



Sutton Valence School

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Little Lambs Nursery

[littlelambsnursery.org.uk](http://littlelambsnursery.org.uk)

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Preparatory School

[svs.org.uk](http://svs.org.uk)

## **First Aid Policy**



This Policy applies to Sutton Valence School (including as the context requires, the Little Lambs Nursery, the Pre-Preparatory School, Preparatory School and Senior School).

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## **1. First Aid Policy Statement**

It is Sutton Valence School's policy to ensure that first aid is administered in a timely and competent manner by the drawing up and effective implementation of a written first aid policy. Appropriate first aid arrangements are in place for our staff, pupils and any visitors to our premises. Sutton Valence School has a Medical Centre, under the leadership of the School's Head Nurse.

Our first aid arrangements include sufficient trained employees for our business needs and maintaining an adequate supply of first aid equipment. There is a nurse on duty in the Medical Centre weekdays and until the end of matches on a Saturday. There is also a Nurse on-call for boarders at nights and weekends, who is available to administer First Aid, to deal with any accidents or emergencies, or to help if someone is taken ill. During School holidays, Nursery will have a Paediatric First Aider on site to deal with accidents and emergencies. Defibrillator training is now incorporated into first aid training. Defibrillators are located in Reception, Sports Hall, Medical Centre and the Cricket Pavilion in the Senior School and in Reception & Bates Hall in the Preparatory School. The nursing staff provide Inset training to staff in both schools and the defibrillators are checked on a regular basis. New defibrillators have been placed in Art, DT and Lambes.

First Aid boxes are placed in all the areas of both the Senior School and the Prep School where an accident is considered possible or likely, please see Appendix three for locations. Groups leaving the School will always ensure that adequate medical provision is made for the health and welfare of the pupils and staff. Please see Appendix one for the care of Boarders' Health and Wellbeing.

All new pupils (and staff) are given information on where to go for help in the event of an accident as part of their induction into the School.

The School maintains records of all accidents and injuries, and has a procedure in place for ensuring that these are reviewed regularly in order, where possible, to minimise the likelihood of recurrence and to identify emerging patterns.

If parents have any worries or concerns about the health of their children, they should contact the Medical Centre on 01622 845235. For the Prep School, parents can contact the Head's Secretary on 01622 845802. Letters should be addressed to: Head Nurse, Medical Centre, Sutton Valence School, North Street, Sutton Valence, Maidstone, Kent, ME17 3HL.

## **2. Responsibilities of Medical Centre Staff**

The School employs one full time nurse and one part-time nurse. Hours are from 8am until the end of the School day and until the end of matches on a Saturday. There is also a rota of on-call nursing care 24 hours a day for the boarders. The School Nurse is a registered nurse and her name is on the register of their regulatory body, the NMC (Nursing and Midwifery Council). The School has a local doctor from Sutton Valence Group Practice and a weekly surgery is held at the Medical Centre for boarders. The doctor sees all boarders who have medical problems and all new senior pupils are screened by the School Nurse. Emergency cover is provided by the Doctor on call and there is an A & E department at Maidstone Hospital, which is eight miles away.

## **The School Nurses have the following roles:**

- Assessing the First Aid needs throughout the Senior and Preparatory site;
- Ensuring First Aid cover is available on each site during normal School hours;
- Advising on appropriate levels of First Aid provision;
- Organising provision and replenishment of First Aid equipment;
- Maintaining accurate records of First Aid treatments given in the Medical Centre and completing records as necessary.
- Identifying First Aid training needs;
- Arranging and delivering in-house training;
- Arranging attendance on external First Aid training course;
- Maintaining a record of all First Aid training of School staff;
- Advising the Headmaster of the Senior School and the Head of the Preparatory School on specific issues as they arise;
- Liaising with the Health & Safety Committee on First Aid issues.

## **Qualified First Aiders are responsible for:**

- Responding promptly to calls for assistance;
- Providing First Aid support within their level of competence;
- Summoning medical help as necessary;
- Recording details of treatment given.

## **Heads of Department for PE/Games on each School site are responsible for:**

- Ensuring appropriate First Aid cover is available at all out-of hours School sports activities;
- Ensuring First Aid kits and First Aid cover is available for all practice sessions and matches organised by the School. The kits are checked weekly, by the nursing staff.

To achieve this, requires the maintenance of high professional standards, including effective communication with parent, guardians and staff. Procedures in providing medical treatment can be found at the end of this policy.

## **3. Key Personnel**

The School Nurses are Mrs Alison McDermott and Mrs Louise Schembri (extension 235). They are based in the Medical Centre on the Senior School Site, but also provide guidance to the Preparatory School where the Senior First Aider is Mrs Anne Leckie (01622 845802). A list of those trained in first aid is available on request from the Estates Bursar or the Assistant Bursar. For the Prep School the list of first aiders can be obtained from the School Office. In the Prep school the EYFS team of teachers and assistants have current paediatric first aid certificates so that there is always at least one paediatric first aider on the premises when children are present. All newly qualified EYFS members of staff will complete their Paediatric First Aid Training within the first three months of starting work at SVPS. When EYFS children go on an outing at least one paediatric first aider accompanies the trip. The training is renewed every three years and covers the full paediatric course content as for St John Ambulance or the Red Cross first aid paediatric first aid training.

## **4. First Aid Risk Assessment**

Our duty to provide first aid at work is governed by the Health and Safety (First Aid) Regulations 1981 (updated 2015). These require us to carry out a risk assessment in order to determine what first aid facilities and personnel are necessary to meet the needs of our School. We are also required to review this assessment annually to ensure that the current provision is adequate. In order to comply with these regulations, our assessment has considered a number of factors, including the following:

- Pupil numbers and staff;
- Number of School buildings;
- Building layout;
- Past history of accidents and incidents;
- Proximity of School location to emergency medical services and time delay; □ First Aid cover in times of sickness or annual leave.

A copy of the risk assessment can be found in Appendix two.

## **5. First Aid Kits**

A list of First Aid kits can be found in Appendix three for the Senior School and the nurses are responsible for ensuring that the kits are replenished regularly. With regard to the Prep School, a first aid kit is available in every building and it is the responsibility of the Appointed First Aider who has used the kit and the staff from the School Office to ensure that the kits are replenished. Staff on duty in the Prep School playground must take a first aid kit and a charged mobile/walkie-talkie with them. During School holidays, the Full time Nursery staff will need to ensure they carry a first aid bag with them when around the school site and a mobile phone.

For any School trip or sports fixture which takes place off site, first aid kits must be taken with the group and the person in charge of the group is responsible for returning the kits to the Medical Centre for replenishing if it has been used. Each of the minibuses contains a first aid kit and there is a green first aid kit in the pavilion at the Prep School for home sports matches. The sports bags are taken to the Medical Centre for replenishing.

## **6. Boarders**

The Doctor and the School Nurse have overall responsibility for the medical care of the boarders. All boarders are normally registered with the School Doctor under the National Health Service. Boarders who live locally may remain registered with their own family doctor.

Any boarder can register under the NHS with a dental practice, the School has a list of local practices. It is encouraged that regular checks are carried out during holidays. In an emergency, Housemistresses/masters or Matrons will liaise with guardians to arrange appointments. Any expenses incurred are payable by the parents. Guardians and parents are also encouraged to arrange optical care, but all expenses incurred are payable by the parents.

## **7. Day Pupils – Senior Site**

The School Nurse will care for any unwell pupils or an emergency. Parents will be contacted if she deems this necessary. Day pupils can only return home once their parents have been

contacted. In the case of more serious injuries, the Nurse will arrange for the pupil to be taken to the Accident and Emergency Department at Maidstone Hospital and parents will be contacted.

If a pupil changes from a day pupil to a boarder (more than 3 nights a week) they will usually be registered with the School Doctor with the parents' consent.

## **8. Day Pupils – Preparatory Site**

There is a designated medical room for any pupil who is taken ill, which is located next to the School Office. The Senior First Aider will care for any sick pupils and liaise with the School Nurse if deemed necessary. Parents will be contacted where appropriate. Children who have received a bump to the head or an injury that will require further medical attention, will receive a note from the school to inform parents.

All accidents on school trips should be entered into the Accident Book by the member of staff responsible at the venue where the accident took place, as well as being logged in the School System.

## **9. Emergencies - Preparatory Site**

In the case of an accident where the child cannot be moved and the teacher has to remain with the casualty, we have a red card system. The red card is brought to the School Office by two children this alerts the first aiders that the injury or condition of the causality is of a serious nature and requires immediate attention. In an extreme emergency follow procedure below.

During the School holidays when the Nursery pupils are on site, the Paediatric First Aider will liaise with the Senior First Aider (School Office team) or call the SVS office for support, advice and medical care. Parents will be contacted where appropriate and our normal first aid and accident paperwork is completed. Should a medical emergency take place, refer to the procedures below and in section 16, sub-heading 'Procedure for staff dealing with an extreme emergency'

### **Procedure for staff dealing with an extreme emergency**

- Dial (9) 999 or 112 (from any mobile phone whilst in the EU);
- Explain nature of accident and give clear instructions of name of injured person and location, giving directions if necessary. Your name will be required;
- Then call the Medical Centre Nurse and the Deputy Headmaster or Assistant Head if the DHM is not available. **During the holidays ring reception at the Senior School on 200.**
- Arrange for the ambulance to be met and guided to the location of accident if necessary; Manage the removal of pupils from the area and their subsequent care. (Pupils should not use mobile phones at this stage).

## **10. Medical Information**

A medical questionnaire has to be completed for every new pupil. The form outlines significant past medical problems, current ones and present treatment, as well as known allergies.

Information from the completed medical forms is confidentially kept in the Medical Centre and with the Head's PA at the Prep School.

## **11. Medical Consent**

A pupil's ability to consent to, or refuse medical or dental treatment is acknowledged and is based on the so-called 'competency' of the pupil as judged by the doctor, dentist or nurse proposing the treatment.

Parental consent from parents of boarders for the Headmaster to act in loco parentis to give consent for emergency medical treatment, is obtained on the medical questionnaire form before the pupil enters the Senior School. Parents also indicate consent to sharing of information with other healthcare professionals or associated agencies.

## **12. Confidentiality of Medical Information**

In accordance with the School Doctor's and nurses' professional obligation, medical information about pupils will remain confidential. However, in providing medical and nursing care for a pupil, it is recognised that on occasions medical staff may liaise with the Headmaster at the Senior School or the Head at the Prep School. Other academic staff, boarding staff and parents or guardians, understand that information will be passed on as necessary. In all medical matters, the doctor and nurse will respect the pupil's confidentiality except in rare cases where it is considered in the pupil's best interests or necessary for the wider School community, to breach confidence and pass information to a relevant person or body. This will be on a "need to know" basis.

Teachers should know of pupils with health issues that might lead to their being placed at risk in certain activities, e.g. pupils with defects of vision or hearing, asthma, diabetes, epilepsy, or similar. The teaching staff and the Catering Manager/Chef Supervisor will also be advised of significant allergies, e.g. nut allergies. Parents are made aware that details from the medical questionnaire will be passed on to teaching staff on a need to know basis. If parents withhold medical information, there is a risk that the School will not be able to accommodate their child safely.

### **Confidentiality between the School and the medical staff**

- All pupils are entitled to medical confidentiality. This applies to any consultations that take place with the nurse or the doctor at the Medical Centre, Sutton Valence Group Practice or the Preparatory School;
- Senior School Pupils should be able to visit the Medical Centre without the knowledge of the School/boarding house staff;
- If a pupil attends the Medical Centre during lesson/activity time they can expect the teacher or house staff to be informed of their attendance, but not the nature of the visit;
- Boarding staff should not contact the Medical Centre routinely enquiring which of their pupils have attended during the day. Should staff require confirmation of a pupil's attendance during lesson times (if an email hasn't been received or note has not been completed), they can call for this. However, no specific details of the problem or treatment may be discussed by the nurse unless specific prior consent has been obtained from the pupil.

## **13. Dealing with Visitors**

It is our policy to offer first aid assistance to visitors to our premises. Should a visitor feel unwell or have an accident, then the member of staff supervising their visit should call the nurse

or a first aider. If the visitor has had an accident the Nurse is responsible for ensuring that the injury or incident is documented. At the Preparatory site, the senior first aider will document the incident/accident

## **14. Staff Training**

All staff undertaking first aid duties will be given training in accordance with current legal requirements. This means that a first aider will attend an approved Health & Safety Executive course. At the senior school, the training is organised by the School Nurse, who ensures that first aiders can attend requalification courses every three years. At the Prep School the Deputy Head organises the training.

All newly qualified entrants to the early years workforce with full and relevant level 2 and/or level 3 qualifications dated 30<sup>th</sup> June 2016 or later, must also have a Paediatric First Aid (PFA) Certificate, or an emergency PFA certificate. This is to be arranged within three months of starting work in order to be included in the staff ratios at that level. PFA training must be renewed every three years and must meet the criteria set out in Annex A of the new EYFS framework.

## **15. Information for Staff**

We acknowledge that First Aid arrangements will only operate efficiently where they are understood, both by employees and others who may be working on our premises. These include part-time and temporary staff. As part of new staff inductions, procedures for first aid and medical care are covered. If staff, including EYFS are taking medication or have a medical condition, which may affect their ability to care for children, the School Nurse should be made aware. Any staff medication must be securely stored at all times. Those staff should seek advice from their GP and inform their line manager/Head of Pre-Prep/Deputy Head/Deputy Headmaster/Bursar of any potential issues. If necessary, additional advice will be sought from the School Doctor.

## **16. Medical Centre Procedures**

### **Details of Senior School Surgery times and appointments**

<b>Nurse Surgeries</b>	<b>Doctor's Surgery</b>
<b>Weekdays</b>	<b>Tuesday</b>
08.10 – 08.40 – Boarders	13.00 – 13.45 - Boarders registered at SVGP
10.40 – 11.00 – All Pupils	
13.10 – 14.00 – All Pupils	
<b>Saturdays</b>	
08.10 – 08.40 - Boarders	
10.50 – 11.15 – All Pupils	

## **Doctor's appointments at the Medical Centre**

- Boarders wishing to see the doctor should come to the Medical Centre when they hold surgery;
- In an emergency, boarders will be seen at the School or SVGP. An escort will be arranged via the Medical Centre;
- Staff registered with the School Doctor should make their own appointment with SVGP.

## **Procedure for visiting the Medical Centre**

### **Boarders**

- Boarders may visit the Medical Centre during surgery hours without an appointment. Permission to leave class should be given by teaching staff if attention is required outside of surgery hours.

### **Day Pupils**

- Day Pupils may visit the Medical Centre at **break times** without permission from a member of staff;
- During lesson times they must receive permission from a member of staff before visiting the Medical Centre.

### **Emergencies**

In case of emergency, anyone may visit at any time. If the nurse is out on the Senior School campus, there is a phone in the foyer of the Medical Centre which is linked to the mobile phone of the nurse. A member of the Prep School staff will contact the nurse to request a visit.

## **Procedures for contacting the Medical Centre**

Telephone Numbers - Term time only

Mobile	07725 467793
External Number	01622 845235
Internal extension number	235

### **Mail**

Address: Orchard House  
Sutton Valence School  
North Street  
Sutton Valence  
Maidstone  
Kent  
ME17 3HL

## **Procedure for out-of-hours emergency contact**

- The boarding house staff are responsible for calling the on-call nurse. If deemed necessary, the nurse will visit the pupil in the boarding house;
- **In an emergency**, boarding house staff are to call 111 to speak to a Triage Nurse;
- Please state the pupil's name and date of birth, and School, giving boarding house and telephone number;
- The on-call GP will be contacted and will first telephone the caller to ascertain the extent of the problem. They will then give guidance or direct the caller to elsewhere, i.e. the local hospital or out of hours clinic.

## **Procedure for staff dealing with an extreme emergency**

- Dial (9) 999 or 112 (from any mobile phone whilst in the EU);
- Explain nature of accident and give clear instructions of name of injured person and location, giving directions if necessary. Your name will be required;
- Then call the Medical Centre Nurse and the Deputy Headmaster or Assistant Head if the DHM is not available;
- Arrange for the ambulance to be met and guided to the location of accident if necessary; Parents will be contacted by house staff;
- Manage the removal of pupils from the area and their subsequent care. (Pupils should not use mobile phones at this stage).
- For EYFS pupils, the school must inform Ofsted and local child protection agencies of any serious accident, illness or injury.

## **Procedure for dealing with body fluid spillages**

Body fluids carry potentially transmittable diseases; therefore, all body fluids should be regarded as potentially infectious.

Biohazards are defined as

- Blood;
- Vomit;
- Urine;
- Faeces.

All staff dealing with a biohazard spill should:

- Take precautions so as not to come into contact with body fluids (wet or dry), on skin or clothing. In particular, avoid contact with eyes, nose, mouth and open wounds;
- Notify appropriate staff i.e. cleaners, to secure the environment by placing warning signs. Keep staff and pupils clear from the area until completely dealt with;
- All staff dealing with a biohazard spill must wear protection – disposable gloves, disposable plastic apron, eye and mouth protection with goggles and face mask, if splash or spray anticipated;
- In the Senior School, 'spillage kits' can be found in the Medical Centre, Sports Hall & Maintenance Department and at the Prep School from the Maintenance Supervisor in order to clean up the spillage promptly. This pack contains: absorbent granules, disinfectant, scoop and scraper, disposable gloves, mask, goggles and bags;

- Sprinkle granules over the spillage, completely covering it. This will solidify a liquid in 2 minutes. Don't stand over the solution as it can be a respiratory irritant;
- Using the scoop and scraper provided, remove the now solidified residue and place in the supplied bin bag, along with scoop and scraper, seal and dispose of in another bin liner. The Medical Centre staff will dispose of by agreed and approved means;
- Clean area and equipment thoroughly using hot water and detergent, and disposable cloths;
- Hand hygiene should be performed following management of spillage.

If a spill contains glass or other sharps, these should be picked up with disposable forceps and disposed of carefully into a sharps bin.

## **Coronavirus (Covid – 19)**

There is a separate Risk Assessment and Covid-19 guidelines which have been issued to all staff

## **17. Medical Records**

### **New pupil records and examinations**

- Medical forms are sent out to parents and on return are checked by the Medical Centre Nurse at the Senior School and the Senior First Aider at the Preparatory School;
- Medical problems, which may affect the daily life of the child are held on record. Teaching staff and boarding house staff are notified of ongoing health concerns which may affect daily life;
- Each visit to the Medical Centre is logged;
- Each boarder has their own medical notes, which are locked in the Medical Centre.

## **18. Disease Registers and Sports Injuries**

### **Disease registers**

- All illnesses are recorded by the Medical Centre Nurse and where appropriate, the School Doctor;
- The Health Authority will be informed of any notifiable illnesses (RIDDOR), see the Accident/ Incident Procedures for further details of how to report an accident or incident.

### **Sports injuries**

All sports injuries are recorded by the medical staff and the accident documented as per the RIDDOR guidelines.

## **19. Immunisations**

### **Routine immunisations – boarding and day pupils**

- These are carried out according to guidelines issued by Public Health England;
- On entry to the School all pupils fill out a questionnaire that includes details of vaccinations received.

## **Diphtheria, Tetanus, Polio and Meningitis C ACWY vaccinations**

- Diphtheria, Tetanus, Meningitis ACWY and Polio booster vaccinations require updating at the age of 13-14;
- All pupils are offered the vaccination in 3<sup>rd</sup> form.

## **Influenza vaccination**

- A nasal preparation offered annually to children in years Reception – Year 11 (Fifth Form).

## **HPV vaccination**

- Offered to Second Form – given with parental consent by the Immunisation Team.

## **Procedure and Recall – Boarding Pupils – Senior School**

- Consent is required from parents/guardians for pupils under 16;
- Details of previous vaccinations are noted;
- Boarders registered with the School Doctor are updated with immunisations necessary according to the country of origin. This is actioned by the Nurses in consultation with the School Immunisation Team;
- Boarders requiring vaccinations for travel need to visit the Medical Centre to discuss requirements;
- Appointments for travel vaccinations can be made at SVGP
- The Medical Centre needs to be kept informed of any vaccinations given outside School;
- Upon leaving Sutton Valence School, all Boarders can request their vaccination details. Medical records are held in the Medical Centre until the pupil is aged 25 years or for 10 years after they leave the School.

## **20. Isolation of Boarding Pupils – Senior School**

In cases of illness, which requires a boarder to be isolated, the pupil will be temporarily accommodated until such time they can be placed in the care of a parent or guardian.

For potential Coronavirus related illness, the Covid-19 guidelines will be followed

## **21. Managing a Major Outbreak of Illness**

### **Boarders**

- In case of a major outbreak of illness, every effort will be made to accommodate the unwell children in the Medical Centre;
- In the event of the Medical Centre becoming full, isolation dormitories will be set up in the boarding houses, where boarding staff will work alongside the Nurses
- Boarders will have access to nursing care 24 hours a day;
- If necessary, extra agency nursing staff will be employed;
- Parents/Guardians will be notified and encouraged to take their child home when fit to travel;
- Serious outbreaks will be sent to hospital.

## **Day Pupils**

- All unwell day pupils will be encouraged to remain in their own homes.

## **22. Gastrointestinal Infections**

The School follows the guidance from Public Health England, which advises staff and pupils to remain off school for 48 hrs after the last episode of diarrhoea and or vomiting.

## **23. Drug Protocols – Senior School**

### **Procedure for administration of prescribed medication by trained nursing staff**

- Only given to boarders if prescribed by a Doctor. If medication is prescribed by a Doctor abroad, the medication needs to be verified by the School Doctor before it can be administered;
- Medication is recorded in a daily log book and iSams Medical Centre Module (which is a confidential IT system);
- Medication is only to be given to the pupil for whom it is prescribed.

### **Procedure for administering non-prescribed medication by trained nursing staff**

- The nurse can administer non-prescribed (over the counter) medication without GP consent;
- Medical forms are checked for suitability of the medication before administration;
- Any non-prescribed medication given is recorded in the daily log medical book, and on iSams Medical Centre Module, stating date, drug given, dosage, time and reason for administration.

### **Procedure for the administration of prescribed and non-prescribed medication by boarding house staff**

- House Staff are permitted to give prescribed and non-prescribed medication to Boarders as agreed in the following protocols and having received appropriate training by the nursing staff & completed online accredited medication training.
- The nurse on duty will inform boarding houses of any medication given to Boarders during the course of the day. During the day, house staff must inform the Medical Centre if any non-prescribed medication is given to a boarder. The house duty staff must inform the Medical Centre by 8 am of any medication given overnight.

All medication given must be recorded on the correct prescription sheet, stating

- Date;
- Time;
- Name of pupil;
- Reason for administration;
- Treatment & dosage;
- Signature of person administering medication;
- Any reactions.

## **Non-prescribed drugs which can be given by house staff:**

### **Paracetamol**

- Paracetamol may be given to a boarder at the Matron's discretion;
- Recommended dosages:
- Up to 12 years old - 250 – 500mg up to four times a day;
- 12 – 15 years - 500mg – 750mg up to four times a day;
- 16 years and over 500mg – 1g up to four times a day;
- Record as above.

### **Ibuprofen**

- Can be given with caution following consultation with the Nurse. Recommended dosage for 12 years and over 200 – 400mg up to three times a day;
- Record as above.

### **Strepsils**

- Only for sore throats;
- One may be given 2-3 hourly;
- Record as above.

### **Sudafed**

- A decongestant
- 12 years and over
- One tablet every 4-6 hours up to four times a day
- Record as above

### **Rennie**

- An antacid
- 12 years and over
- Two tablets as required
- Record as above

### **Cetirizine**

- An antihistamine
- 12 years and over 10mg tablet once daily
- Up to 12 years, half tablet twice daily
- Only given following discussion with School Nurse
- Record as above

## **Procedure for the administration of prescribed and non-prescribed medication by Boarders**

Boarders may self-medicate, if they have been assessed and deemed competent by the GP or School Nurse.

## **Procedure for the administration of prescribed and non-prescribed medication by day pupils in the Senior School**

### **Prescribed medication**

- If a day pupil requires prescribed medication whilst at School a letter to the nurse will be required. This should indicate the pupil's name, medication and dosage required and should be handed in to the nurse before School begins in the morning. The medication should be received in the original container with a pharmacy label showing the pupil's name, dosage, time and route to be administered.
- This excludes asthmatics carrying inhalers, diabetics with insulin and severe allergy sufferers carrying auto injector adrenaline.

### **Non- prescribed medication**

- No pupil should carry non-prescription medication at School.

### **Storage of medication**

- All medication must be stored in a locked receptacle. The exception to this is emergency medication which should be accessible.
- Some prescribed medication may need to be stored in a designated refrigerator.

## **24. Drug Protocols – Preparatory School**

### **Procedure for the administration of prescribed and non-prescribed medication in the Prep School**

The School will administer prescribed medicines only if prescribed by a Doctor or Dentist (in EYFS medicines containing Aspirin must have been prescribed by a Doctor) although we do request that if children are requiring medication, that they should be kept at home until well.

Prescribed Medication may be administered by a designated member of staff in the Preparatory School, provided that a parent/guardian has completed a 'Request for School to Administer Medicine' form (available from the School Office). The original is kept in the office and a copy is given to the Form Teacher. All medicines must be taken to the School Office, so that they may be locked away. Prescribed medication must be in the original container with the prescription label evident. Non prescribed medication must be clearly labelled with the child's name and form group and must be collected by the parent at the end of the school day. Children are not permitted to carry their own medicine except for emergency medication.

## **Severe allergies including asthma**

All children with any form of allergy are on an Allergy Register. The Medical Centre holds these records for both the Senior and Prep School and shares the information with relevant staff. This is to ensure the children's safety, although the information remains confidential.

All staff are encouraged to attend Epipen training annually. There are spare named Epipens in the Medical Centre for all pupils who have severe allergies. At both the Senior and Prep School, children are encouraged to carry their own asthma inhalers and Epipens and know their own need for this medication. The School stocks an emergency supply of Adrenaline Auto Injectors in the Medical Centre, Sports Hall Office and the Refectory. An emergency supply of Salbutamol is kept in the Medical Centre and the Sports Hall Office.

## **25. Counselling**

Counselling is readily available for Senior School pupils with Mrs Sally Cloke. Appointments can be arranged via the Medical Centre.

Louise Schembri is the Mental Health Co-ordinator for the Senior School and offers a listening service to pupils and staff. She is available each Monday during term time.

## **25. Physiotherapy**

There is a physiotherapy service held weekly in the Medical Centre. This is a chargeable service for pupils. Details can be obtained from the nurses.

## **26. Health Advice and Promotion**

- Health Promotion posters are displayed in the Medical Centre, boarding houses and day rooms. These are rotated at regular intervals covering subjects such as dental care, personal hygiene, sun care, alcohol and smoking;
- Confidential help and advice is available via the Medical Centre. Pupils and staff are welcomed at the Senior School to discuss health related problems;
- The PSHE programme covers a wide range of health issues. The two nurses are involved with organising the programme, along with guest speakers on topics pertinent to all age groups.

## **Appendix One**

### **Care of Boarders' Health and Wellbeing**

#### **Standard 3**

- 3.1 The School has, and implements effectively, appropriate policies for the care of boarders who are unwell and ensures that the physical and mental health, and emotional wellbeing<sup>6</sup> of boarders is promoted. These include first aid, care of those with chronic conditions and disabilities, dealing with medical emergencies and the use of household remedies;
- 3.2 Suitable accommodation, including toilet and washing facilities, is provided in order to cater for the needs of boarding pupils who are sick or injured. The accommodation is adequately staffed by appropriately qualified personnel, adequately separated from other boarders and provides separate accommodation for male and female boarders where this is necessary;
- 3.3 In addition to any provision on site, boarders have access to local medical, dental, optometric and other specialist services or provision as necessary;
- 3.4 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;
- 3.5 The confidentiality and rights of boarders as patients are appropriately respected. This includes the right of a boarder, deemed to be Gillick competent, to give or withhold consent for their own treatment;
- 3.6 "Wellbeing" means wellbeing within the meaning of section 10(2) of the Children Act 2004;
- 3.7 Gillick competence is used in medical law to decide whether a child (16 years or younger) is able to consent to his or her own medical treatment, without the need for parental permission or knowledge. A child will be Gillick competent if he or she has sufficient understanding and intelligence to understand fully what is proposed.

This policy addresses ISI Regulatory Requirements (effective from Sept 2016) Part 3 – Welfare, Health and Safety of Pupil, paragraph 14.

## Appendix Two

### First Aid Risk Assessment

Assessment carried out by:	Julie Vicary – Estates Bursar	Date:	September 2021	Review Date	September 2022
<b>Number of Academic Staff for the Senior School - 63 Staff</b> (not including visiting teachers)			<b>Number of Pupils for the Senior School - 561</b> Of which boarders: St Margarets      39 pupils Sutton House      30 pupils Westminster      37 pupils		
<b>Number of Support Staff for the Senior School - 90 Staff</b>			<b>Number of Pupils for the Preparatory School - 229 + 45 in Nursery</b>		
<b>Number of Academic Staff for the Preparatory School - 46 Staff</b> (Including teaching assistants, not including visiting teachers)			<b>Proximity of School Location to Emergency Medical Services:</b> Maidstone Hospital with 24hr A & E Dept – 8 miles and 15 mins travelling Maidstone Fire Brigade, Loose Rd – 5 miles and 10 mins travelling Maidstone Ambulance Service, Coxheath – 5.3 miles and 13 mins travelling All the above are dependent on road and weather conditions		
<b>Size and Layout of Buildings:</b> 23 Buildings in the Senior School 5 Buildings in the Preparatory School			<b>First Aid Facilities – Senior School:</b> 561 Pupils and 200 Staff = 761 2 Qualified Nurses 11 First Aid at Work (3 day) Trained Staff 8 Expedition (16 hrs) Trained Academic Staff inc defib 55 Emergency First Aid at Work Trained Academic Staff inc defib 60 Emergency First Aid at Work Trained Support Staff inc defib 54 First Aid Kits in Various Locations (see Appendix 2) 15 Sports First Aid Kits 18 First Aid Kits kept in the Medical Centre for trips		
<b>First Aid Facilities – Preparatory School:</b> 229 + 45 in Nursery Pupils and 70 Staff = 344 3 First Aid at Work (3 day) Trained Staff 33 Emergency First Aid at Work Trained Staff (Academic & Support) inc defib 11 Paediatric (3 day) Trained Staff for Early Years Pupils 5 First Aid Kits in Pre-Prep 3 First Aid Kits in Prep 6 First Aid Kits for School Excursions					

ACTIVITY	PERSON AT RISK	SIGNIFICANT HAZARDS	RISK*			RISK CONTROL MEASURES	RESIDUAL RISK**		
			L	S	DR		L	S	DR
Failure to nominate a first aider or an “appointed person”	Injured person or person suffering from severe ill health	No one trained to summon professional help in an emergency may lead to further complications or a fatality	4	5	20	<ul style="list-style-type: none"> <li>First aiders and an appointed person to be nominated in accordance with the <b>Health and Safety (First Aid) Regulations 1981 (as amended)</b>.</li> <li>Appointed person to be trained to summon professional help (doctor, ambulance etc.) in the event of an accident or case of severe ill health. First aiders to be trained in first aid. For most this should be either the “first aid at work” (FAW) or “emergency first aid at work” (EFAW) and to give treatment relative to their qualifications (see attached table).</li> <li>If a more suitable course is available, this should be considered, i.e. Early Years or Paediatric First Aid.</li> <li>Ideally, any training provider used to be approved by Ofqual (England)</li> </ul>	3	2	6
As above	As above	No one available to offer immediate treatment in the case of an injured person or a person suffering from severe ill health could lead to further complications or a fatality	4	5	20	<ul style="list-style-type: none"> <li>Where the assessment indicates that a first aid person(s) should be nominated (either because of the risk level or the number of employees), then they are to be both nominated and trained in accordance with the <b>Health and Safety (First Aid) Regulations 1981 (as amended)</b> either in FAW or EFAW.</li> <li>Arrangements to be made for cover if the first aid person is away.</li> </ul>	3	2	6

ACTIVITY	PERSON AT RISK	SIGNIFICANT HAZARDS	RISK*			RISK CONTROL MEASURES	RESIDUAL RISK**		
			L	S	DR		L	S	DR
Lack of first aid provision for lone workers	Anyone working alone or at a remote location	Injured person unable to self-administer basic first aid treatment leading to untreated wounds etc.	4	4	16	<ul style="list-style-type: none"> <li>A basic first aid kit to be provided for lone workers who work remote from the School.</li> <li>Lone workers within the School site to be given access to first aid kits. Lone workers to be instructed on summoning for help in an emergency when any injury requires other than basic treatment (e.g. plaster or dressing for minor cuts and grazes etc.).</li> </ul>	3	2	6
First aid boxes not provided or contents low	Injured person	Unable to treat a wound quickly may lead to further complications	4	3	12	<ul style="list-style-type: none"> <li>Suitable first aid boxes to be provided, marked and readily accessible.</li> <li>First aid box stocks to be checked regularly by the nurses and should be replenished accordingly.</li> </ul>	1	1	1
Dealing with body fluid spillages, e.g. blood, vomit	First aid staff	Contact with bodily fluids may cause ill health	3	3	9	<ul style="list-style-type: none"> <li>Disposable aprons to be provided for first aid personnel.</li> <li>Nurses to be trained in dealing with bodily fluids.</li> <li>Good hygiene practices to be enforced.</li> </ul>	3	1	3
Dealing with multiple injuries	As above	Lack of first aid equipment may lead to wounds being untreated	3	3	9	<ul style="list-style-type: none"> <li>First aid equipment to be provided in accordance with the requirements of the Health and Safety (First Aid) Regulations 1981 (as amended) and the associated guidance (L74 (third edition): <a href="http://www.hse.gov.uk/pubns/books/l74.htm">http://www.hse.gov.uk/pubns/books/l74.htm</a>).</li> <li>The provision of equipment to match the degree of risk and number of employees in accordance with the guidance in the HSE leaflet “INDG214 (rev1) First Aid at Work - your questions answered”.</li> </ul>	2	2	4

**Further Control Measures in Place:**

- |   |  |
|---|--|
| <ul style="list-style-type: none"><li>• Staff in all areas of the Senior and Prep School are trained in First Aid;</li><li>• Manual Handling training is carried out for designated staff;</li><li>• COSH Risk Assessments are carried out for designated depts..</li></ul> | <ul style="list-style-type: none"><li>• Emergency Procedures are in place for the Swimming Pool;</li><li>• Training is carried out in the use of Machinery (PUWER Regs);</li><li>• Heads of Departments carry out Risk Assessments;</li><li>• Trained Educational Visits Co-ordinator.</li></ul> |
|---|--|

- Staff in all areas of the Senior and Prep School are trained in First Aid;
- Manual Handling training is carried out for designated staff;
- COSH Risk Assessments are carried out for designated depts..

- Emergency Procedures are in place for the Swimming Pool;
- Training is carried out in the use of Machinery (PUWER Regs);
- Heads of Departments carry out Risk Assessments;
- Trained Educational Visits Co-ordinator.

**Annual Reviews (give date of review)**

	<b>6<sup>th</sup> Review</b>	<b>7<sup>th</sup> Review</b>	<b>8<sup>th</sup> Review</b>	<b>9<sup>th</sup> Review</b>	<b>10<sup>th</sup> Review</b>	
<b>Name:</b>	Julie Vicary					
<b>Date:</b>	Sept 2017	Sept 2018	Sept 2019	Sept 2020	Sept 2021	

## Health and Safety Executive Guidance to First Aid Regulations

<i>Category of risk</i>	<i>Numbers employed at any location</i>	<i>Suggested number of first-aid personnel</i>
<b>Lower risk</b> eg shops, offices, libraries	Fewer than 50	At least one appointed person
	50-100	At least one first aider
	More than 100	One additional first aider for every 100 employed
<b>Medium risk</b> eg light engineering and assembly work, food processing, warehousing	Fewer than 20	At least one appointed person
	20-100	At least one first aider for every 50 employed (or part thereof)
	More than 100	One additional first aider for every 100 employed
<b>Higher risk</b> eg most construction, slaughterhouse, chemical manufacture, extensive work with dangerous machinery or sharp instruments	Fewer than 5	At least one appointed person
	5-50	At least one first aider
	More than 50	One additional first aider for every 50 employed
	Where there are hazards for which additional first-aid skills are necessary	In addition, at least one first aider trained in the specific emergency action

## **Appendix Three**

### **Location of First Aid Kits for the Senior School**

Sutton House  
St Margaret's  
Westminster  
Beresford  
Reception  
TC's Café  
Library  
Biology – B1, B2, B3, Prep Room  
Chemistry – C1, C3, Prep Room  
Physics – P1, P2, P3, Prep Room  
Home Economics  
Maintenance x 2  
Grounds x 2  
Tractor Boxes  
Gardens x 3  
School Minibuses      GY66 WYG  
                          GX70 NCV  
                          GX70 NCY  
                          GX70 BNF  
                          HX69 CXT

School Car            GL69 CXB

Maintenance Van     RG14 RBV  
Maintenance Transit   WP15 MFV  
Catering Van          HN67 LR2  
Swimming Pool Office  
Laundry  
Headmaster's Office  
Kitchen  
Drama  
Chapel  
Gulland Hall  
DT  
CCF  
Shooting Range  
Pavilion  
Junior Day Room  
Cornwallis Day Matron's Office  
Sports Hall Office  
Sports Hall orange bags  
Trip bags in Medical Centre

## **Location of First Aid Kits for the Prep School**

- 1 Defibrillator located outside the Head's Secretary's room with adult and paediatric pads
- 1 Defibrillator located outside Bates Hall
- 2 Fixed First Aid cabinets - 1 in Staff Room in Underhill House and 1 in Coles Building (next to changing rooms)

## **Mobile First Aid Boxes**

Kitchen x 2	
Maintenance x 2	(tea room and workshop)
Swimming Pool	(in swimming pool building)
Pavilion	(also 2 First Aid rucksacks for matches and games lessons)
Science Lab x 2	(in Science prep room)
Art Room	
Pre-Prep Kitchen	
Bates Hall	(outside Director of Sport's office)

All First Aid supplies kept in Medical Room cupboard

8 small First Aid kits (bum bag type) kept in Medical Room for use on trips

Several small First Aid kits (bum bag type) kept in classrooms in Underhill House and Coles Building for use during Break/PE/Games times

### School Minibuses

GN21 NBG	
GY66 WYJ	
GX68 YWT	
GX68 YWG	
School Van	KP57 DKK

Author: JV/AMCD

Policy date: September 2021

Approval date by Governors: November 2021

Review date: September 2022