



# **CHOSEN HILL SCHOOL**

## **SUPPORTING STUDENTS WITH MEDICAL CONDITIONS**

**AND**

## **EMERGENCY FIRST AID POLICY and PROTOCOLS**

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## INTRODUCTION

Chosen Hill School is committed to supporting the needs of all students with medical conditions, in terms of both physical and mental health, to ensure that they can play a full and active role in school life, remain healthy and achieve their full academic potential.

In addition, Chosen Hill School recognises and accepts its responsibility to ensure that there are, so far as is reasonably practicable, adequate arrangements and appropriate equipment and facilities for providing first aid in the workplace. Chosen Hill School extends this to students and visitors as a key part of the school's general duty of care to non-employees.

This policy and its protocols are underpinned by the Children and Families Act, 2014, the Health and Safety (First Aid) Regulations (1981) and the Health and Safety at Work Act (1974). Other legislation and guidance which impacts on the provision covered by this policy can be found in Appendix 1.

The policy will be reviewed annually or in response to any relevant statutory guidance published by the DfE.

Where relevant, information will be disseminated to staff and parents/carers during internal meetings, e.g. staff briefings, staff and departmental meetings, via the VLE and through newsletters.

All documents relating to the operation of this policy are available on the VLE (PK tab), the school website or the parent portal as appropriate.

## RESPONSIBILITIES UNDER THIS POLICY

### Governing Body

Statutory legislation and guidance (Appendix A) places a duty on the governing body to ensure that arrangements are in place to support students with medical conditions, in terms of both physical and mental health, are properly supported so that they can play a full and active role in school life, remain healthy and achieve their academic potential. The Governing Body also has a statutory duty to provide adequate and appropriate equipment, facilities and personnel to ensure that emergency first aid provision is available to staff, students and visitors at Chosen Hill School.

### Headteacher

The Headteacher should ensure that the policy is developed and effectively implemented.

The Business Manager will arrange adequate and appropriate training and guidance for staff who are first aiders. In addition, the Business Manager will ensure that there is adequate guidance available from healthcare professionals to support the needs of the school in respect to this policy. It is the delegated responsibility of the Business Manager to ensure adequate and appropriate facilities and resources are in place to provide a robust service to students with medical conditions and emergency first aid to staff, students and visitors.

## Parents/Carers

It is the responsibility of the parent/carer to inform school that their child needs to take prescribed medicines and of any changes to their situation.

Parents/carers should provide the school with sufficient and up-to-date information about their child's medical needs. Parents/carers should, jointly with the Headteacher, reach agreement on the school's role in supporting their child's medical needs in accordance with the protocol in this policy.

## All Staff

All staff (but particularly teaching and supply staff) will be made aware of students with medical conditions and what action to take in the event of an emergency. Any relevant information will be available against the student's details on SIMS and staff will have access to any Individual Healthcare Plan (IHCP).

All staff should acknowledge their individual responsibilities to bring matters of concern regarding the provisions covered under this policy to the attention of the Senior Leadership Team. This is particularly important where the welfare of children may be at risk. In practice this means that staff should report any behaviour by colleagues that raises concern regardless of source. Staff using the whistle blowing procedure should be aware that their employment rights are protected.

## First Aid Staff

The main duties of the 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
- Supervision of the self-administration of medicines by students with medical conditions

Unless first aid cover is part of a member of staff's contract of employment (as described in their job description) people who agree to undertake first aid training, and be a named first aider do so on a voluntary basis.

In cases of non-emergency emotional or physical problems the first aider should refer the student to the Student Counsellor or appropriate agency in accordance with the safeguarding protocol.

Where there is concern for the child's emotional or physical wellbeing, Chosen Hill School's Designated Senior Lead (DSL) for Child Protection should be informed immediately.

## First Aid Officer

In addition to the core responsibilities as a member of the first aid team, the Medical Officer has additional responsibilities which include ensuring that Individual Healthcare Plans are in place for students with medical conditions as part of transitional arrangements for new year intake, in year admissions and new diagnoses.

## Students with Medical Conditions

Students with medical conditions will be consulted as much as possible and with sensitivity to contribute to the development of, and comply with, their Individual Healthcare Plan. The school's aim will be to encourage as much independence as possible.

## STAFF TRAINING AND SUPPORT

All first aid staff will receive appropriate training (First Aid at Work or Emergency First Aid At Work as appropriate) with refresher training as relevant and prior to the certificate expiring.

A group of staff (primarily first aiders) are trained for defibrillator use. Training is updated annually.

It is essential, in order for a first aider to recognise and respond to an emergency situation, that further awareness is delivered in:

- Diabetes
- Asthma
- Epilepsy
- Anaphylaxis

These conditions will also be the subject of whole school awareness training and be included in induction arrangements for new staff.

Any particular training needs identified for students within the Individual Healthcare Plan will be dealt with on a case by case basis. No member of staff will be required to support students with medication without adequate and appropriate training and guidance. This will include possible side effects and what to do if they occur.

## INDIVIDUAL HEALTH CARE PLAN

An Individual Healthcare Plan (Appendix 2) may be required for a student with medical needs to identify the level of support needed. The IHCP will be drawn up in partnership between the school, parents/carers, and, as appropriate, a relevant healthcare professional. Students will be involved whenever appropriate. The IHCP will state how often it will be jointly reviewed which will be at least annually or earlier if evidence is presented that the child's needs have changed.

The school, healthcare professional and parent/carer will agree, based on evidence, when an IHCP would be inappropriate or disproportionate. In cases of disagreement, the Headteacher will take a final view.

The following individuals may contribute to the IHCP:

- The Headteacher (or delegated member of staff)
- The parent/carer
- The student (if appropriate)
- The Inclusion Manager
- The Learning Mentor
- First Aid staff

Where a student has SEN but does not have a statement or EHC plan, their special needs will be mentioned in their IHCP. Where a student has a special educational need identified in a statement or EHC plan, the IHCP will be linked to become part of that statement or EHC. In these cases the Inclusion Manager will be the delegated member of staff leading on the development of the IHCP.

If a risk assessment is required to further support the IHCP, this will be noted. All records will be electronically attached to the student details on the school MIS (SIMS).

For a student with an IHCP, this will clearly stipulate the action to be taken in the case of an emergency. In all other cases, the school first aid and emergency procedures will be followed.

## MANAGING MEDICINES ON SCHOOL PREMISES

### Prescribed Medicines

The school requests that medicines should only be brought on school site when absolutely essential, i.e. when it would be detrimental to the child's health or school attendance not to do so.

Where it is agreed essential, medicine will only be accepted on receipt of a signed copy of the appropriate form (Appendix 3).

Where clinically possible parents/carers should try to spread dose frequencies enabling medication to be taken outside school hours.

### Controlled Drugs

The supply, possession and administration of some medicines are controlled by the Misuse of Drugs Act 1971 and its associated regulations.

Where it has been agreed, under an IHCP and associated risk assessment, that a controlled drug should be self-administered during the 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.

### Administering Medicines

Appropriately trained staff will only supervise the self-administration of medicines (prescribed or non-prescribed) following strict guidelines. The school does not permit any student under the age of 16 to be given any medicines\* (including non-prescription painkillers) without their parent's/carers' written consent.

Students living with Asthma are able to carry a named inhaler at all times. It is advised that a spare inhaler (clearly labelled) is also kept in the First Aid room.

Written records will be kept of all medicines taken by students under the supervision of school staff.

\* ASPIRIN: Aspirin or aspirin containing medicine is never given to any child under the age of 16. Aspirin can and should be administered to an adult suspected of cardiac arrest.

## Safe Storage and Disposal of Medicines

All medicines required to be stored on school site will be kept in strict accordance with the product instructions and in the original container in which dispensed.

Students will know where their own medication is stored and that access is available via a first aider and/or reception. All first aid staff hold keys to access the cupboard and fridge.

When no longer required or when out of date, medicines are returned to the parents/carers for safe disposal or replacement. The school is not responsible for the disposal of medicines.

## ACCIDENT AND INCIDENT REPORTING

All accidents, near misses and first aid treatments will be recorded on the school MIS (SIMS). This will allow trend analysis and monitoring to be undertaken.

Relevant accidents and injuries will be recorded in the accident book and reported to the SHE unit at Gloucestershire County Council via SHE Assure:

- All injuries involving employees and visitors
- All injuries to students if the incident occurs during lessons or if the incident requires further medical assistance away from school
- Any incidents during break or lunchtime if there are factors involved such as a fault with the premises or an occurrence under RIDDOR 1995 (see below)

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

- 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 prior to completion and submission of the necessary paperwork.

Information held by the school nurse service, SLT, Learning Mentors or other staff relevant to the effective management of first aid must be shared with the Medical Officer to ensure a co-ordinated approach.

## 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 Visit 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.

Visit 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 the IHCP 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 IHCP.

## 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 IHCP 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 IHCP which may include the creation of a separate risk assessment.

Students with allergies need to have an IHCP 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 (Appendix 5). The requirement for an ambulance to attend site should be recorded and held on file. The Headteacher or in her absence the Deputy Headteacher should be immediately informed if an ambulance has been called to attend site.

A student or member of staff should only be transported to hospital by a private car following approval by the Headteacher and, if possible in case of students, after informing the parents/carers.

## LEGAL INDEMNITY FOR FIRST AIDERS AND SUPERVISION OF SELF-ADMINISTRATION OF MEDICINES BY STUDENTS

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.

## COMPLAINTS

All complaints should be addressed to the Headteacher by post to the main school address or by email to [office@chosen-hill.gloucs.sch.uk](mailto:office@chosen-hill.gloucs.sch.uk)

## Appendix 1

### Legislation

Children and Families Act 2014

<http://www.legislation.gov.uk/ukpga/2014/6/contents/enacted>

Data Protection Act 1998

<http://www.legislation.gov.uk/ukpga/1998/29/contents>

Equality Act 2010

<http://www.legislation.gov.uk/ukpga/2010/15/contents>

Health and Safety (First Aid) Regulations 1981

<http://www.legislation.gov.uk/uksi/1981/917/contents/made>

Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR)

<http://www.hse.gov.uk/riddor/>

The Health and Safety at Work Act 1974

<http://www.legislation.gov.uk/ukpga/1974/37>

### Guidance & Further Information

DfE Guidance on First Aid for Schools

<https://www.gov.uk/government/publications/first-aid-in-schools>

DfE Supporting Pupils at School with Medical Conditions

<https://www.gov.uk/government/publications/supporting-pupils-at-school-with-medical-conditions--3>

GCC SHE Advice and Guidance for schools on first aid and related matters

Requires login details or by phone: Tel No 01452 425349

NHS School Nursing Service

<http://www.glos-care.nhs.uk/our-services/nursing/school-nursing>

### Other Related Chosen Hill School Policies

Health and Safety Policy

Code of Conduct

### Case Law

Gillick v West Norfolk and Wisbech Area Health Authority [1985] 3 All ER 402 (HL)

Appendix 2



**CHOSEN HILL SCHOOL**

INDIVIDUAL HEALTHCARE PLAN

<b>Student's details</b>	
Name of student	
Date of birth	/ /
Learning Mentor 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	
<b>Family Contact – Number 1</b>	
Name	
Relationship	
Telephone number (work)	
Telephone number (home)	
Telephone number (mobile)	
<b>Family Contact – Number 2</b>	
Name	
Relationship	

Telephone number (work)	
Telephone number (home)	
Telephone number (mobile)	
<b>Clinic/Hospital Contact</b>	
Name	
Telephone number	
<b>GP</b>	
Name	
Telephone number	
<b>Authorisation</b>	
I understand that I must deliver the medicine personally to Chosen Hill School, complete appropriate forms 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 school.*

*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 school's Medical Conditions Policy.*

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

For office use;

Plan developed with – staff name with signature & date	
Staff training identified?	
Staff training undertaken?	
Student details on SIMS updated	
Learning Leader notified	
Any other appropriate action? SEND/EHP?	

## Appendix 3



### CHOSEN HILL SCHOOL

Request for students to carry his/her own medication or for medication to be kept in school and self-administration (delete as appropriate)

Please complete this form, sign and return to school Reception prior to your child bringing the medication onto the school site.

<b>Details</b>	
Name of student	
Date of birth	/ /
Learning Mentor Group	
Medical condition or illness	
<b>Medicine</b>	
<u>(Please note medicine must be in the original container as dispensed by the pharmacy showing clearly the student's name and prescriber's administration instructions and dosage. The only exception is insulin which must still be in date but is acceptable inside a pump or pen.)</u>	
Name and strength of medicine	
Type of medicine	
Quantity received	
Date dispensed	/ /
Expiry date	/ /
<b>Instruction</b>	
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)
<b>Emergency Procedures</b>	
What constitutes an emergency	
How to react to an emergency	
What not to do in an emergency	

<b>Family Contact – Number 1</b>	
Name	
Relationship	
Telephone number (s) (work)	
Telephone number (s) (home)	
Telephone number (s) (mobile)	
<b>Family Contact – Number 2</b>	
Name	
Relationship	
Telephone number (s) (work)	
Telephone number (s) (home)	
Telephone number (s) (mobile)	
<b>Authorisation</b>	
I understand that I must deliver the medicine personally to Chosen Hill School 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 school Reception 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 school Medical Conditions Policy.*

*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):

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## Appendix 5



### **CHOSEN HILL SCHOOL**

#### HOW TO CALL THE EMERGENCY SERVICES

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

- Dial 200 and speak with the Receptionist
- Speak calmly and clearly, providing the following information
  1. That 999 should be called to request an ambulance
  2. Give your name and location
  3. Give brief details of the emergency you are faced with
  4. Request the attendance of a member of the first aid team if not already present
  5. Request that the Headteacher (in her absence a Deputy Headteacher) be informed
- Be prepared to repeat the information or to confirm the information is correct if repeated to you

**WHERE A MEMBER OF STAFF HAS IMMEDIATE CONCERN FOR THE WELL BEING OF THE STUDENT, STAFF OR VISITOR, PLEASE CALL THE AMBULANCE DIRECTLY AND INFORM RECEPTION**

The nearest hospitals are:

1. CHELTENHAM GENERAL HOSPITAL  
Sandford Road  
Cheltenham  
Gloucestershire  
GL53 7AN  
  
Tel: 03004 222 222
  
2. GLOUCESTERSHIRE ROYAL HOSPITAL  
Great Western Road  
Gloucester  
Gloucestershire  
GL1 3NN  
  
Tel: 03004 222 222

## Appendix 6

### First Aid Procedure

#### **ILLNESS AND INJURY AND VISITING THE FIRST AID ROOM**

#### **PLEASE ALSO REFER TO APPENDIX 7: First Aid Process – A Teacher’s Guide**

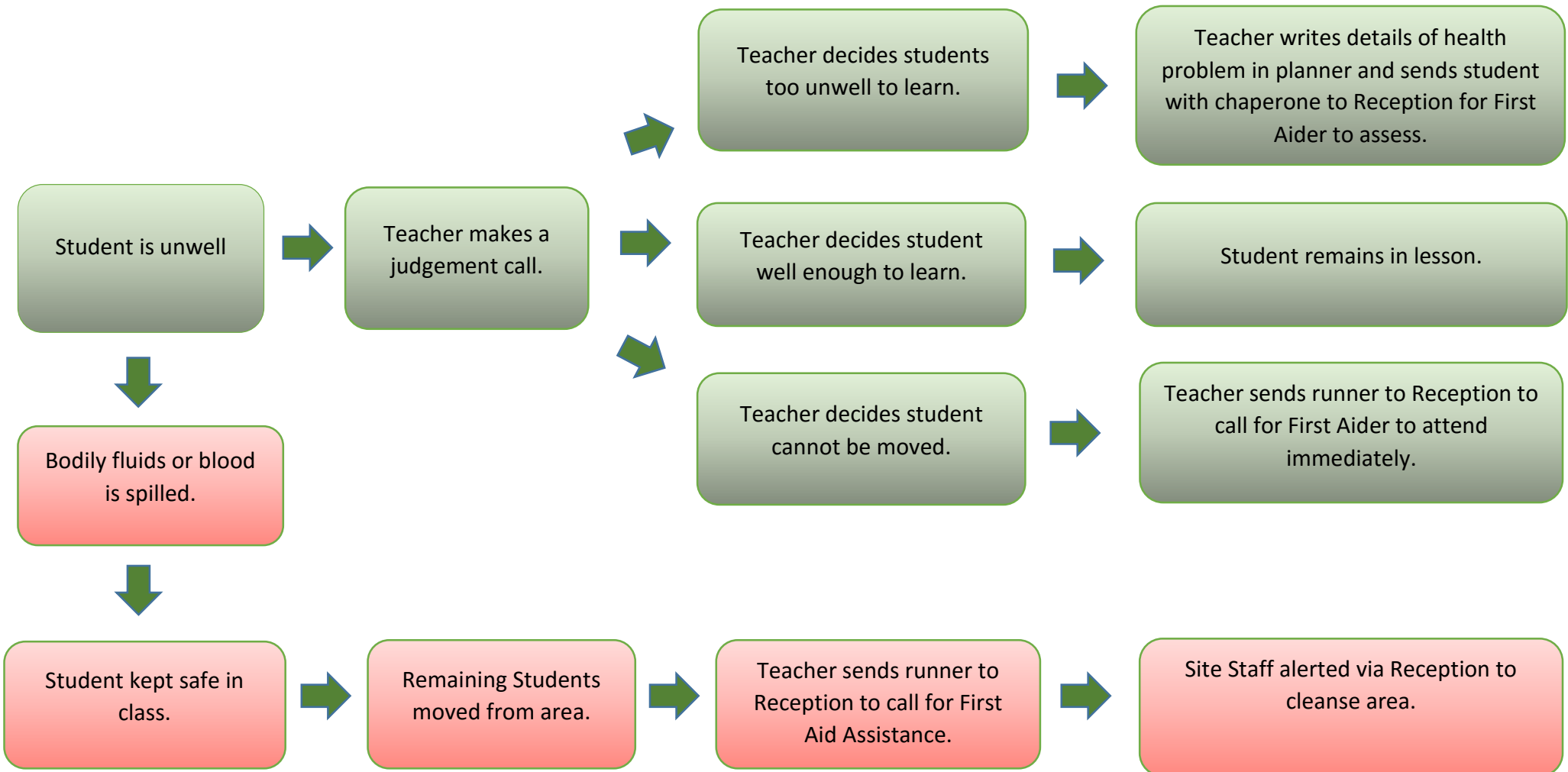
- The first aid team work on a rota basis. A current rota can be found at reception and in the first aid room
- All students visiting the first aid room during lessons must have their Planner signed by the teacher concerned to confirm they have permission to leave the lesson and giving details of the reason for leaving the lesson. If a student is deemed by the teacher to be too unwell to learn then a clear instruction must be written in the Planner to send the student home. The student should then be sent to Reception where staff will either contact the duty First Aider or make the necessary calls. Students without a teacher’s signature will be asked to return to their lesson.
- In the case of minor injuries, one other student may escort the injured party to Reception. The escort(s) should immediately return to lesson.
- Students should not be left alone in the First Aid room.
- Unwell students are not permitted to call their parents to be collected.
- We are unable to send an ill student home unaccompanied, parents must make arrangements to collect their child.
- If an injury occurs during a lesson, the teacher will make a judgement whether moving the student would make the condition worse. In this case a student should be dispatched to call a First Aider to attend the scene.
- If an injury is such that clothing has to be removed, or the situation is delicate, First Aiders should seek immediate assistance from a member of staff (teacher or non-teaching) to act as a chaperone.
- If a head injury is sustained as a result of an accident or if there is a possibility of a fracture or serious injury to any other part of the body, the student should be referred to the Accident & Emergency Department of the nearest hospital. Parents must be informed as soon as practical, and, if possible, given the option of taking their child to Accident & Emergency. An ambulance should be called if there is any doubt. All incidents of head injury or suspected head injury must be recorded on the student’s record and a head injury sheet (see Appendix 10) issued to the student and parents also informed by phone. The head injury sheet advises the student and parents/carers of symptoms to look out for after sustaining a head injury.
- A Defibrillator is situated in the Reception Area.

## Appendix 7

### FIRST AID PROCESS – A TEACHERS' GUIDE

**Reception: Ext 200**

**First Aid Room: Ext 268**



## Appendix 8

### First Aid Boxes

First aid boxes are located in the high risk areas:

Box Number	Block	Room	Actual Location
FA1	Middle School	First Aid Room	Under desk
FA2	Middle School	Reception Waiting area	Under desk On wall
FA3	Middle School	Reception Waiting area	On wall next to AED
P1	Middle School	IT Office	In office
FA6	DART	D12	Next to computer work station
DT5	DART	DT5	In cupboard
FA4	Science	Science Office	Admin trays by door
BN1	Science	Resources 1	On hook on end of bookshelf
K5	Science	Biology Prep	In office
Biology Prep RM	Science	Resources 3	In room
Chemistry Prep RM	Science	Resource 4	In room
FA7	HUB	In LD Office	In office
SCFA1	Sports Centre	Entrance Area	On wall to left as you enter through second door
K1, K2, K4,	PE	Kit store room	In store. Also for outside school activities
VN1 XFP	Minibuses x 2	ET67 6XK BV65 XFP	In Vehicle In Vehicle
Site Hut	Site Maintenance Building	Site Maintenance Building	In office

Any department who consider they require one can submit a request to the Medical Officer.

As a guide, a suggested minimum stock of first-aid items is:

- Contents list with expiry dates
- 20 individually wrapped sterile plasters (assorted sizes), appropriate to the type of work
- two sterile eye pads
- two individually wrapped triangular bandages, preferably sterile
- six safety pins;
- two large sterile individually wrapped unmedicated wound dressings

- six medium-sized sterile individually wrapped unmedicated wound dressings
- at least three pairs of disposable non-latex gloves
- six sterile wipes
- Ice packs (disposable)
- 4 crepe bandages

The First Aider/Administrator will audit the first aid boxes during the first week of September and update the contents and list as required. Thereafter it will be the responsibility of the teacher whose classroom it is to report to the First Aider in the department.

### **FIRST AID KITS FOR OFF SITE VISITS**

It is the responsibility of the Visit leader to ensure that a first aid kit is collected from the First Aid room.

### **FIRST AID BOXES IN THE SCHOOL MINIBUSES**

It is the responsibility of the Premises Manager to ensure that the first aid boxes in all the minibuses are checked and maintained regularly.

## Appendix 9



### CHOSEN HILL SCHOOL

#### HEAD INJURY SHEET

Date: \_\_\_\_\_ Time: \_\_\_\_\_ First Aid Staff \_\_\_\_\_

Student Name \_\_\_\_\_

received a bump to the head today.

After assessment by a member of the first aid team, the following applied:

- After observation, your son/daughter was considered well enough to return to class to complete the school day

#### **OR**

- After observation, it was felt that your son/daughter needs to go home with supervision until recovered.

#### **IF YOUR SON/DAUGHTER EXPERIENCES ANY OF THE FOLLOWING SYMPTOMS YOU ARE ADVISED TO SEEK MEDICAL ADVICE:**

- A bad headache that gets worse or doesn't go away up to 72 hours after the injury occurred.
- Drowsiness, if it lasts for more than 2 hours, or if the child is difficult to wake up. A certain amount of drowsiness is very common after a head injury, especially in young children.
- Confusion, disorientation, slurred speech or double/blurred vision
- Feeling sick or actually vomiting is common following a head injury, but if it is persistent or appears to be getting worse, it could be serious.

If your child is absent from school as a result of this injury please call the school on the absence line on the first morning of the absence.

***The above is a guide only, if you are at all worried about any of your child's symptoms please seek medical assistance.***

## Appendix 10

### PUBLIC HEALTH NURSING SERVICE

Qualified NHS nurses provide a public health nursing service for school aged children and young people using the model of care provided by the Healthy Child Programme (Department of Health 2009). Their framework is taken from the Vision and Call to Action for School Nursing (DH 2012).

The core services provided by the School Nurses and accessed by Chosen Hill School are:

**emotional health and well-being, immunisations, reception health screening, health promotion, parenting, smoking cessation, sex education, contraception, teenage relationships, drug and alcohol abuse, friendships and behavioural problems and health assessments**

The service is provided through a weekly drop-in session and/or through one-to-one confidential meetings with the NHS School Nurse. The latter operate through a booking system via the school Medical Officer. Staff making a referral via the Medical Officer are responsible for informing the student.

NHS School Nursing Service

<http://www.glos-care.nhs.uk/our-services/nursing/school-nursing>

# Appendix 11



## CHOSEN HILL SCHOOL

Staff training record – for supervision of any student self-administration of medication

This form is to be used to record any training/guidance delivered to a member of staff to supervise the self-administration of medication such as insulin via injection or asthma inhalers. These needs may be identified as part of the students Individual Healthcare Plan.

Staff Name	
Type of training received	
Date of training completed	
Training provided by	
Profession and title	

I confirm that ----- has received the training detailed above and is competent to supervise the self-administration of this medication.

Trainer's signature \_\_\_\_\_

Date \_\_\_\_\_

**I confirm that I have received the training detailed above.**

Staff signature \_\_\_\_\_

Print name \_\_\_\_\_

Date \_\_\_\_\_

Suggested review date \_\_\_\_\_