

Medical and First Aid Policy and Procedures



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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 (April 2014)
DfE Guidance on First Aid for Schools
Reporting of Injuries Diseases and Dangerous Occurrences Regulations (RIDDOR) (1995)
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)

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

Appendix 4: Guidelines for calling an Ambulance

Appendix 5: Protocol for Calling the Health Centre for Assistance in an Emergency

Appendix 6: List of Qualified First Aiders

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 health questionnaire prior to a pupil's entry into the School. The questionnaire outlines significant past medical problems, current conditions and present treatment, as well as known allergies, and the dates and details of all immunisations. 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. The questionnaire includes consent for School staff to act in loco parentis in a medical emergency and for appropriate and trained School staff to administer approved medications.
- i. Health Centre staff liaise with parents, School staff and multi-disciplinary health professionals to ensure the effective and holistic care of pupils.
- j. Health Centre staff are involved in health promotion and health training within the School.

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 building has an entrance into the reception and waiting 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 room for physiotherapy. The School counsellor has a designated room within the Health Centre.

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 next to the Health Centre 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. Pupils should notify a member of house staff, tutor or class teacher and have their prep book signed 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.
- d. If a pupil remains in the Health Centre for treatment or needs to go home or to seek further medical assessment, Nursing staff will inform relevant staff via email.
- e. 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)
- f. 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 1730 if remaining at School to Board.
 - Nurse will inform Boarding staff via email what care, if any, needs to be given overnight.

- g. When a pupil is unwell, parents may be asked to collect their child. Parents must collect the child directly from Reception or the Health Centre. 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.
- h. 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.
- i. 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 1730 - 0800

- a. If a boarding pupil is unwell or needs first aid after 1730 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. It may be necessary to isolate a pupil within their House in a single room and use separate bathroom facilities if there is the risk of cross contamination to other pupils and staff. (See point 14 Isolation).
- b. Each Boarding house holds a list of all qualified first aiders and there is a first aid box in each Boarding House.
- c. Each Boarding House holds a generic adrenaline Auto-injector and asthma inhaler and a list of pupils consented to for administration in an emergency.
- d. 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)
- e. House staff must inform the Health Centre the next working day if pupil has been unwell or has required treatment overnight.
- f. 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 and will 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 and on Firefly.
- 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 Code¹. 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, 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, and doctor's instructions, 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

- a. 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.

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

- b. 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

- a. In addition to the medical provision outlined above, nominated first aiders provide general cover during the holiday periods.
- b. 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.
- c. 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.
- d. Lists of qualified first aiders is available in each House and appears in Appendix 6.
- e. 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.
- f. 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.
- g. All accidents which require treatment or near misses are recorded online via Evolve, the School's accident reporting system.
- h. There are currently three defibrillators on site; 1. Main School Reception and signposted. 2. Sports Hall lobby. 3. Outside the Dining Hall – pupil entrance. Training is given for its use and a list of trained personnel retained.

12. IN ALL CASES OF INJURY

- a. A School Nurse / medic/first aider should assess all casualties who sustain an injury whilst at School.
- b. 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.
- c. If in doubt, do not move the casualty. Call for the appropriate help.
- d. 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.
- e. 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 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 - Universal precautions

- a. Body fluids include blood, urine, vomit and faecal matter. All must be regarded as potentially infectious.
- b. Be dealt with in a safe and effective manner.

13.1 SPILLAGE

Procedure

- In the event of blood loss or vomiting Health Centre staff 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 the Operations Department/electronic request) should be notified.
- Cleaning staff should hold disposable personal protective equipment (PPE); gloves and aprons as well as spillage compound.
- PPE and spillage compound is also available in the Health Centre, as are disinfectant solutions.
- 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 approximately 90 seconds before scooping debris into a suitable disposable bag - preferably a yellow clinical waste bag.
- Any paper towels or similar should be sealed in a plastic rubbish bag, together with any PPE used. Disposal of infected or potentially infected material is through the Health Centre and according to Local Authority guidelines.
- Following cleaning with disinfectants the area may subsequently be washed in the normal manner, and left to dry, using warning signs where necessary.
- Cleaning equipment must be washed after use and stored dry.

13.2 Clinical waste

Clinical waste is placed in a designated waste container that meets regulations and the bags are disposed of via a regular collection by the company that provides them. Sharps and contaminated sharps are disposed of in a designated bin and disposed of as above.

14. ISOLATION

14.1 Boarding

Isolation may be necessary where there is potential for cross infection. The pupil will be isolated in a designated room within their house and have access to a designated bathroom for their use only. If a

pupil has an infectious illness, their parents or guardian will be asked to take them home.

14.2 Day pupils

If a day pupil shows symptoms of an infectious illness they should be collected by parents and not return to the School until the risk of cross infection has passed. The pupil will be isolated in the Health Centre whilst awaiting collection.

14.3 Procedure

- When a pupil is in isolation the staff should be supportive and deliver holistic care but be in minimal physical contact. Plastic aprons and gloves must be worn when dealing with pupils who are infectious.
- Designated waste disposal methods should be used. **STRICT HAND HYGIENE IS ESSENTIAL.** The School Nurse will devise an individual care plan for the pupil if needed. It is also important to consider the social effects of isolation on a pupil.
- The bed linen of an infectious person, or bed linen soaked with body fluids, is to be placed in the PINK bag provided by the Health Centre and washed at a temperature as high as the fabric can stand in the designated washing machine in the Health Centre. The Pink bag of linen is to be placed straight into the washing machine as the bag dissolves.
- Toilet and bathing facilities within the area should be kept for the sole use of the patient.
- Those cleaning should wear PPE and the facilities should be cleaned daily with a disinfectant solution.
- The School Nurse will liaise with the kitchen to ensure that a suitable diet is provided. Crockery and cutlery should be washed at high temperature on a separate cycle.
- Friends may visit if appropriate and at the discretion of the School Nurse/House staff, who will instruct them on any precautions necessary, e.g. hand washing, PPE.
- The School Nurse will supply the necessary disinfectant solutions and will liaise closely with the cleaning staff.

14.4 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 School Doctor, the Deputy Head 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.

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 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. Health Centre staff will liaise with Health Care professionals and other outside agencies involved in the care and treatment of individual pupils.
- e. Parents are asked to update Health Centre staff on any developments with their child's care.
- f. 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.

- g. 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. Staff in the Health Centre record accidents and incidents in the School for monitoring and action.
- 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 that 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 document 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 and relevant teachers will be notified via email when a pupil's visit to the HealthCentre 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 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 . Please also see the Protocol for calling the Health Centre for Assistance in an emergency at Appendix 5.

APPENDIX 1

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, and registration with the School Doctor.

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 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 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 programme and administered by a team of NHS nurses. In practice this is routinely the HPV vaccine in the Upper Third and the final school booster 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. In some circumstances the School Doctor will administer in School if a pupil is registered with him.

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 Adrenaline Pens 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. These are the responsibility of house staff.
- 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 pens 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

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 and 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

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 care plan will be checked and reviewed at least at the start of each term.

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. All complementary or alternative therapies being taken should be notified to the Health Centre to ensure avoidance of potential interaction with other medications being taken or considered for use. Parents should be aware that some medications prescribed overseas may not be licensed for use in the UK. In this case the School Doctor will make an individual case assessment and offer UK licensed medicines where appropriate. It is very important in such cases that as much medical information as possible is available to the School Doctor

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 School 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 **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
- The School Doctor must be informed, even if advice is initially sought from a different source, and a record made on the pupil's record.

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

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 will hold a specimen signature list 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 marked with a green cross in the Head of 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 Head of 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 emergency medication is kept
- Pupils who self-medicate: Their 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

1.2. Recording of medication

All medication held and administered by House and School staff 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
- The name of the pupil if a prescription medication
- Name and signature of member of staff receiving the medication
- Running total of stock levels
- Any medication dropped or wasted must be recorded
- Date and method of disposable

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 medication given must be recorded by House staff at the time of administration
- 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 bi-weekly basis with Matron
- 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 designated House Medication Administration File immediately the medicine has been given and must include:

- Name of pupil
- The date and time the medicine was administered
- The name strength and dose of medication administered
- The reason why the medication was administered
- The name and signature of the member of staff administering the medication
- If pupil refuses medication, state reason why
- Running total of medication remaining

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 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 the pupils name, date, time, medication, dose immediately after administering the medication
- 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.

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 the pupils name, date, time, medication, dose and reason for giving medication immediately after administration
- 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 inform the School Doctor and 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.

Text: 07808 519065 or Email: healthcentre@stjohns.surrey.sch.uk.

- State pupils name, date and time
- Medication given and dose
- State reason why

- Ask pupils to visit Health Centre at 0800 to see Nursing staff

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 boarding House:

Paracetamol 500mg: pain relief, feverishness

Ibuprofen 200mg: pain relief, feverishness

Cetirizine 10mg: hayfever, allergic reaction

Simple linctus: cough

Strepsils: sore throat

Olbas oil: congested nasal passages

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 – 15 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 House medical records/ISAMS
- Check pupil has no known pre-existing medical condition which excludes then from taking paracetamol – check House medical records/ISAMS
- Check pupil has had no other medication containing paracetamol in last 4hours
- **If in doubt, do not give**

IBUPROFEN 200MG TABLETS

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)**
- Relief of symptoms of cold and flu – feverishness, aches and pains

Dose:

- **Not to be given to children under 12 years**
- Children over 12 years and adults one to two tablets (200mg – 400mg) up to 3 times a day.
- There must be a gap of at least 4hours between each dose given
- No more than 6 tablets can be taken in 24hours

Caution:

- Check pupil has no know allergy to ibuprofen – check House medical records/ISAMS
- Check pupil has no known pre-existing medical condition which excludes then from taking ibuprofen **e.g. Asthma** – check House medical records/ISAMS
- Check pupil has had no other medication containing ibuprofen in last 4hours
- **If in doubt, do not give**

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 12years and adults; - one 5ml spoonful up to 4 times a day

Caution:

- Check pupil has no know allergy to simple linctus – check House medical records/ISAMS
- Check pupil has no known pre-existing medical condition which excludes then from taking simple linctus – check House medical records/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 House medical records/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
- Answer the ambulance controller's questions regarding the casualties 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 Site Supervisor that an Ambulance has been called – 07842 142853. At night or after 1900 at weekends – 07748 195798
- Inform the Health Centre if an ambulance has been called between 0800 – 1730 term time

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
- Liaise with Health Centre regarding condition of casualty
- Inform Health Centre if an ambulance has been called – Health Centre will inform Reception
- 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

Appendix 6: School Staff Qualified in First Aid as of September 2018

Last Name	First Name	Department	Cert/Qual
Ascough	Hannah	Library	EFA + AED
Ball	Emily	Boarding Overnight cover Gloucester/English	EFA + AED
Bastin	Rob	chemistry	EFA + AED
Bateson	Tanya	MFL	EFA
Beauchamp	Graham	Catering	EFA + AED
Benchaita	Noureddine	reef cleaning	EFA
Blatch	Stephen	Maths/Exams	EFA + AED
Blumfield	Aaron	O/C Hockey	EFA + AED
Bruce	Lauren	Catering	EFA + AED
Bruggemann	Laurence	Boarding overnight cover West/ Maths	EFA
Byrne	Najet	MFL	EFA + AED
Chaddock	Jacqui	Learning Support	EFA + AED
Clarkson	Jane	Geography/Boarding tutor	EFA + AED
Cooper-Smith	Rebecca	Matron	EFA + AED
Cross	Oliver	Biology/Psychology	Basic First Aid - Cert of attendance - 6.18
Culm	Linda	Learning Support	EFA + AED
Davies	Jonathan	Chemistry	EFA + AED
Debney	Andrew	Maths (new 09/16)	EFA + AED
Dee	Marcus	Asst Site Supervisor (new 10/16)	EFA + AED
Densham	Claudia	South Mistress South/ PHSCE, Classics, DSL	EFA + AED
Dixon	Danielle	History/ North	EFA + AED
Emblem	Sam	Art	Basic First Aid - Cert of attendance - 6.18
Evans	Jenny	Catering	EFA + AED
Foster	Joe		EFA + AED
Foster-Baptiste	Sally	Physics	EFA + AED
Freeman	Anita	Matron	FAW
Fridvalszki	Peter	Catering	EFA + AED
Gamble	Anna	Science tech	EFA + AED
Garbett	Jamie	Drama	EFA + AED
Glanfield	Jasmine	Classics	EFA
Glyn	Paul	Chemistry tech	EFA + AED
Guisse	Tom	Operations	EFA + AED
Hammond	David	PE	EFA + AED
Harper	Mark	Sites	EFA + AED
Hems	Lucy	Graduate Assistant/Boarding tutor	EFA + AED

Hicks	Guy	South/MFL	EFA + AED
Holland	Caroline	Catering	EFA
Holland	Craig	Games dept/Boarding tutor	EFA + AED
Howell	Tom	Geog	EFA + AED
Hyde	Florrie	Maths	FAW
Hughes	Stephen	Boarding tutor/PE/Geography	EFA + AED
Jones	Huw	Boarding overnight cover West/Geography	EFA + AED
Lawes	Grace	Boarding overnight cover South/Teaching Fellow	EFA+ AED
Leonard	Tom	Chemistry/ Physics	EFA + AED
Lockwood	Sarah	School Nurse	FAW + RN + EFA + AED
Loxley	Donna	Reef Cleaning	EFA
Marshall	William	Games	EFA + AED
Mauri	Guilia	DT tech	EFA + AED
McNamara	Jessica	Reef Cleaning	EFA
Medland	Sue	Matron	EFA + AED
Metcalfe	Olly	Boarding tutor	EFA + AED
Mitchell	Siobhan		EFA + AED
Moloney	Charles	Chaplin	EFA + AED
Monroe	Lisa	Matron	EFA + AED
Moon	Catherine	House Mistress	EFA + AED
Mooney	Aaron	Dt/Sailing	Basic First Aid - Cert of attendance - 6.18
Moors	Lauren	PE/ South/ Business Studies/Boarding tutor	EFA + AED
Morley	Ian	Mini bus driver	EFA + AED
Mountford	Jill	Matron	EFA + AED
Naughten	Sarah	Admin	EFA + AED
Newby	Craig	O/C Rugby	EFA + AED
Newing	Susan	Nurse Manager	FAW, RGN
O'Keefe	Angela	Matron	EFA + AED
O'Sullivan	Paula	Music	EFA
Parker	Lise	Gloucester; Maths/Boarding tutor	EFA
Parry	Tom		EFA + AED
Pedret	Luisa	Bus Studies	EFA + AED
Pepper	Joe	Boarding overnight cover West	EFA + AED
Pople	Sarah	Finance	EFA + AED
Potts	Jeff	Minibus driver	EFA + AED
Rawlings	Ainsley	Geography/CCF	EFA + AED
Rogers	Mark	Physics/computing	Basic First Aid - Cert of attendance - 6.18
Ross	Robert		EFA + AED
Sainsbury	Jane	Matron	EFA + AED
Salter	Rob	Sites	EFA + AED

Sartorius	Mark	Boarding overnight cover East/History	EFA + AED
Sawers	Jonathon	IT Network Manager	FAW
Shehu	Bedri	Estates	EFA
Smallbone	Teresa	Matron	EFA + AED
Sperrin	Lesley	Science Technician	EFA + AED
Talamo	Alison	Catering	EFA + AED
Thyne	Eloise	Theatre rech	EFA + AED
Toloczko	Frankie	Drama	Basic First Aid - Cert of attendance - 6.18
Turner	Stephanie	Music Admin	EFA + AED
Turner	Will	Dept Head Acahademic	Basic First Aid - Cert of attendance - 6.18
Vine	Steve	CCF	FAW
Walsh-Jones	Kerry	Assistant Director of Sport	AED + AED
Ward	Jason		EFA + AED
Webb	Natalie	Matron	EFA
Westerby-Jones	Sophie	Mathematics/Boarding tutor	EFA + AED
White	Ian	PE	EFA + AED
Whitmore	Neil	History	EFA
Williams	Chris	Operations	EFA + AED
Wright	Peter	MFL	Basic First Aid - Cert of attendance - 6.18
Young	Karen	Matron	EFA + AED
Young	Richard	Operations	EFA + AED