



FIRST AID PROTOCOL

Introduction

The First Aid Protocol supplements the information contained within the Health and Safety Policy. The School will conform to all statutory legislation and recognises, and accepts, its responsibility as an employer for providing so far as reasonably practicable, a safe and healthy work place and working environment, both physically and psychologically, for all its employees, volunteers and other workers. The School recognises its responsibility for the safety and welfare of all the students at the School is paramount.

First aid matters will be discussed, as required, at routine Senior Leadership Team meetings within the Health and Safety agenda item.

Where relevant, information will be disseminated to staff during other internal meetings eg staff briefings, staff and department meetings.

Protocol Statement

This school aims to provide all students with all medical conditions the same opportunities as others at school. We will help to ensure they can:

- Be healthy
- Stay safe
- Enjoy and achieve
- Make a positive contribution
- Achieve economic well-being
- The school ensures all staff understand their duty of care to children and young people in the event of an emergency
- All staff feel confident in knowing what to do in an emergency.
- This school understands that certain medical conditions are serious and can be potentially life threatening, particularly if ill managed or misunderstood
- This school understands the importance of medication being taken as prescribed
- All staff understand the common medical conditions that affect children at this school
- Staff receive training on the impact medical conditions can have on pupils

Duty of Care

Anyone caring for children, including teachers, other school staff and day care staff have a common law duty of care to act like any reasonable prudent parent. Staff need to make sure that children are healthy and safe. In exceptional circumstance the duty of care could extend to administering medicines and / or taking action in an emergency. This duty extends to staff leading activities taking place off site such as visits, outings or field trips.

Responsibility under this Protocol

Governing Body

Health and safety legislation places duties on the Governing Body, as the Employers, for the health and safety of their employees and anyone else on the premises. In a School this includes the Headteacher, all staff, students and visitors, including contractors.

Headteacher



The Headteacher is responsible for putting the Governing Body's policy into practice and for developing detailed procedures. Day to day decisions will normally fall to the Headteacher or to whosoever they delegate this to, as set out in the Health and Safety Policy and this Protocol.

The Headteacher should also make sure that parents / carers are aware of the School's Health and Safety Policy including the arrangements for first aid.

The Business Manager, under the direction of the Headteacher, will arrange adequate and appropriate training and guidance for staff who volunteer to be first aiders or appointed persons. It should be ensured that there are enough trained staff to meet the statutory requirements and assessed needs, allowing for staff absence, giving due consideration to the out of hours arrangements.

The Headteacher will ensure the required risk assessments are carried out and reviewed periodically as necessary.

Parents / carers

Parents should provide the School with sufficient information about their child's medical needs including treatment and any special care requirements. The parents should, jointly with the Headteacher, reach agreement on the School's role in supporting their child's medical needs in accordance with this Protocol.

Teaching Staff

Staff who have children with medical needs in their class will be informed about the nature of the condition, and when and where the children may need extra attention. It is the responsibility of the parents / carers, and any relevant health professional, to provide this information to the School on admission of the student or when the condition commences.

The conditions of employment for Teachers do not include giving or supervising a student taking medicines although any member of staff may volunteer to undertake these tasks. They are not precluded, therefore, within this Protocol, to carrying out this role.

All Staff

All staff will be made aware of the likelihood of an emergency arising and what action to take if one occurs. The information will be recorded on the student's electronic file and with an up to date medical file located within the staffroom and reception.

Specific Departments eg Catering may also require medical information which will be circulated separately as appropriate.

Training

All First Aiders are volunteers; however, they should undertake the appropriate first aid training which is currently only valid for three years. Refresher training should be undertaken prior to the certificate expiring.

All First Aiders that accept the offer will undertake Defibrillator training when available. Refresher training should be undertaken prior to the certificate expiring.

It is essential, for a First Aider to recognise and respond to an emergency situation, that further training is delivered in:



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- Diabetes
 - Asthma
 - Epilepsy
 - Anaphylaxis

Any member of staff who agrees to accept responsibility for administering prescribed medicines will have the appropriate training and guidance, including the possible side effects and what to do if they occur. This training will be provided as necessary depending on the individual case.

A detailed record of all training will be maintained by the School's Personnel Administrator who will also ensure the published list of First Aiders is update to all times. The current published list is shown at Appendix 1.

A detailed record of any supplementary training will be maintained by the School's Personnel Administrator who will ensure the published list is up to date at all times. The current published list is shown at Appendix 1.

As an additional provision all staff will be required to undertake the First Aid Essentials programme of the Educare training system that the school subscribes to. This will normally be completed under the normal induction programme of training.

First Aid Provision

Appointed Person

The main duties of an appointed person are to:

- Take charge when someone is injured or becomes ill
- Look after the first aid equipment, eg restocking the first aid container
- Ensure that an ambulance or other professional medical help is summoned when appropriate

It is not a requirement that an Appointed Person be a First Aider, however, the School's structure has the Appointed Person as a fully trained First Aider. This position within the School's structure is the Medical Officer.

First Aider

The main duties of a first aider are to:

- Give immediate help to casualties with common injuries or illnesses and those arising from specific hazards at school
- When necessary, ensure that an ambulance or other professional medical help is called

When selecting first aiders consideration will be given to:

- Reliability and communication skills
- Aptitude and ability to absorb new knowledge and learn new skills
- Ability to cope with stressful and physical emergency procedures
- Normal duties, as a first aider must be able to leave their workplace to attend an emergency immediately



Unless first aid cover is part of a member of staff's contract of employment people who agree to undertake first aid training, and be named as a First Aider, do so on a voluntary basis.

First Aid Materials, Equipment and First Aid Facilities

All First Aid materials are stored in a recognised container which must be marked with a white cross on a green background. Containers are stored in a number of locations around the site as per the list attached as Appendix 2.

Whilst there is no mandatory list of items for a first aid container, Appendix 3 shows the recommended minimum provisions of first aid items. Appendix 4 shows the recommended minimum stock of first aid items for any off-site activities.

The Appointed Person has responsibility to ensure that the containers are adequately stocked. Any item that has passed its expiry date will be disposed of safely. Additional stock will be held by the Appointed Person within the First Aid room.

The First Aid room is a dedicated area which contains a washbasin and WC. In the event of the Medical Officer being unavailable, the key to the First Aid room can be located in Reception.

Medicines

Prescribed medicines

The school requests that medicines should only be brought on site when absolutely essential. In this case, essential is defined as where it would be detrimental to a child's health if the medicine were not administered during the school day.

Where it is agreed essential, medicine should only be accepted that shows clearly the student's name, has been prescribed by a Doctor and is stored within the original container and includes the prescriber's instructions for administration and dosage.

Controlled Drugs

The supply, possession and administration of some medicines are controlled by the Misuse of Drugs Act and its associated regulations.

Where it has been agreed, under a health plan and associated risk assessment, that a controlled drug should be administered during the school day, this drug will be kept in a locked non-portable container and only named staff will have access. A record will be kept for audit and safety purposes.

As with all medicines, any unused supply will be returned to the parent / carer at the earliest opportunity for safe disposal.

Long term or complex needs

It is important that the School has sufficient information about the medical condition of any student with long-term needs to ensure they are adequately supported. This may be prior to the student being admitted to the School or at the onset and development of a medical need. For these students, the school will consider writing a health care plan. This may include:

- Details of the condition
- Special requirements eg dietary needs, pre-activity precautions



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- Any side effects of the medicines
 - What constitutes an emergency
 - What action to take in the event of an emergency
 - What not to do in the event of an emergency
 - Who to contact in an emergency
 - The role staff can play

The appropriate form is attached as Appendix 5.

This health care plan will be used to create a student's health care record which will be created by the Medical Officer. A template of this record is attached as Appendix 6. An up to date health care record will be attached to the student's electronic file to ensure that all staff have immediate access.

If the student's condition changes, this health care record will be updated by the Medical Officer. The historic information will be retained to ensure a full medical record is held.

If a Risk Assessment is required to further support the Health Care Plan and Record this will noted and attached to the student's electronic file.

All records relating to the Health Care Plan and Record will be held by the Medical Officer.

Administering medicines

The school does not permit any student under the under of 16 to be given medicines without their parent's written consent. It is essential that any member of staff giving a student medicines should check:

- The student's name
- The prescribed dose
- The expiry date
- The written instructions provided by the prescriber on the label or container

The School holds a record of all medicines administered to a student demonstrating it has exercised a duty of care. A copy of the record is held by the Medical Officer.

If a student refuses to take medicine this should be noted on the records. It is important that the student is not forced against their will. The First Aider present at the time should make immediate contact with the student's parent / carer.

If the refusal may result in an emergency, the school should follow the emergency procedures for the student as set out in the health care plan or risk assessment.

The School supports and encourages students, who are able, to take responsibility to administer their own medicines. The age this responsibility can be assumed will vary depending on the student. The School will only agree to this situation following a full assessment with the student and parent / carer.

Under no circumstances are students allowed to carry their own medicines during the school day. All medicines must be stored within the First Aid room.

Record keeping

It is the responsibility of the parents / carers to inform the School that their child needs to take prescribed medicines and of any changes to their situation. The form attached as Appendix 7 should be used in all cases



to ensure clear and consistent information is received. All medicines should be provided in the original container as dispensed by the pharmacist and include the prescriber's instructions. The Medical Officer will check that written details include:

Name of child
Name of medicine
Dose
Method of administration
Time / frequency of administration
Any side effects
Expiry date

If the medicine is to be administered by the Medical Officer the school will expect the appropriate section of the form to be completed.

A letter will be sent to the Parents / Carers as confirmation of the situation, a copy of which will be held on the student's file. A copy of the template is shown as Appendix 8.

Health Care plan

An individual Health Care Plan may be required for a student with medical needs to identify the level of support that is needed. However, not all students who have medical needs will require an individual plan. Example of the minimum required is shown at Appendix 5.

The Health Care Plan will be agreed with the parents / carers to clarify for everyone the individual situation. It will also state how often the plan will be jointly reviewed which will be at least annually in preparation for the commencement of the academic year.

Appendix 5 provides the information required to create a Health Care Plan. The following individuals may contribute to the Plan:

The Headteacher (or delegated member of staff)
The parent / carer
The student (if appropriate)
The Appointed Person
The Form Tutor
Staff who are trained to administer medicines
Staff who are trained in emergency procedures

The Health Care Plan will be recorded on the student's electronic file and within the medical file within the staffroom, if appropriate.

Where a Health Care Plan identifies a training need this will be arranged for the relevant staff with the appropriate record being kept.

Safety Management

Safe storage of medicines

As all medicines may be harmful to anyone for whom they are not appropriate, the School will ensure that the risks to the health of others are properly controlled where it agrees to administer any medicine to a student.



The medicines will be stored in strict accordance with the product instructions and in the original container in which dispensed. The responsible member of staff will ensure that the original container is clearly labelled with the name of the student, the name and dose of the medicine and the frequency of the administration.

Emergency medicines, such as asthma inhalers and adrenaline pens, will be available in the Main Office. In the majority of cases students will be allowed to carry their asthma inhalers as recorded in the Health Care Plan.

Non-emergency medicines will be kept in a secure place not accessible by students. The students will know where their own medicines are stored and who holds the key.

Under no circumstances are students allowed to carry their own medicines during the school day. All medicines must be stored within the First Aid room. If a student is known to be carrying their own medicines during the school day, they will be asked to hand the medicines to the Medical Officer and a letter will be sent home informing the parents / carers. The text to be included in this letter is shown at Appendix 9.

Safe disposal of medicines

The School is not responsible for disposing of medicines.

Parents / carers are required to collect all medicines held at the end of each term unless it is specifically noted in the Health Care Plan otherwise.

A sharps box will be used for the safe disposal of needles. The collection of the sharps box will be arranged by the Medical Officer.

Hygiene and infection Control

All staff will be briefed, and be familiar, with normal precautions for avoiding infection and follow basic hygiene procedures. The First Aid room will contain a supply of protective disposable gloves, information on dealing with spillages of blood or other body fluids and the disposal of dressings or equipment.

Additional arrangements

Educational trip, visit or event (on or off site)

The school will consider, on an individual basis, what reasonable adjustments (if any) are required to enable a student with medical needs to participate fully and safely on a visit.

This might include the Leader writing an amended Risk Assessment to record the additional control measures put in place. Any decision will be based on the judgement of the Leader which could be influenced by a number of factors such as the environment and proximity to emergency services or professional care.

Leaders must ensure the availability of first aid cover for all visits where there is no immediate external first aid cover provided.

As a minimum it is required that a copy of a Health Care Plan relating to a student attending the visit will be included in the file that is taken on the actual visit.

Sporting visits

The School will ensure that, whenever possible, students with medical conditions can participate in physical activities. Any restriction will be recorded on the student's Health Care Plan.



Home to School Transport

The School will ensure that, where it is absolutely necessary, the relevant Bus Company will be provided with medical information and the emergency procedure for a student it transports.

The Health Care Plan will identify the need to inform the Bus Company which will include permission by the parents / carers and student.

Emergency and Special Arrangements

Emergency Arrangements

On admission to the School, parents / carers are required to provide detailed medical information on their child to ensure the correct treatment can be administered at all times. This medical information should be updated as the situation alters.

Students with asthma need to have immediate access to their reliever inhalers when they need them. Spare inhalers must be provided by parents and kept in an unlocked cabinet by schools.

Students with epilepsy need to have an individual health care plan which may include the creation of a separate Risk Assessment.

Students with diabetes should be able to manage their own medication although this needs to be agreed within the individual's health care plan which may include the creation of a separate Risk Assessment.

Students with allergies need to have an individual health care plan which may include the creation of a separate Risk Assessment. Pre-loaded injection devices should be provided by the parents in the correct container, labelled with the student's name and updated medicines.

Emergency Procedures

All staff will be briefed on the School's procedure to call the emergency services. This procedure states that all staff, other than the Medical Officer, should contact the Receptionist in the event of an emergency. Guidance on calling for an ambulance is contained in Appendix 10. The requirement for an ambulance to attend site should be recorded and held on file. Either the Headteacher, Deputy Headteacher or Business Manager should be immediately informed if an ambulance has been called to attend site.

A student should only be transported to hospital by a private car following approval by the Headteacher and, if possible, after informing the parents / carers.

Special Arrangements

In some cases students with medical needs may be more at risk. Staff may need to take additional steps to safeguard the health and safety of such students. In a few cases individual procedures may be needed which should be contained within the individual Health Care Plan and Record, and Risk Assessment. The Headteacher is responsible for making sure that all relevant staff know about and are, if necessary, trained to provide any additional support these students may require.

The original Risk Assessment will be held in the relevant file by the Business Manager with a copy being attached to the student's electronic file.



Where appropriate, the School will ensure that the relevant organisation is informed about any student with a medical need attending a work placement or college course. This information may be the actual Health Care Plan and / or Risk Assessment.

Accident and incident Reporting

Procedures

The School's procedures for responding to Accidents and Incidents are in line with relevant guidance. These procedures are shown at Appendix 11. The procedures will be reviewed regularly, and at least annually, to ensure they still meet the needs of the School. Staff will be informed of these procedures using the usual methods of communication.

Accident / incident statistics

All accidents and incidents will be recorded under the school's procedure by the Medical Officer. A report will be produced on a monthly basis and circulated to the Headteacher, Business Manager and Chair of the Learning Environment Governors Committee.

This report will be produced by the Medical Officer and will contain:

- The date and method of reporting
- The date, time and place of the event
- Personal details of those involved
- A brief description of the nature of the event or disease

This will allow for trend analysis and monitoring to be undertaken.

Statutory Accident Records

Due to the size of the School it is necessary that readily accessible accident records, either in written or electronic form, be kept. These records must be kept for a minimum of 3 years.

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

Under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 some accidents must be reported to the HSE. These are:

- Accidents resulting in death or major injury (including as a result of physical violence)
- Accidents which prevent the injured person from doing their normal work for more than seven days (including acts of physical violence)

Any accident that requires reporting under RIDDOR should be discussed with the Headteacher and Business Manager prior to completion and submission of the necessary paperwork.

School's Central Medical Record

The School's Central Medical Record is not the same as the accident reporting or RIDDOR reporting above although all three records might be combined.

A record will be kept of any first aid treatment given by any First Aider or Appointed Person. This record should contain:



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- The date, time and place of the incident
 - The name (and class) of the injured or ill person
 - Details of the injury / illness and what first aid was given
 - What happened to the person immediately afterwards eg went home, resumed normal duties, went back to class, went to hospital
 - Name and signature of the First Aider or person dealing with the incident

In an emergency, the Headteacher (or nominated person) will contact the parent / carer / named contact as soon as possible. Where possible, all serious or significant incidents will be notified to parents / carers by letter or telephone.

Reducing Incidents

All staff are reminded that they are responsible for any defects to, and any equipment within, their classroom and should report any issues via email direct to the Site Services Team at siteservices@newent.glos.sch.uk. Likewise, any damage to the building that could be dangerous should also be reported using this email address.

However, should the defect or damage be considered a significant hazard staff should contact the Business Manager or Site Services Administrator immediately.

Additional Information

Student Referral

If a member of staff feels that a student needs to be seen by the Medical Officer at any point during the day please follow the procedure in Appendix 12.

Information Leaflets

Where it is considered useful leaflets will be sourced or created to provide additional information on certain condition for staff, eg Diabetes, Cystic Fibrosis, Anaphylaxis, etc.

These leaflets will be stored electronically and placed in the Staffroom, Reception and Catering Department.

Child Protection

If any concerns are raised that have Safeguarding implications, for example unexplained marks or scars), whilst a person is being treated for first aid, the First Aider or Appointed Person must inform the designated Child Protection Officer who will take appropriate action.

Confidentiality

The Headteacher and staff will always treat medical information confidentially. If appropriate, the Headteacher or Appointed Person will agree who else can have access to records and other information about a student.

Legal Indemnity for First Aiders

First aid administration at work is considered to be an act of taking reasonable care and the School will fully indemnify the Appointed Person and all First Aiders against claims for alleged negligence in relation to first aid treatment providing they are acting within the remit of their employment and training.



In practice, this means that the School and not the employee would meet the cost of damages should a claim for alleged negligence be successful.

Review of Provision

A regular review of the School's first aid needs should be undertaken at least annually, and particularly after any changes, to ensure the provision is adequate. This annual review will be undertaken during August in preparation of the new academic year. A brief presentation will be made on the first Inset day of the new academic year to remind current staff, and inform new staff, of the provision.



Appendix 1

Below is the current published list of staff who have been trained as First Aiders together with the expiry date of their training.

Member of staff / First Aider	Expiry Date of the training
Lisa Jevons (Appointed Person)	
Kathy Barlow	12 th June 2015
Cath Dufour	8 th June 2014
Beth Gammons	12 th June 2015
Carrol Gough	12 th June 2015
Di Harrill	8 th June 2014
Marie Hood	8 th June 2014
Juliette Hooper	8 th June 2014
Gerry Judd	8 th June 2014
Angelenna Kelly	12 th June 2015
Diane Lightburn	12 th June 2015
Sandy MacNeill	26 th May 2014
Chris Marriott	12 th June 2015
Danny Mills	12 th June 2015
Deborah Morgenstern	8 th June 2014
Pippa Palmer	8 th June 2014
Dawn Terry	12 th June 2015
Ivan Woodward	8 th June 2014

Below is the current published list of staff who have been trained in the use of the Defibrillator together with the expiry date of their training.

Member of staff	Expiry Date of the training

Below is the current published list of staff who have been trained in the use of an Epipen together with the expiry date of their training.

Member of staff	Expiry Date of the training



Below is the current published list of staff who have been trained in First Aid for Outdoors together with the expiry date of their training.

Member of staff	Expiry Date of the training

In the event of an emergency the Medical Officer cannot be contacted by:

- telephone (ext 210)
- student runner
- by calling Reception (ext 100 or 200)

If the Medical Officer is unavailable the Receptionist will ensure that an alternative First Aider is located and sent to the appropriate location.



Appendix 2

This list shows the location around the school site of a First Aid container suitably stocked.

Box Number	Block	Room	Actual Location



Appendix 3

The recommended list of items for a first aid container:

- A leaflet giving general advice on first aid
- 20 individually wrapped sterile adhesive dressings (assorted sizes)
- 2 sterile eye pads
- 4 individually wrapped triangular bandages (preferably sterile)
- 6 safety pins
- 6 medium sized (approximately 12cm x 12cm) individually wrapped sterile unmedicated wound dressings
- 2 large (approximately 18cm x 18cm) sterile individually wrapped unmedicated wound dressings
- 1 pair of disposable gloves

The equivalent or additional items are acceptable.

Additional items may be included if required for a particular work area eg moist wipes, eye wash, burns treatment, resuscitation masks, cold packs, blanket etc. If additional items are stocks in a particular work area this will be clearly marked on the map in Appendix 2.

The Medical Officer, as the Appointed Person, has responsibility to ensure that the containers are adequately stocked, however, all staff have a responsibility to inform the Officer if they are aware of the stock being depleted.



Appendix 4

The recommended list of first aid items for any off-site activities

- A leaflet giving general advice on first aid
- 6 individually wrapped sterile adhesive dressings (assorted sizes)
- 2 triangular bandages
- 2 safety pins
- 1 large (approximately 18cm x 18cm) sterile unmedicated wound dressing
- Individually wrapped moist cleansing wipes
- 1 pair of disposable gloves

The equivalent or additional items are acceptable.

Additional items may be necessary for specialised activities.

Travelling first aid kits will be made available for staff members working away from the normal workplace or, in particular, where access to facilities may be restricted.

The Medical Officer, as the Appointed Person, has responsibility to ensure that the containers are adequately stocked, however, all staff have a responsibility to inform the Officer if they are aware of the stock being depleted.



Appendix 5

HEALTH CARE PLAN

Student's details	
Name of child	
Date of birth	/ /
Year and Tutor Group	
Address	
Medical diagnosis or condition	
Special Requirements	
Side effect of medication	
What constitutes an emergency	
What action to take in emergency	
What not to do in an emergency	
Family Contact – Number 1	
Name	
Relationship	
Telephone number (work)	
Telephone number (home)	
Telephone number (mobile)	

**Family Contact – Number 2**

Name	
Relationship	
Telephone number (work)	
Telephone number (home)	
Telephone number (mobile)	

Clinic/Hospital Contact

Name	
Telephone number	

GP

Name	
Telephone number	

Authorisation

I understand that I must deliver the medicine personally to Mrs Chandler and that this is a service that the school is not obliged to undertake. I accept that I must notify the school of any changes in writing.	
Date Form Completed	
Name of Person providing information	
Relationship to child	
Signature	
Date of Review	

This form must be completed by parents / carers and returned to the Medical Officer.

Parents are required to provide the School with sufficient information about their child's medical needs including treatment and any special care requirements.

Parents should reach agreement on the School's role in supporting their child's medical needs in accordance with the First Aid Protocol.

Parents / Carers should ensure that the school is kept fully up to date with developments in their child's condition.

For office use only:

Health Care Record Updated by:		Date:	
Risk Assessment Updated by:		Date:	
Electronic File Updated by:		Date:	
Medical information folder Updated by:		Date:	



Appendix 6

MEDICAL HEALTH RECORD

Details	
Name of child	
Date of birth	/ /
Year and Tutor Group	
Medical condition or illness	
What constitutes an emergency	
How to react to an emergency	
What not to do in an emergency	

Date	Update Received	Changes Required / Communication	Update made by



Appendix 7

MEDICATION FORM

Please complete this form, sign and return to the Medical Officer prior to your child bringing the medication onto the School Site.

The school will not give your child medicine unless this form is correctly completed and held on the student's record.

Details	
Name of child	
Date of birth	/ /
Year and Tutor Group	
Medical condition or illness	
Medicine	
Name of medicine (as described on the container)	
Type of medicine (as described on the container)	
Date dispensed	/ /
Expiry date	/ /
Review Date	
Agreed review date to be initiated by The Medical Officer	
Instruction	
Dosage	
Method	
Timing	
Special precautions	
Are there any side effects that the school needs to know about?	
Is Self-administration allowed?	YES / NO (delete as appropriate)
Emergency Procedures	
What constitutes an emergency	
How to react to an emergency	
What not to do in an emergency	

**Family Contact – Number 1**

Name	
Relationship	
Telephone number (s) (work)	
Telephone number (s) (home)	
Telephone number (s) (mobile)	

Family Contact – Number 2

Name	
Relationship	
Telephone number (s) (work)	
Telephone number (s) (home)	
Telephone number (s) (mobile)	

Authorisation

I understand that I must deliver the medicine personally to the Medical Officer and that this is a service that the school is not obliged to undertake. I accept that I must notify the school of any changes in writing.

Date Form Completed	
Name of Person providing information	
Relationship to child	
Signature	
Date of Review	

This form must be completed by parents / carers and returned to the Medical Officer prior to any medication being brought onto the School site.

Parents / Carers are required to provide the School with sufficient information about their child's medical needs including treatment and any special care requirements.

Parents / Carers should reach agreement on the School's role in supporting their child's medical needs in accordance the First Aid Protocol.

Parents / Carers should ensure that the school is kept fully up to date with developments in their child's condition.

For office use only (as appropriate):

Health Care Record Updated by:		Date:	
Risk Assessment Updated by:		Date:	
Electronic File Updated by:		Date:	
Medical information folder Updated by:		Date:	



Appendix 8

Template of the letter which should be sent to a Parent / Carer if medication is brought onto school site without prior permission

The letter should be sent on headed paper and posted using Royal Mail.

Dear _____

(Student's Name / Tutor Group)
(Name of medication)

I have in my possession the medication detailed above which is known to have been brought on site. It is necessary for the school to keep a Medical Health Record in respect of each student for whom I keep medication.

If you wish me to keep a supply for your child, which should be administered in line with your instructions, I should be grateful if you would kindly complete the attached form and return it to me as soon as possible.

If you wish to discuss this request please contact me on 01531 820550.

Yours sincerely



CONFIRMATION LETTER RELATING TO PRESCRIBED MEDICATION

The letter should be sent on headed paper and posted using Royal Mail.

Dear _____

(Student's Name / DOB / Tutor Group)
School Distribution of Prescribed Medication

I am writing to confirm the arrangements for the distribution of the prescribed medication to (Student's Name) during the school day by school staff. This medication will be supplied by you and kept in a locked cupboard within the First Aid room.

- (Medication name) taken (frequency) in the form of (quantity / size)
- (Student Name) will take the medication at (time)
-

The medication will be handed by, and taken in the presence of, school staff who will ensure the appropriate record is made.

Wherever possible, Mrs J Chandler (Medical Officer) will administer the medication. If she is not available there is a list of reserve staff who will be contacted in the following order:

Mr I Morley – Teacher of Social Sciences
Mr A Naylor – Teacher of Art
Mrs M Newman – Senior Receptionist

Should we be in the position that none of the above are available, you will be contacted to discuss alternative arrangement, for example you coming to the school to administer the medication or another member of staff being approached.

I hope the information above is correct, however, if you feel a particular point needs amending please ensure you contact Mrs J Chandler within the next 7 working days. If no communication is received the school will assume you are in agreement with all points.

Please note that it is your responsibility to contact the School immediately should the situation with (Student Name) change.

If you wish to discuss this request please contact me on 01531 820550.

Yours sincerely

Mrs K Harrison
Headteacher



HOW TO CALL THE EMERGENCY SERVICES

Instructions on how to call the assistance of the emergency services should the need arise:

- Dial 100 / 200 and speak to the Receptionist.
- Speak clearly and calmly, providing the following information:
 - That 999 should be called to request an ambulance
 - Given your name and location
 - Give brief details of the emergency you are faced with
 - Request the attendance of the Medical Officer if not already present
 - Request that a member of the Senior Leadership Team are informed in line with the procedure
- Be prepared to repeat the information or to confirm the information is correct if repeated to you.

Procedure to call the emergency services

- Dial 999 and request an ambulance
- Provide all information that is requested
- Speak clearly and calmly, and be prepared to repeat the information if requested to do so



Appendix 11

PROCEDURE FOLLOWING AN ACCIDENT OR INJURY

In the case of accident or injury at the School the following procedures should be followed:

- The injured party should be seen by the Medical Officer. If they are not available the next appropriately qualified First Aider.
- If the injuries cannot be treated at the school arrangements should be made for an ambulance to be called to site or for transportation to hospital.
- It is the responsibility of the member of staff initially responding to the incident to ensure The Medical Officer is notified as soon as possible passing on all information
- The Medical Officer must complete an Accident Report
- Depending on the nature of the accident, a full investigation may be required which would result in all witness being asked to file an incident report



STUDENT REFERRAL - PROCEDURE

All staff must use the referral slips for students who wish to see the Medical Officer during lesson time.

Students may only leave a lesson (with a referral slip) if the teacher is convinced of the need to visit the Medical Officer

Self-referrals that take place between lessons are emergencies only, otherwise the Health & First Aid Officer will only see students who are in possession of a referral slip.

Self-referrals can only take place during break and lunchtime (before or after school will be in exceptional circumstances).

When the student has been seen by the Medical Officer during lesson time a record the visit will be logged.

The Medical Officer retains the right to send back malingeringers to lessons.

The referral slip will be returned to the teacher for information. It is their responsibility to place the referral slip in the tutor's pigeon-hole for monitoring by tutor.

If a lesson change occurs during the referral the Medical Officer will record time of departure from her office on a different referral slip and the student must give this to the next teacher. It is the responsibility of this member of staff to place the referral slip in the tutor's pigeon-hole for monitoring by tutor.

The original referral slip will also be placed in the tutor's pigeon hole by the Medical Officer. Therefore, the tutor should receive two forms for their tutee relating to the same referral.

Tutors must inform their Head of House of persistent 'referrals' to the Medical Officer unless their tutee is known to have a medical condition.

Careful consideration must be given to the request for a medical referral and its validity. It is important to tighten up on the number of students leaving lessons during lesson time to increase the learning opportunity of all students and to reduce the opportunity for theft or an unauthorised presence of a student around the school.



Appendix 13

Template of the letter which should be sent to a Parent / Carer if a student suffers a blow to the head

The letter should be sent on headed paper and posted using Royal Mail.

Dear _____

(Student's Name / DOB / Tutor Group)

Your Child _____ received a blow to the head today at school and was assessed by the Medical Officer at _____. They have been treated and monitored with the following outcome:

- After observation your child was considered well enough to return to class to complete the school day.
- After observation I feel your child needs to go home with supervision until recovered.

Incident as follows:

.....
.....
.....

Please be advised to observe for:

Vomiting (more than once)

Double or Blurred vision

Drowsiness – inability to stay awake during waking hours

Unusual behaviour, slurred speech

Severe or worsening headache

SEEK MEDICAL ADVICE OR GO TO A&E IF ANY OF THE ABOVE OCCUR.

Paracetamol is advised for mild headache but avoid ibuprofen / aspirin unless advised or prescribed by a Doctor.

If you wish to discuss this request please contact me on 01531 820550.

Yours sincerely

Mrs Lisa Jevons
Medical Officer