



ST JOHN'S SCHOOL
SIDMOUTH, UNITED KINGDOM

Health and First Aid Policy

Whole School (Inc EYFS)

Introduction

This policy is written in consultation with the DfE Guidance on First Aid and the St John's School Health and Safety Policy to ensure that there is an adequate provision of first aid at all times and that where individuals have been injured, there are suitable mechanisms in place to provide remedial treatment. We have a first aid qualified Matron and a school nurse. This policy is written by the school Matron with specific advice from the following staff members: and reflects, where appropriate, guidance provided by the Royal Pharmaceutical Society, Royal College of Nursing and Government guidance.

School Nurse
Head of Boarding
Head of Nursery
Head of Maintenance
Head of School

Pupil Illness

If a day pupil becomes ill during the day, the school will contact parents so that their child can be collected. Boarders will be looked after in the medical room. Matron/School Nurse and boarding staff are responsible for making emergency or routine appointments for the boarders and liaising with parents / carers, depending on the time of day and who is on duty. School will notify parents if a pupil suffers anything more than a minor injury or accident and parents are encouraged to contact Matron / School Nurse or the Head of Boarding if they have any concerns relating to their child's health.

All new pupils and staff are told where to go for health care assistance as part of their induction into the School. There are first aid notices around the school and first aid boxes. The Matron/ School Nurse is responsible for following up the treatment of any casualty, if it is required.

The Matron and/or School Nurse are on site between 08:30 - 17:00hr every week day.

Specific Medical Provision

Sufficient first aiders to cover day to day operations and other activities are provided.

Minor injuries: Pupils are to be escorted to the medical room by a responsible individual. Pupils must not be carried; they should walk.

Major injuries: Teacher in charge to obtain assistance from other members of staff. A member of staff to liaise with Matron / School Nurse.

A member of the medical team is qualified for the Autumn Term for senior rugby matches. In the event of an injury occurring, the member of staff in charge of the game should:

- Check with Matron / School Nurse after the match/practice
- Fill in an Accident Form

When an injury requires hospital treatment the Matron / School Nurse will organise the transport arrangement. For day students the parent/guardian will be contacted. For boarding students the head of boarding will be notified, who will organise for a graduate member of boarding staff to transfer the student. If the injury is serious enough to need an ambulance, the member of staff present at the game must make the 999 call to avoid delay. A member of

staff should accompany pupils to the Hospital and stay with the pupil until parents/boarding staff arrive.

The following procedure applies for injuries received at Away Matches or on School Trips:

- A first aid kit should be taken by the member of staff in charge, available from Matron's
- The member of staff in charge should make themselves aware of medical facilities available
- Injuries not requiring hospitalisation, but where there is some incapacity, should be reported to Matron / School nurse on return to school along with the completed 'medication / accident book for sports fixtures and trips' which can be found in the first aid kit.

First Aid Provision

- National College Certificate in Administering Medication in School –This is a priority for all boarding staff to complete.
- A First Aid at Work trained member of staff is on site 24 hrs per day, with the Matron/School Nurse being on site every week day.
- Evenings and weekends a First Aid at Work trained member of the boarding staff takes over responsibility for day and boarding students. Boarder's duty information is displayed in the common room and Boarders know who is on duty in an evening, overnight and at weekends.
- A Paediatric First Aider is on site during the School day, especially to support EYFS.
- A Paediatric First Aider accompanies Early Years Foundation Stage offsite trips
- A full list of qualified staff can be seen in the appendices .

First Aid Kits

First aid kits are available across the school, the exact locations are listed in the appendices. These kits are checked termly by Matron / School Nurse with appropriate records of this kept in the medical room. A minor injuries log book is kept with the first aid kit in the food technology room / science area. First aiders are to document in these books when they use the first aid kits for treating minor injuries that do not need to be seen by the Matron / School Nurse. If the kit contents are running low then staff are reminded to contact the Matron / School who will re-stock. All school vehicles will carry a First Aid Kit. There is an AED in the entrance hall of the Sports Hall. Routine checks are made by Matron/School Nurse and records are kept in the medical room.

First Aid Notices

Matron/School Nurse will ensure that lists of members of staff who are qualified as First Aiders or Paediatric First Aiders are communicated around the school.

Accident Reporting

- For injuries to pupils and visitors, it is the responsibility of the most senior member of staff who witnessed or dealt with the injured person to record details on the appropriate document. Matron / School Nurse / Nursery Manager should be notified as soon as possible.
- For injuries suffered to members of staff, it is the responsibility of the injured person to ensure details of the accident have been recorded, however the actual details may be recorded by another person on their behalf. The Health and Safety Co-ordinator must be notified.
- All serious incidents should be reported to Matron / School Nurse / Nursery Manager / the Health and Safety Coordinator as soon as possible (e.g. return from a fixture)
- The HSE will be informed by the Health and Safety Coordinator of notifiable accidents via RIDDOR where appropriate.

- If an accident happens on an away match, the accident should be reported to Matron/School Nurse at St John's School.

Disposal of blood/body fluid/contaminated cleaning materials, needles/sharps

Matron / School Nurse and Nursery dispose of all contaminated materials using yellow clinical waste bags. Elsewhere in School, for smaller amounts of contaminated materials, staff should double bag any items and dispose of it in the general rubbish. Cleaning materials are available from the maintenance team or from Matron's office to deal with any spillages of body fluids. Needles and sharps used by Matron /School Nurse, Nursery manager and by pupils with medical conditions should be returned to Matron's to be put in the appropriate yellow sharps boxes for disposal.

Off –Site Trips/Away Sports Fixtures

First aid and medical requirements for school trips are determined on a case by case basis and are determined as part of the trip risk assessment. Pupils with specific medical needs will be noted during the risk assessment for a trip and the member of staff in charge will obtain any medication as required and advised by Matron / School Nurse. At least one of the teachers attending the trip must hold a current and relevant 1st aid qualification. All teachers participating in any outdoor activity are to ensure they carry a mobile phone in case of emergencies and obtain a First Aid kit from Matron's office.

First Aid kits are the responsibility of the members of staff in charge of Games and should be taken to matches / pitches.

In case of serious injury:

- Accompany individuals to hospital. If there is only one member of staff for the SJS team, liaise with other teams' staff and request a member of their staff either looks after your pupils, or accompanies the pupil to hospital
- Inform St John's School as soon as possible so that parents/Boarding Staff can be informed. (In the case of serious injury, sports staff may need to inform parents from hospital)
- Give a contact phone number to Matron/School Nurse and colleagues
- If a pupil requires emergency treatment while out on a trip, and there is more than one member of staff, the pupil should be accompanied to hospital in an ambulance. Inform school of injury/incident. Other member of staff to accompany remaining pupils back to school
- If you are on your own when the incident occurs, call an ambulance, inform School and then continue to hospital with the pupil and wait to be met by member of staff from School
- Refer to Crisis Management Policy if appropriate

Care plans:

Individual Health Care Plans (IHCP) are held for individual pupils by Matron / School Nurse. Contact Matron / School Nurse directly for further information.

Administration of Medicines Policy

Aim

1. To ensure safe storage and administration of medication to pupils and staff.

2. No self-medication in school

Storage of medication

- All medications are kept in a locked cupboard in the medical room or Nursery as appropriate. The medical room is also locked when Matron / Nurse / Boarding staff are not in attendance.
- All medications that require refrigeration are kept in a locked medicine fridge, the temperature of which is regularly recorded in a log book.

Controlled drugs

- Controlled drugs (CD's) are stored in the medical room in a CD cabinet. They are stored in a double locked medicines cabinet that only a limited number of staff have access to.
- The drugs will be brought in by parents for day pupils and supplied through Matron/ School Nurse (where appropriate) for boarders. There should always be medication information from the doctor who prescribed the drug, including why the drug is being prescribed, dose to be given and when the medication is to be taken.
- Whilst it is not always practical for two staff members to be present when the CD is administered this should always be attempted. The person administering the drug should always watch the medication being taken.
- A record of the amount given, and the balance remaining is kept in the CD log book. There is a separate page for each pupil.
- CD's are disposed of by Matron / School Nurse, who will return them to the pharmacy. This will all be recorded in the CD log book.
- Day pupils will have their medication returned to their parents/Guardian.
- Boarders will travel with their medication back home at the end of term. Matron / School Nurse will notify parents of the quantity being returned with the student, the medication will be signed out of the CD log book and a covering letter sent with the student to carry home.

Non-prescription medication

- Pupils should not self-medicate and they are informed of this during their induction.
- Medications include homoeopathic remedies, vitamins and any other dietary supplements (for example, protein shakes).

Day Pupils

- There are non-prescription medications available to day pupils in the medical room.

Boarding Pupils

- There are non-prescription medications available to boarding pupils in the medical room.
- The boarding staff have access to and are trained to give these medications. Training is undertaken by all boarding staff through the National College and records of training are available in the medical room.
- **Before administering any medications, the boarding staff must check to ensure that the pupil is able to take the medication, that they do not have any allergies or underlying medical conditions, and that the pupil has not had any medication from Matron / School Nurse. (See Appendices)**
- Once medication has been given by boarding staff, it must be recorded in the A4 Boarding Medical Diary. This ensures that Matron/School Nurse can also see a record of medication being administered.

- Over the counter medications are administered under consent from the parents given on admission to the school, and under the advice of the school's Matron / Nurse. If parents do not give consent this is recorded in the pupil's medical notes and shared with staff.

Prescribed medication

- Pupils cannot self-medicate
- Medication that has been prescribed by a doctor should be administered according to the instructions on the packet and only given to the pupil for whom it has been prescribed. The medication must be kept in its original packaging, and the label must be legible. The protocol is as for the non-prescription medication.

Day Pupil

- Day pupils should bring the medication to Matron / School Nurse in the morning. The parent will be asked to sign a consent form for administration of the medication (see appendices).
- Matron/ School Nurse will ensure that parents of day children are informed in writing about what has been administered to their child during the day (see appendices).

Boarding Pupil

Medications are prescribed from a GP/Prescribing Consultant

Medications for use in urgent situations

These medications, antibiotics or emergency oral contraception, for example, must be prescribed individually for each pupil as and when required.

Stocks of prescription medications will not be held at St John's School.

Adverse reactions

- Drugs can cause adverse reactions in some people. If a pupil experiences an adverse reaction, do not give them any more until they have been seen by Matron / School Nurse.
- A medical incident form should be completed (see appendices).
- A near miss form may need to be completed also.

If a serious reaction occurs, medical attention needs to be sought immediately.

Medications given in error

- If an error is made with any medication, advice must be sought immediately. During the day contact Matron / School Nurse. At night, contact NHS Direct (111).
- A medical incident form (see appendices) will need to be completed as well as a near miss or accident form.

Medication brought into school by pupils

- It is the school's policy that pupils do not have their own medication in school unless it has been authorised by Matron / School Nurse.
- Non-prescription medications are readily available to all pupils from the medical room.
- Non-prescription medication should never be given to a pupil who has taken their own medication, unless checked by Matron / School Nurse / Medical Professional.

Self-Administration of medications

- Pupils cannot self-medicate.
- If a pupil has medicine (both prescribed and non-prescribed) and wishes to self-medicate they can only do so if they have been assessed as competent to do so by Matron / School Nurse on an individual basis.
- Whilst pupils will, periodically, be reminded (and checks will take place, especially after weekends, half terms etc) it is their responsibility to declare any prescribed / non-prescribed medication to Matron / Boarding staff. The Head of Boarding explains this in the borders induction and they sign to say that they have understood.

Boarders

If they are deemed to be competent they are allowed to keep their own prescription medications in a locked area (in their personal safe) in the boarding house.

The assessment is as follows;

What medication are you expecting the Doctor to have prescribed for you?

Please tell me what the medication is for.

How do you take the medication?

How long do you need to take the medication for?

How many times a day do you take the medication?

Do you understand what the side effects of the medication could be?

What would you do if you experienced any of the side effects?

What would you do if you took too much of the medication, or if you accidentally missed a dose?

If Matron / school Nurse is happy that the pupil has satisfactorily answered the questions above (they have been assessed as competent), then the pupil and the Matron / School Nurse should sign the 'Consent for self-Medication' form (See Appendices) .

Disposal of medications

- Medication that has expired or no longer of use is returned to the local pharmacists for disposal. A record will be kept of the date of return, the name of the pupil and the name, strength and quantity of the medication. The name and signature of the member of staff returning the medication will also be recorded.
- Prescribed medication held at School is returned to the student at the end of each term
- At home parents/guardians are responsible for disposal of date expired medication
- Spillages of liquid medicines should be cleaned up using soap and hot water ensuring any broken glass is thrown away appropriately

Recording of medical information

Medications are recorded to provide a complete audit trail for all medications. Staff must always sign when they have administered medications. The records are checked daily by the Matron / School Nurse.

Administration of Medicines Policy –

St John's School recognises that many pupils will at some time need to take medication at school. Whilst parents retain responsibility for their child's medication, the school has a duty of care to the pupils while at school, and we will do all that is reasonably practicable to safeguard and promote children's welfare.

- All staff in the school have a duty to act as any prudent parent would, to make sure that pupils in their care are healthy and safe and this might extend to administering medicine or taking action in an emergency.

Responsibilities:

- The school Matron / Nurse takes responsibility for the administration of medicines during school hours having taken due consideration of Government and Local Education Authority policies and guidelines.
- Where necessary, the Matron / School Nurse will ensure that procedures are understood and adhered to, that training is provided and that there is effective communication and consultation with Parents, Children and Health Professionals concerning pupils' medical needs.
- Throughout St John's School there are named First Aiders who hold a current first aid certificate and appropriately Paediatric trained First Aiders in the Early Years. All staff as identified by the Head Teacher undergo Paediatric First Aid training every three years.
- However, all Staff will receive or have available to them:
 - Advice and information on common childhood illnesses and conditions (The Spotty Book by Public Health England)
 - Basic First Aid advice available to ensure that they feel confident to deal with minor everyday injuries
 - Specific training relevant to certain pupils e.g. Anaphylaxis training
 - Specific information and details regarding particular conditions that may apply to a member of the class for which they have charge
 - Some specified staff (e.g. Boarding staff, Designated First Aiders, PE and Games staff, Staff taking educational visits) who volunteer their services, will be given further training to administer first aid and/or medication to pupils in the absence of Matron.

If any staff (EYFS or otherwise) are taking medication which may affect their ability to care for children, those practitioners should mention it in a supervision session, seek medical advice and alternatively have an opportunity to discuss with HR.

Medical Records

On admission to the school, all parents will be required to provide information giving full details of:

- medical conditions
- allergies
- regular medication
- emergency contact numbers
- name of family doctor/consultants
- special requirements (e.g. dietary)
- Legal Guardian
- Main carer.

At the beginning of each academic year all parents will be required to update the medical form. This process is administered from the School Office.

A list of special diets and medical conditions is available to all staff via the Google shared drive 'Medical Records & Allergy List' and Matron / School Nurse provides all class teachers with hard copies of information needed.

At St John's School we will:

- Administer prescribed medicines during the school day if necessary (as long as we have written parental permission to do so).
- Require parents to inform the Matron / School Nurse of dose and times and ensure medicines are supplied in the original container they were dispensed in.
- In conjunction with Matron / School Nurse and parents, devise individual Medical Care Plans for managing long-term medical needs.
- Train all key staff for the administration of medication that requires specialist training (e.g. Epipen, inhalers)
- When administering medicines ensure staff have clean hands, drink is available if appropriate and check the medication label for name of child, dose, route of administration and expiry date
- Teachers are able to administer Piriton syrup, Calpol and inhalers during times when the Matron / School nurse is unavailable and with written permissions from the parents for Early Years.
- Ensure that asthma inhalers / epi pens are always accessible to children by keeping a spare inhaler/junior Epipen in the school Reception / Nursery / Kitchen and where applicable, by allowing pupils to carry their own inhalers / Epi Pens.
- Store prescribed medication safely and in the appropriate conditions, for example, in a fridge if medication is to be kept cool.
- Document administration of any medication and inform parents by diary or note or telephone call or text message. This may be done by Matron / School Nurse or teachers.
- Dispose of dropped tablets or unused tablets/medication by returning them to the parent or the pharmacist for disposal.
- Ensure that any drug errors or adverse drug reactions are reported to the Parents and also documented in the pupil's medical records
- Staff medication must be securely stored, and out of the reach of children, at all times.

Recording Accidents, near misses and minor bumps

Accidents and near misses

These are recorded on Accident Forms and filled in by the member of staff that witnessed the accident or by the Headteacher or Nursery Manager. It is not the role of Matron/School Nurse to do this. Staff will ring parents immediately if a visit to A&E is required.

Minor Bumps and Grazes are recorded on the pupil's medical log and these are located in Matron's office. All accidents are recorded on a form (see appendices) and this is given to the students to take home. In addition, Matron/School Nurse may, depending on the circumstance, back this up with a call or email to parents. Staff are requested to continue to observe the student regularly and ask the 'Heads Up concussion' questions. Staff are also alerted via email to a head bump and parents are contacted. The accident form and head bump information page is sent home with the child. Parents in the Nursery sign the accident form at the end of day and are given a head bump information page.

Reporting to Ofsted

Any serious accident or injury to, or death of, any child whilst in our care; plus the action taken, will be notified to Ofsted as soon as reasonably practicable. In any event this will be

reported within 14 days of the incident occurring. We acknowledge that if we fail without reasonable excuse to comply with this requirement, we commit an offence.

Registered providers must notify Ofsted of any food poisoning affecting two or more children cared for on the premises. Again, notification must be made as soon as reasonably practicable but in any event within 14 days of the incident. A registered provider without reasonable excuse fails to comply with this requirement commits an offence.

Emergency Contact Numbers

Medical room: 225

Boarding Mobile: 07521054187

Nursery: 213

We will only:

- Administer non-prescription medication if signed consent has been given by a parent e.g. paracetamol, Piriton etc. following the homely remedy protocol. Parents are called in nursery before any over counter medication is administered ie calpol
- We will not administer paracetamol before a condition has been diagnosed as this could disguise more serious symptoms.
- Administer emergency medication in a life threatening emergency. These medications may be administered under article 7 of the Prescription Only Medication Order for administration by anyone for the purpose of saving life. (as above)
- 48 Hours absence is required for infectious illness and sickness.
- Nursery room carpets are steamed cleaned and deep cleaned regularly.
- Toys are sterilised daily and anti-bacterial wiped on large equipment.

Medication and Off-site Activities

- A named, First Aid-qualified member of staff has responsibility for the management of medication. This person will be given all the relevant information from Matron / School Nurse.
- Parents wishing their children to take full responsibility for their own inhalers must agree this with written consent to Matron / School Nurse and a 'self medication' form completed and signed by the parent and student.
- For residential visits, parents will be asked to give written consent for the use of certain OTC medication via a consent form - this forms part of the trips Risk Assessment Procedure.
- Any medication that a pupil is required to take must be handed in to the named member of staff with clear written instructions when and how much is to be given. It must also be named and in its original container .

Storing of Medication

1. OTC medications

- They will be kept securely in a locked cupboard, in a locked room in the medical room.
- A list is kept of medications stocked with indications for use, contra-indications, dosages, side-effects and the duration of treatment before nursing or medical advice must be sought. They will be issued to pupils under a "homely remedy protocol" in Matron's office.

2. Prescribed medications.

- Will only be issued to the pupil for whom they have been prescribed

- Must stay in their original container that should be childproof
- The original dispensing label must not be altered
- They will be kept securely in a locked cupboard or fridge, in the medical room.
- Epi pens are clearly labelled with child's updated photo on in nursery and the kitchen

APPENDICES



Appendix 1 Location and content of first aid kits and defibrillator

First aid box Location

- | | |
|-------------------------|---|
| 1.Nursery | 11. Science lab (+ eye wash station) |
| 2. Year 3/4 | 12. Science Prep room (+ bottle eye wash) |
| 3.Reception Class | 13. Art room / DT (+ bottle eye wash) |
| 4.Kitchen | 14. Sports hall x 2 (+ Ice packs) |
| 5.Maintenance Office | 15.Swimming pool (+ Ice packs) |
| 6. Maintenance workshop | 16. Swimming pool plant room (eye wash only) |
| 7. School car | 17. Food Technology |
| 8a&8b. Minibus x 2 | 18. Forest school |
| 9. Year 5 | 19. Boarding |
| 10. Science classroom | 20, 21, 23, 23. Sports Hall and Fixture boxes |
| | 24. Reception Office |

De-fib in Sports hall

Contents

- | | |
|--------------------------------|---------------------------|
| Large ambulance dressing | Foil blanket |
| Extra-large ambulance dressing | Non-sterile gloves |
| Eye pad dressing | Scissors |
| Sterile eye wash pod | Ventaid / Rebreath |
| Triangular bandage | Safety pins |
| Antiseptic wipes | Plasters – assorted sizes |
| Gauze wipes/swabs | Ice packs |

Term 1a		Term 1b	
Term 2a		Term 2b	
Term 3		Term 3b	

Tick boxes when checked.

Procedure for issuing a medication in the boarding house

The following procedure should be followed when issuing a medication:

- Establish the reason for giving the medication
- The contraindications of giving the medication should be known or checked
- Whether the pupil has taken any medication recently, if so what?
(can be checked in the A4 Black Boarding Medical Diary or in the Lever Arch Boarding Files)
- Whether the student has taken the medication before, if not, are they allergic to any medication?
(Can be checked on the Boarding Medical Spreadsheet)
- The medication must be in date
- The pupil must be seen to take the medication
- The student's name, the reason for the medication, the medication given, the dosage and the date and time should be recorded in the A4 Black Boarding Medical Diary.

Parental agreement for St John's School to administer medicine

The school will not give your child medicine unless you complete and sign this form, and the school or setting has a policy that the staff can administer medicine.

Date for review to be initiated by

Name of school/setting

Name of child

Date of birth

Group/class/form

Medical condition or illness

Medicine

Name/type of medicine
(as described on the container)

Expiry date

Dosage and method

Timing

Special precautions/other instructions

Are there any side effects that the
school/setting needs to know about?

Procedures to take in an emergency

Number of tablets sent in to school

NB: Medicines must be in the original container as dispensed by the pharmacy

Contact Details

Name

Daytime telephone no.

Relationship to child

Address

I understand that I must deliver the
medicine personally to

The above information is, to the best of my knowledge, accurate at the time of writing and I give consent to the school staff administering medicine in accordance with the school policy. I will inform the school immediately, in writing, if there is any change in dosage or frequency of the medication or if the medicine is stopped.

Signature(s)

Date

Record of medicine administered to an individual child

Name of school/setting
 Name of child
 Date medicine provided by parent
 Group/class/form
 Quantity received
 Name and strength of medicine
 Expiry date
 Quantity returned
 Dose and frequency of medicine

Staff signature

Signature of parent

Date
 Time given
 Dose given
 Name of member of staff
 Staff initials

Date
 Time given
 Dose given
 Name of member of staff
 Staff initials

Appendix 5 Medical incident form

Medical Incident Form

This form is to be used when a medication has been given in error, when a pupil has an adverse reaction to a medication or if a drug is missing.

Pupils name:

Date:

Time:

Medication given:

Explain the incident:

Action taken:

Outcome:

Follow up (including was a near miss form or an accident form completed?)

Appendix 6 Consent to Self-Medication

Consent for self-medication

This form must be filled out and signed annually by the student's parents or guardian before the student will be allowed to carry and administer medication.

Pupil's full name _____ D.O.B _____

Condition or illness _____

Medication _____

Dose _____

Frequency.....
.....

Start
date.....
.....

How long will you/ your child take this medication? _____

I understand and agree to the following:

1. I agree to assume responsibility for sending my child's medication in its original prescription container.
2. I agree to make certain that my child takes responsibility for taking the medication as prescribed. I would like my child to keep their own medication and self-administer as necessary.
3. I accept responsibility and feel confident that my child is aware of the importance of keeping his medication in a secure place and taking the prescribed dose at the prescribed time.

I have read and understood this form and consent to the above provisions.

Signature of Parent or Guardian

Date.....

Student:

I agree and feel competent to take my own medication as prescribed.
I know why, how and for how long I need to take the medication.
I know of the side effects it may cause and what to do if I have any. I know what to do if I miss a dose.
I will not share my medication with anyone and will keep it secure and out of sight of other students.

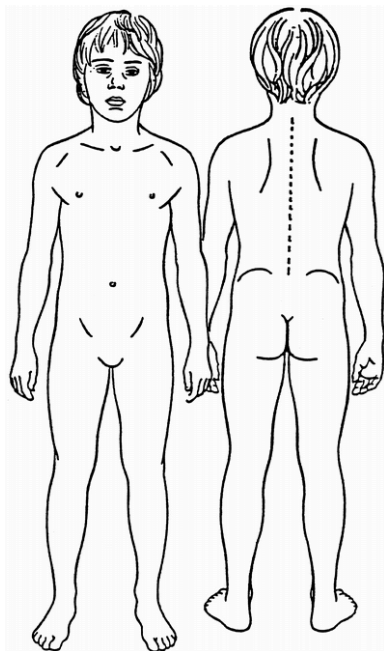
Signature of
student.....Date.....
.....

Signature of Matron/School Nurse
Date

Appendix 7 Accident form for parents of day students

Accident notification Date:_____

Student:_____



Incident:_____

Staff:_____

Action taken:_____

