time the drug is administered, both the pupil and School Nurse sign to say the pupil has taken the medication as prescribed and the remaining stock level.

#### **5. Immunisations**

Immunisations are offered to all pupils in accordance with the Government Immunisation programme and administered by a team of NHS nurses at School. In practice this is routinely the HPV vaccine in the Upper Third and the final school booster and Men ACWY in the Forth Form, but will also include any government immunisation campaign. Other immunisations and vaccinations, such as for travel, or missed immunisations, should be administered at the pupil's GP surgery.

#### **6. Administration of medicines to save a life**

Neither qualified first aiders nor any employee, other than School Nurses and school staff who have had the appropriate training from Health Centre staff, are permitted to dispense pharmaceutical products. Exceptions are other members of staff who have been trained to administer Adrenalin Auto-Injectors (AAI) and anyone giving medication under the instruction of a clinician after calling 999

#### **7. Storage of medication**

- a. Medication must be stored in a locked, wall mounted cabinet with the keys held by the School Nurse or kept in an accessible but restricted place known only to the Health Centre nursing and medical staff. A fridge is available for items requiring refrigerated storage.
- b. A small quantity of over the counter medicines is held in a locked cupboard in each boarding house and recorded in the House Medicine Administration File. *See point 13.*
- c. Once dispensed by the Nurse, the medication should be administered immediately and never left unattended.
- e. Emergency medication such as asthma inhalers and Adrenalin Auto-Injectors are stored in the Health Centre and are easily accessible to all between 8.00am and 5.30pm. Pupils should carry their own emergency medication on their person outside of these hours. Pupils who board should keep spare emergency medication in houses and notify house staff.

#### **8. Self-administration of medication**

In exceptional circumstances a pupil may be given permission to self-medicate. Pupils may only self-medicate if deemed necessary and Health Centre Staff have assessed the pupil as sufficiently responsible to do so. Health Centre staff will assess the pupil who wishes to self-medicate and complete a risk assessment and self-medication form with the pupil. Where appropriate a Pupil Medication Request form will be completed by the parents consenting to self-medication. A copy of all relevant paperwork will be kept by the Health Centre and in the House Medicine Administration File

#### **9. Overdose of medication**

If there is a suspicion of overdose of medication the Health Centre should be contacted immediately for emergency advice and treatment or referral as necessary.

## 10. Emergency medication

- Emergency medication will be detailed in the pupil's individual care plan.
- This type of medication will be readily available.
- The individual care plan will be checked and reviewed in the event there is a change in the pupil's condition or the treatment prescribed and at the start of each academic year.

Procedures in the care plan will identify:

- Medical details of reasons for medication
- How to administer
- Any other action to take
- Where the medication is stored
- Who should collect it in an emergency
- Contact arrangements for parents/guardians/ specialists
- Support for pupils witnessing the event
- Recording systems

**Note: It is the parents'/guardians' responsibility to notify the Health Centre of any change to the medication prescription for emergency treatment.**

## 11. Alternative medicines

Health Centre staff will not administer complementary or alternative medicine. Parents and pupils must inform Health Centre staff of all complementary or alternative therapies being taken to ensure avoidance of potential interaction with other medications being taken or considered for use. Pupils are not permitted to carry complementary or alternative medicines on their person unless given permission to do so by Health Centre staff.

## 12. Disposal of medication

A record is kept of unused prescribed or non-prescribed medication returned from the Health Centre to the pharmacy or to the pupils or parents. The record includes:

- Name of medication
- Name of pupil
- Reason for medication and terms such as expired or no longer required
- Strength of medication
- Quantity returned
- Signature of the member of staff returning the medication
- Signature of pharmacist receiving the returned medication
- Date received by pharmacist

## 13. Giving of over the counter medicines by Matrons/house staff

When there is no School Nurse available, a designated and appropriately instructed member of school staff may administer non-prescription medication to pupils and supervise the taking of prescribed medication. The Nurse Manager will ensure designated House and School staff are fully instructed regarding the storage and administration of medicines. The Nurse Manager will hold a specimen signature list of all designated staff. See *Appendix 2: **Protocol for the Administration of Prescribed and Non-prescribed Medication by House and School Staff***

## 14. Drug administration errors

- If an error is realised, clinical advice must be sought immediately, no matter how trivial it may seem.
- Appropriate line manager and Health Centre staff must be informed
- A record is to be made on the pupil's electronic medical notes

**IF THERE IS ANY DOUBT ON ANY ISSUE THEN FURTHER ADVICE MUST BE SOUGHT BY DIALLING 111 OR THE LOCAL ACCIDENT AND EMERGENCY DEPARTMENT.**

## APPENDIX 2

# Protocol for the Administration of Prescribed and Non-prescribed Medication by House and School Staff – **draft – under review**

The National Minimum Standards for Boarding Schools Standard 3.4 states; All medication is safely and securely stored and proper records are kept of its administration. Prescribed medicines are given only to the boarders to whom they are prescribed. Boarders allowed to self-medicate are assessed as sufficiently responsible to do so.

When there is no School Nurse available, a designated and appropriately instructed member of school staff may administer non-prescription medication to pupils and supervise the taking of prescribed medication. The Nurse Manager will ensure designated House and School staff are fully instructed regarding the storage and administration of medicines. The Nurse Manager and Boarding house will hold specimen signatures of all designated staff. All medicines must be stored and administered according to the protocol below.

### 1. Recording the storage and recording of prescribed and non-prescribed medication

#### 1.1. Storage of medication

All medication kept in House must be stored appropriately and accurate records maintained.

- Prescribed and OTC medication are to be kept in a locked medicine cupboard in the Boarding House office
- All designated house staff should have access to the medicine cupboard when on duty in the house
- All documentation pertaining to the administration of medication is to be kept securely in the Boarding House office
- Emergency medication for asthma and anaphylaxis must **not** be locked in the medicine cupboard, it must be easily accessible and not locked away
- Duty House staff have access to the Health Centre waiting area where pupil's spare emergency medication (if available) is kept
- Pupils who self-medicate: Their medication must be kept securely locked in the pupil's room within House
- The pupil must take any prescribed medication home on the last day of each half term

#### 1.2. Recording of medication

All medication held in House must be recorded in the House Medication Administration File. Records should be properly completed, legible and current and provide a complete audit trail for all medications.

The information required:

- Date of receipt of medication and where it came from
- Name, strength and dose of medication
- Quantity of medication received
- Running total of stock medication held
- Name and signature of member of staff receiving the medication
- Any medication dropped or wasted must be recorded
- Date and method of disposal
- Prescription medication; The name of the pupil if a prescription medication
- Prescription medication; Pupil Medication Request form completed by parents
- Self-medication assessment form as necessary

#### 1.3. Checking and recording stock medication

Stock medication held by House must be checked and recorded in the House Medication Administration File.

- A running total of stock medication held in house must be recorded by House staff when administered
- Matron will check and record medication stock levels on a weekly basis
- Any anomalies are to be reported to the Health Centre immediately
- Health Centre Staff will check and record medication stock levels on a regular basis with Matron; at least twice every half term
- Any expired medication or medication which is no longer required must be returned to the Health Centre

### 2. Administration of prescribed and non-prescribed medication

Any medication administered to a pupil must be recorded in the pupils medical record on iSAMS immediately the medicine has been given and must include:

- The date and time the medicine was administered
- The name and dose of medication administered
- The reason why the medication was administered
- The name of the member of staff administering the medication
- If pupil refuses medication, state reason why
- Stock medication; running total of medication remaining recorded in House Medication folder

## **2.1. Prescribed Medication**

All prescribed medication must be kept securely in a locked cupboard, with the exception of emergency medication for asthma and anaphylaxis. An up to date record of all prescribed medication held in House is to be kept. All medication must be kept in its original packaging.

Prior to the administration of prescribed medication:

- Check the identity of the pupil
- Check parents have completed Pupil Medication Request form
- Check the pupils Health Records and allergy status on iSAMS
- The drug must be in the original packaging and carry a prescription label
- Check the pupils name is on the prescription label and the drug name and dose on the prescription label matches the drug packaging
- Check the last time the pupil had the medication
- Check the expiry date

Administering prescribed medication:

- Follow the dose and frequency of administration on the prescription label and Pupil Medication Request form
- Give the medication according to the instructions on the prescription label and the packaging
- The pupil must take the medication under the supervision of the person administering it
- Record date, time, medication and dose given immediately after administering the medication in the pupils medication records on iSAMS
- Record if the pupil refuses to take the medication
- Inform Health Centre staff that the medication has been given (See No5)

## **2.2. Non-prescribed Medication; Over The Counter (OTC) medication**

Only OTC medication supplied by the Health Centre can be kept by House (see appendix 1). All OTC medication must remain in its original packaging and be kept securely in a locked cupboard. An up to date record of all OTC medication held by House is to be kept. Parents give consent for stock medication to be given as necessary on the Medical consent form completed when the pupil enters St Johns. If consent for a stock medication has been withheld, Health Centre staff will make a record on iSAMS and inform house staff.

Prior to the administration of OTC medication

- Establish the reason why the pupil requires OTC medication
- Check the identity of the pupil
- Check the pupils Health Records and allergy status on iSAMS
- Check the pupil has no known allergies to any medication
- Check the pupil has no underlying medical condition where giving certain OTC medication is contraindicated (see Appendix 1)
- Ask when the last time the pupil had any medication, if so; what medication, why they had it and when
- After assessing why the medication is needed, identify the most appropriate OTC medication to give (see Appendix 1)
- Check if the pupil has had the medication before and if so, were there any issues

Administering OTC medication:

- The medication must be in its original packaging
- Check the name and dose of the medication
- Check the expiry date

- Give the medication according to manufacturer's guidelines on the packaging
- If the pupil has had medication recently check if it is contraindicated to give any further medication.
- The pupil must take the medication under the supervision of the person administering it
- Record date, time, medication and dose given immediately after administering the medication in the pupils medication records on iSAMS
- Record if the pupil refuses to take the medication
- Inform Health Centre staff that the medication has been given (See No5)

**NB.** Separate records for the storage and administration of Controlled Drugs is to be kept in an appropriate, bound record book with numbered pages. The balance of medication remaining must be checked at each administration and monthly. Controlled Drugs will be stored in the Health Centre except in exceptional circumstances.

### **3. Drug Administration Errors**

If an error in the administration of medication has been made, clinical advice must be sought immediately, no matter how trivial it may seem. House staff can gain advice by calling NHS 111 or the local Accident and Emergency department.

- Health Centre staff must be informed of the drug error as soon as possible
- Head of House or Deputy Head must be informed of the drug error as soon as possible.
- House staff must complete an accident form on Evolve
- Pupils parents must be informed if appropriate
- Health Centre staff will record the incident in the pupil's medical record

### **4. Pupils self-medication of medication**

Pupils may self-medicate if assessed as sufficiently responsible to do so by Health Centre staff.

- Health Centre staff will assess the pupil who wishes to self-medicate
- Health Centre staff will complete risk assessment for pupils self-medication form with the pupil
- Where appropriate a Pupil Medication Request form will be completed by the parents consenting to self-medication
- A copy of all relevant paperwork will be kept by the Health Centre and in the House Medicine Administration File
- If the pupil request that House staff/parents are not made aware of the specific medication they are taking, confidentiality must be maintained if appropriate
- The pupils medication must be kept securely locked in the pupils room within House
- The pupil must take the medication home on the last day of each half term
- Health Centre staff will liaise regularly with the pupil regarding their health and medical needs

### **5. Contacting the Health Centre**

House staff must inform the Health Centre when medication has been administered in House and the reasons why via email: [healthcentre@stjohns.surrey.sch.uk](mailto:healthcentre@stjohns.surrey.sch.uk). The pupil should visit the Health Centre the next morning at 0800 for assessment by the School Nurse

### **6. IF HOUSE STAFF ARE AT ALL CONCERNED REGARDING A PUPIL OR THE ADMINISTRATION OF MEDICATION, CALL NHS 111 OR THE LOCAL ACCIDENT AND EMERGENCY DEPARTMENT. IN AN EMERGENCY CALL 999**



## Appendix 2a – Stock Medication and its Uses

### Stock medication held in the Boarding Houses:

Paracetamol 500mg: pain relief, feverishness

Paracetamol Suspension: pain relief, feverishness

Ibuprofen 200mg: pain relief, feverishness: *With the exception of Lower School*

Cetirizine 10mg: hayfever, allergic reaction

Simple linctus: cough

Strepsils: sore throat

Olbas oil: congested nasal passages

*NB: Lower School will hold Ibuprofen Suspension 100mg*

### Information for use:

#### PARACETAMOL 500mg tablets

Paracetamol is given for:

- Mild to moderated pain – headache, migraine, toothache, sore throat, period pain, muscle aches
- Relief of symptoms of cold and flu – feverishness, aches and pains

Dose:

- Children under 10yrs – suspension only
- Children between 10 – 16 years; - one (500mg) every 4 – 6hours. A maximum of 4 tablets in 24hours
- Adults and children over 16 years; - one to two tablets (500mg – 1g) every 4 – 6hours. A maximum of 8 tablets in 24hours

Caution:

- Check pupil has no know allergy to paracetamol – check pupils medical records on iSAMS
- Check pupil has no known pre-existing medical condition which excludes then from taking paracetamol – check medical records on iSAMS
- Check pupil has had no other medication containing paracetamol in last 4hours – check medication records on iSAMS
- **If in doubt, do not give**

#### PARACETAMOL SUSPENSION 5mls = 250mg

Paracetamol is given for:

- Mild to moderated pain – headache, migraine, toothache, sore throat, period pain, muscle aches
- Relief of symptoms of cold and flu – feverishness, aches and pains

Dose:

- Children under 10 - 12years – 500mg = 10mls (large end of spoon x 2). Every 4-6hrs. Maximum of 4 doses in 24hrs
- Children between 12 – 16 years; - 500mg – 750mg = 10 – 15mls (Large end of spoon x 2 to 3). Every 4 – 6hours. A maximum of 4 doses in 24hours
- Adults and children over 16 years; - 500mg – 1g = 10 – 20mls (Large end of spoon x 2 to 4). Every 4 – 6hours. A maximum of 4 doses in 24hours

Caution:

- Check pupil has no know allergy to paracetamol – check pupils medical records on iSAMS
  - Check pupil has no known pre-existing medical condition which excludes then from taking paracetamol – check medical records on iSAMS
- Check pupil has had no other medication containing paracetamol in last 4hours – check medication records on iSAMS
- If in doubt, do not give**

#### IBUPROFEN 200MGTABLETS

Ibuprofen is given for:

- Pain relief - muscular aches and pains, headache, migraine, period pain, dental pain

- To rescue inflammation – **Not to be used in first 48hours post soft tissue injury (use RICE + paracetamol)**
- Relief of symptoms of cold and flu – feverishness, aches and pains

Dose:

- **Not to be given to children 12 years and under**
- Children over 13 years and adults one to two tablets (200mg – 400mg) up to 3 times a day.
- There must be a gap of at least 6 hours between each dose given
- No more than 6 tablets can be taken in 24hours

Caution:

- Check pupil has no know allergy to ibuprofen – check medical records on iSAMS
- Check pupil has no known pre-existing medical condition which excludes then from taking ibuprofen **e.g. Asthma** – check medical records on iSAMS

Check pupil has had no other medication containing ibuprofen in last 4hours - check medication records on iSAMS

- **If in doubt, do not give**

### **IBUPROFEN SUSPENSION 5MLS = 100MG**

Ibuprofen is given for:

- Pain relief - muscular aches and pains, headache, migraine, period pain, dental pain
- To rescue inflammation – **Not to be used in first 48hours post soft tissue injury (use RICE + paracetamol)**
- Relief of symptoms of cold and flu – feverishness, aches and pains

Dose:

Children 10 - 12years – 300mg = 15mls (large end of spoon x 3). Every 6-8hrs. Maximum of 3 doses in 24hrs

### **CETIRIZINE 10MG**

Cetirizine is given for:

- Relief of allergic reactions
- Hayfever
- Skin allergy – hives, nettle rash, urticarial

Dose:

- Children under 12 years; - half a tablet (5mg) twice a day
- Children over 12 years and adults; - one tablet (10mg) once a day

Caution:

- Check pupil has no know allergy to cetirizine – check House medical records/iSAMS
- Check pupil has not had antihistamine medication already that day
- Check pupil has no known pre-existing medical condition which excludes then from taking antihistamine medication – check House medical records/iSAMS
- **If in doubt, do not give**

### **SIMPLE LINCTUS**

Simple linctus is given for:

- Relief from coughing

Dose:

- **Not to be given to children under 12 years**
- Children over 12
- years and adults; - one 5ml spoonful up to 4 times a day

Caution:

- Check pupil has no know allergy to simple linctus – check medical records on iSAMS
- Check pupil has no known pre-existing medical condition which excludes then from taking simple linctus – House medical records in iSAMS

### **STREPSILS**

Strepsils are given for:

- Relief of sore throat
- Throat and mouth infections

Dose:

- Children over 6years and adults; - suck one lozenge every 2 – 3 hours.
- No more than 12 lozenges in 24hours

#### **OLBUS OIL**

Olbus oil is used for:

- Relief of blocked nasal passages and sinuses, catarrh and colds

Dose:

- 2 drops on a tissue and inhales as necessary

Caution:

- Avoid contact with eyes
- Check pupil has no know allergy to olbus oil – check medical record on iSAMS

## Pupil Medication Request Form

*Please be aware that pupils are not permitted to carry medication on their person or store it in House; with the exception of emergency medication for allergic reactions and inhalers. All medication must be handed either to the Health Centre or boarding house for safe keeping.*

Name: .....

Date of birth: .....

House: .....

I agree for the School Nurse or designated member of staff to administer medicine to my child as directed below. **Medication must be taken to the Health Centre for safe keeping.**

When boarding my child may self-administer medicines as directed below. **Medication must be given to matrons/Health Centre for safe keeping.**

Name of Medicine	Dose	Frequency or Time	Completion date of course
Reason for medication and special instructions:			

Signed: .....

Date: .....

**Parent/Contact**

Name: .....

Tel: .....

Address: .....

Work Tel: .....

.....

Mobile Tel: .....

## GUIDELINES FOR CALLING AN AMBULANCE

If on the Astro, Main or New fields or in a remote area of the School always insure you have a fully charged, working mobile phone with you.

If a pupil, visitor or member of staff sustains an injury or becomes unwell and an ambulance is required: -

- A person directly dealing with the casualty should call the ambulance if possible
- Call 999 and ask for an ambulance
- Stay on the line whilst the ambulance controller asks for all the information required
- State the exact location of the casualty including post code - i.e. Main field by the cricket pavilion or Old Chapel
- Give the telephone number you are calling from
- Give the casualties name and age
- State what happened
- State the casualty's injuries if known
- Inform the ambulance controller if the casualty has signs/symptoms of an infectious disease or there is a risk of cross infection
- Answer the ambulance controller's questions regarding the casualty's condition
- Wait on the line for instructions regarding care of the casualty
- Remain with the casualty and reassure that help is on the way
- Organise someone to accompany the casualty to hospital in the Ambulance
- Send somebody to the main entrance of your location to meet the ambulance
- Inform casualties parents or next of kin that an ambulance has been called and what hospital they are going to when known
- Inform Ambulance Control if casualties condition deteriorates
- Be prepared to carry out CPR if casualties condition deteriorates
- Inform the Health Centre if an ambulance has been called between 0800 – 1730 term time
- Inform Reception that an ambulance has been called
- Inform Site Supervisor that an Ambulance has been called – 07842 142853. At night or after 1900 at weekends – 07748 195798
- Inform a member of SLT as appropriate

It may be necessary to delegate some of the above if you are dealing directly with the casualty. A bystander can be utilised to help. Health Centre staff will liaise with other School staff, parents and next of kin. Site staff and Reception can alert those staff members who need to know.

## APPENDIX 5

### PROTOCOL

# CALLING THE HEALTH CENTRE FOR ASSISTANCE IN AN EMERGENCY

#### Staff member with casualty

Assess the casualty and take appropriate action – if First Aid trained give appropriate treatment. If further assistance is required contact the Health Centre on 01372 385485 or 07808 519065. **In an emergency situation call 999 immediately.** See Guidelines for Calling an Ambulance.

- Assess the casualty and call 999 for an ambulance if the injury or illness is life threatening
- If the injury is obviously serious and the casualty cannot be moved call 999 for an ambulance
- Prepare to give emergency, lifesaving treatment if necessary

When calling the Health Centre:

- State exact location – i.e. New Fields, top field or Main field, near cricket pavilion
- State your name and phone number you are calling from
- Give the Name of the casualty
- Give a description of the injury and the condition of the casualty
- Stay on the phone and await instructions from Health Centre staff for appropriate treatment advice
- State the name and phone number of a colleague who is with you if any
- Send somebody to the entrance of sports field or building to direct Health Centre staff
- Inform Health Centre staff if the condition of the casualty changes
- Be prepared to call 999 for an ambulance if necessary

#### Health Centre staff

Write down all necessary information and make a note of date and time the call was received.

- Take name and phone number of the person calling for assistance
- Take exact location of casualty including where on field or in what building/room
- Take casualty's name, year group and House if possible
- Get details of injury and condition of casualty
- Give advice on immediate treatment – including calling an ambulance if necessary
- Advise staff calling if and when a member of Health Centre staff will be attending the casualty
- Take name and contact details of another member of staff who is with the casualty if any

NB. If Health Centre staff are unable to attend the casualty support will be given over the phone

#### Health Centre Staff attending a casualty

- Take grab bag with you
- Take Health Centre phone with you
- Ensure you have correct PPE available for Health Centre staff, staff, casualty and bystanders
- Liaise with Health Centre regarding condition of casualty and if an ambulance has been called
- If Health Centre is unstaffed inform Reception an ambulance has been called and they will relay the information to the necessary people
- Inform Site Supervisor if First Aid cover is necessary whilst you are away from the Health Centre
- Liaise with sports staff/House staff if casualty needs escorting to hospital
- Ensure parents have been contacted
- Inform SLT as necessary

## Appendix 6:

### QUALIFIED FIRST AIDERS, November 2021

Rory	Andrews	Teacher of Theology, Philosophy and Religion
Hannah	Ascough	Learning Resources Manager
Emily	Ball	Deputy Head of English; Assistant Housemistress of Gloucester
Billy	Bassett	Head Chef
Stephen	Blatch	Director of Academic Data; Examinations Officer; Teacher of Mathematics
Robin	Burnett	AV & IT Technician
Nicholas	Burns	Teacher of Classics
Zoe	Cooper	Cleaning Contractor - Reef
James	Coote	Assistant Head (Academic); Boarding Tutor of South
Melanie	Cox	Transport Manager
Andrea	Davies	Acting Housemistress of Hawkins; Teacher of History
Lucian	Dronca	Sports Centre Manager
Natasha	Duggans	HR Assistant
Mark	Eddison	Deputy Sports Centre Manager
Claire	Eyre	Cleaning Contractor - Reef
Joseph	Foster	Minibus Driver
Anna	Gambel	Biology Technician
Jamie	Garbett	Head of Academic Drama
Paul	Glyn	Chemistry Technician
Christine	Goble	HR Manager
Kathrine	Goble	Director of Netball; Assistant Housemistress of Churchill
Richard	Harvey	Head of Lower School; Head of EPQ
Robert	Hengoed	Lead Site Supervisor
James	Hewitt	CCF Contingent Commander; Teacher of History; Boarding Tutor of West
Guy	Hicks	Head of PSHE and Wellbeing, Housemaster of East; Teacher of MFL
Caroline	Holland	Assistant Catering Manager - Administration
Craig	Holland	Acting Head of Sports Science; Boarding Tutor of West
Steven	Hughes	Assistant Housemaster of South; Teacher of Geography
Sally	Hunt	MIS Manager and Educational Visits Co-ordinator
Gareth	James	Director of Sport
Jasmine	Lane	Head of Classics
Joanne	Leggatt	Accounts Manager
Sarah	Lockwood	School Nurse
Lisa	Marriott	PA to The Head
William	Marshall	Director of Hockey
Donna	Matcham	Cleaning Contractor - Reef
Christopher	Maughan	Minibus Driver
Elizabeth	Maynard	School Nurse
Catherine	Moon	Housemistress of North, Teacher of Biology
William	Morgan	Acting Housemaster of Surrey; Teacher of MFL, Boarding Tutor of East
Janet	Morris	Lower School Matron
Susan	Newing	Nurse Manager
Angela	O'Keeffe	Boarding House Matron - West
Lise	Parker	Housemistress of Gloucester; Head of ITT; Teacher of Mathematics
Thomas	Parry	Head of Psychology; Assistant Housemaster of North
Dimil	Patel	Senior Sports Assistant
Victor	Payne	Site Supervisor
Luisa	Pedret	Head of Business Studies and Economics
Joseph	Pepper	Housemaster of West; Teacher of History
Carol	Robinson	Operations and Compliance Director
Robert	Ross	Head of History
Hannah	Rowell	Head of Upper Third; Teacher i/c Lower School Boarding; Mathematics
Mark	Sartorius	Assistant Head (Digital Strategy) Teacher of History; Government & Politics
Lesley	Sperrin	Biology Technician
Rosalind	Stretton	School Nurse

Eloise	Thyne	Assistant Director of Performing Arts, Theatre Manager
Csaba	Vilagosi	Head Porter
Ian	White	Acting Assistant Head (Upper School)
Neil	Whitmore	Director of Community Partnership; History; Government & Politics



## Appendix 7

### MEDICAL CONSENT

**PLEASE NOTE: This consent covers your son/daughter both in school and for any trip/activity/sport they may undertake that has been organised by the School.**

***I give consent for my son/daughter to receive any necessary first aid treatment provided by the School Nurse, by a designated member of staff or contracted medic. YES  NO***

***Emergency medical treatment:*** *I/We give my/our consent for The Head (and The Head's representative) to act on our behalf to authorise emergency medical treatment as necessary for my child's welfare in the event I/we cannot be contacted in time.*

*I/We consent that any prescription or non-prescription medicines required by the pupil when at school or during a school activity or trip, should be administered only by the School Nurse or, in her absence, another designated staff member.*

*I/We consent for my son/daughter to carry prescribed emergency medication as necessary - adrenaline auto-injector, inhaler, insulin - and I/we understand that he/she may not carry any other medicines in school without the permission of the School Nurse.*

*Where my son/daughter is aged over 16 years, or is under the age of 16 but is considered of sufficient age and maturity by the School Nurse, I/we acknowledge that he/she may consent to his/her own medical treatment.*

*I/We acknowledge that my son/daughter may be entitled to self-medicate where he or she is deemed responsible by the School Nurse.*

*I/We understand that essential medical information may be shared with members of the school staff to ensure the safety and welfare of my son/daughter.*

*I/We understand that it is my responsibility to inform the School Nurse in writing of any changes in my child's health and mental wellbeing and to inform the School of changes to the information supplied on this form. Unless such notification is received, the school will rely upon the information contained in this medical questionnaire.*

*I/We have provided full and complete information about my/our child in this Medical Information Form.*

	First Parent	Second Parent
<b>Signature</b>		
<b>Title</b> <i>(e.g. Mr, Mrs, Ms)</i>		
<b>Name in full</b> <i>(please include all names)</i>		
<b>Relationship to child</b>		
<b>Date</b>		