

## First Aid Policy

### 1. Authority and Circulation

- 1.1. This policy has been authorised by the Governors of King's College School ("the School"). It is available to parents and pupils and to all members of School Staff.
- 1.2. The arrangements within this policy (for example the number of First Aiders and First Aid boxes and contents of First Aid boxes) are based on the results of a suitable and sufficient risk assessment carried out by the School in regards to all Staff, pupils and visitors.
- 1.3. This policy complies with regulation 13 of the Education (Independent School Standards) (England) Regulations 2014(SI 2014/3283), the Health and Safety at Work etc Act 1974 and subsequent regulations and guidance including the Health and Safety (First Aid) Regulations 1981 (SI 1981/917) and the First Aid at work: Health and Safety (First Aid) Regulations 1981 approved code of practice and guidance.
- 1.4. This policy can be made available in large print or other accessible format if required.
- 1.5. In addition to this policy the School also has Procedures for the Administration of Medicines and Procedures for the Care of Ill or Injured Pupils or Staff (appended).

### 2. Definitions

- 2.1. Appointed Persons: are members of staff who are not qualified First Aiders but who are responsible for looking after the First Aid equipment and facilities and calling the emergency services if required.
- 2.2. EFAW: means Emergency First Aid at Work.
- 2.3. FAW: means First Aid at Work.
- 2.4. "First Aid" means the treatment of minor injuries which do not need treatment by a medical practitioner or nurse as well as treatment of more serious injuries prior to assistance from a medical practitioner or nurse for the purpose of preserving life and minimising the consequences of injury or illness. For the avoidance of doubt, First Aid does not include giving any tablets or medicines, the only exception being giving aspirin in accordance with accepted First Aid practice to treat a suspected heart attack. A First Aider can assist an individual to take aspirin when an ambulance is on route.

- 2.5. First Aiders: are members of staff who have completed an approved First Aid course and hold a valid certificate of competency in FAW or EFAW or an approved alternative qualification which has been identified in place of FAW or EFAW which meets the requirements of the First Aid Guidance.
- 2.6. First Aid Guidance: is the First Aid at work: Health and Safety (First Aid) Regulations 1981: approved code of practice and guidance (Health and Safety Executive, L74, 3rd Edition, 2013).
- 2.7. First Aid Personnel: means First Aiders or Appointed Persons or both.
- 2.8. Inhalers Guidance: means the Guidance on the use of emergency salbutamol inhalers in schools (Department of Health, March 2015).
- 2.9. "Staff" means any person employed by the School, volunteers at the School and self-employed people working on the premises.
- 2.10. School Accident and Illness Book: has the meaning given in 15 below.
- 2.11. School Nurse: Alison Gelling who is primarily located in the School's Surgery. Alison Gelling is registered with the Nursing and Midwifery Council and the School will verify this registration annually. The School Nurse also directs the boarding house team in first aid procedures for the boarders.
- 2.12. School Surgery: is located on the ground floor of the Main School Building, just outside the Dining Hall, and is clearly signposted and identifiable with a white cross or white writing on a green background. It is used for the provision of medical or dental treatment, including First Aid, when required. The School Surgery has essential First Aid facilities and equipment. As far as is possible, the School reserves this room exclusively for giving medical or dental treatment.

### **3. Aims of this Policy**

- 3.1. To ensure that the School has adequate, safe and effective First Aid provision in order for every pupil, member of staff and visitor to be well looked after in the event of any illness, accident or injury, no matter how major or minor.
- 3.2. To ensure that all staff and pupils are aware of the procedures in the event of any illness, accident or injury.
- 3.3. To ensure that First Aid provision is available at all times while people are on School premises and while on School visits. Nothing in this policy should affect the ability of any person to contact the emergency services in the event of a medical emergency. For the avoidance of doubt, Staff should dial 999 for the emergency services in the event of a medical emergency before implementing the terms of this Policy and make clear

arrangements for liaison with ambulance services on the School site including the Chapel.

#### **4. Medical Emergencies**

- 4.1. Ambulances: If an ambulance is called then the School Nurse or First Aider in charge should make arrangements for the ambulance to have access to the site. For the avoidance of doubt, the address should be provided (King's College School, West Road, Cambridge, CB3 9DN) and arrangements should be made for the ambulance to be met.
- 4.2. Staff should always call an ambulance when there is a medical emergency and/or serious injury.
- 4.3. Examples of medical emergencies include:
  - a significant head injury;
  - fitting, unconsciousness, or concussion;
  - difficulty in breathing and / or chest pains;
  - exhaustion, collapse and/ or other signs of an asthma attack
  - a severe allergic reaction;
  - a severe loss of blood;
  - severe burns or scalds;
  - drowning;
  - diabetic emergency;
  - choking;
  - the possibility of a case of testicular torsion;
  - the possibility of a serious fracture

However, if in doubt as to whether something is a medical emergency or serious injury, then it should be treated as such.

- 4.4. Arrangements should also be made to ensure that any pupil is accompanied in the ambulance, or followed to hospital, by a member of staff if it is not possible to contact the parents or legal guardian(s) in time.

#### **5. Who is Responsible**

- 5.1. The Provost and Scholars of the King's College of Our Lady and St Nicholas in Cambridge, as employer, have ultimate responsibility for health and safety at the School.

- 5.2. In order to help them discharge their duties, the Provost and Scholars have appointed the School Governors' Council Committee ("the School Governors") to oversee and supervise the health and safety at the School on their behalf and delegate full authority to the School Governors to do so.
- 5.3. The School Governors in turn delegate the day to day management of health and safety, including first aid arrangements, to the Head who is assisted by the School Nurse and Bursar in these duties.
- 5.4. These duties include ensuring that:
  - there is adequate and appropriate First Aid equipment, facilities and qualified First-Aid Personnel on the School site(s) and for ensuring that the correct First Aid procedures are followed.
  - suitable and sufficient risk assessments of the employees, pupils and visitors to the School are regularly carried out.
- 5.5. The Head delegates to the School Nurse the day to day responsibility for ensuring that there is adequate and appropriate First Aid equipment, facilities and qualified First Aid Personnel. The Head is responsible for ensuring that all staff and pupils (including those with reading and language difficulties) are aware of, and have access to, this policy. The Head will ensure that there is at least one First Aider (see 5.7 below) present at the School when children are present. In the Pre-Prep Department there will be at least one person who has a current paediatric First Aid certificate on the premises at all time when children are present. On outings including children from the Early Years Foundation Setting (EYFS) there must be at least one person who has a current paediatric First Aid certificate. The Head delegates to the School Nurse responsibility for collating medical consent forms and important medical information for each pupil and ensuring the forms and information are accessible to staff as necessary. The Head is responsible for ensuring that staff have the appropriate and necessary First Aid training as required and that they have sufficient understanding, confidence and expertise in relation to First Aid.
- 5.6. The School Nurse, in consultation with the School Bursar, will regularly (at least annually) carry out a First Aid risk assessment and review the School's First Aid needs and arrangements to ensure that the School's First Aid provision is adequate. The risk assessment shall include an assessment of the School's insurance arrangements.
- 5.7. The main duties of First Aiders are to give immediate First Aid to pupils, staff or visitors when needed and to ensure that an ambulance or other professional medical help is called when necessary. First Aiders are to ensure that their First Aid certificates are kept up to date through liaison with the School Nurse. Also in the Pre-Prep department the staff who have paediatric First Aid within the EYFS statutory framework are listed as Paediatric First Aiders on the School website and also listed above. The Paediatric First

Aiders hold valid and current Certificates for Paediatric First Aid. The First Aiders will undergo appropriate EFAW or FAW update training within every three year period to maintain their qualification. A complete list of current First Aiders is available at the end of this policy.

- 5.8. The School Nurse provides First Aid and nursing care to pupils and staff during the school day in the School Surgery. The School Nurse delegates to the Boarding House team, first aid and nursing care responsibilities outside of school hours. The School Nurse is the Appointed Person responsible for the School Surgery, the First Aid boxes, updating staff in regards to pupils illnesses as necessary and for the reporting as described in s.15 below.
- 5.9. All staff are to be aware of the First Aid procedure and know who to contact in the event of any illness, accident or injury. All staff will use their best endeavours, at all times, to secure the well- being and welfare of the pupils.
- 5.10. Anyone on School premises: Anyone on the School premises is expected to take reasonable care for their own and others' safety.

## **6. First Aid Boxes**

- 6.1. First Aid boxes are marked with a white cross on a green background. The content of the First Aid boxes will usually be stocked by the School Nurse in accordance with Workplace first aid kits. Specification for the content of the workplace first aid kits is BS 8599-1:2011, June 2011. First Aid boxes are to be inspected by the School Nurse at least at the start of every term; they are located at these positions around the School site and are as near to hand washing facilities as is practicable:

- Pre-Prep
- Junior Department
- Science Prep Room
- Art Room
- DT Room
- Staff Room
- Kitchen
- Sports Department
- Minibuses
- Housekeeping Department
- Clerk of Works Workshop
- Machine Room
- Swimming Pool
- School Surgery
- SCC

- School Office
- Staff Room

If First Aid boxes are used, they should be taken to the School Surgery to be properly restocked.

- 6.2. First Aid boxes for any off-site activities are kept in the School Surgery.
- 6.3. School Vehicles: The School minibuses should have a prominently marked First Aid box on board which is readily available for use and which is maintained in a good condition. The First Aid box should be stocked in accordance with British Standard BS 8599-2 which came into effect February 2014. The minimum stock for travelling first aid boxes is:
- 1 First Aid guidance leaflet
  - 1 content list
  - Large Trauma Dressing - 1
  - Medium Trauma Dressing - 2
  - Emergency First Aid Dressing - 2
  - Triangular Bandage - 2
  - Cleansing Wipes - 20
  - Sterile Adhesive Dressings – 20
  - Nitrile Disposable Gloves – 5
  - Resuscitation Face Shield – 2
  - Foil Blanket – 3
  - Adherent Dressing – 2
  - Burn Dressing – 4
  - Clothing Cutters – 1
- 6.4 A First Aid box is located in the Verger's Office in King's College Chapel and is available for use when choristers are present in Chapel. The School Nurse takes additional First Aid kits to Chapel for whole-school events.

## 7. **Medical Room**

- 7.1. The School Surgery and Sick Bay are used for medical or dental treatment, including First Aid, when required and can be used for the care of pupils during school hours. The School Surgery is located centrally on the ground floor of the main school building and the School Nurse is contactable there on extension 238 or 01223 803998. The Surgery also has essential First Aid facilities and equipment. As far as is possible, the School reserves this room exclusively for giving medical or dental treatment.

## **8. Information on Pupils**

- 8.1. Parents are requested to provide written consent for the administration of First Aid, medical treatment and medication. This requirement will not prevent a child of sufficient understanding and intelligence to understand fully what is proposed, from giving or withholding consent to medical treatment or from seeking advice or treatment in confidence. Parents are requested to update the School Nurse of any changes in a child's medical information that occur throughout the School year.
- 8.2. The School Nurse will be responsible for reviewing pupils' confidential medical records and providing essential medical information regarding allergies, recent accidents or illnesses, or other medical conditions which may affect a pupil's functioning at the School to the Head, class teachers and First Aiders on a "need to know" basis. This information should be kept confidential but may be disclosed to the relevant professionals if it is necessary to safeguard or promote the welfare of a pupil or other members of the School community.

## **9. Procedures for pupils with medical conditions such as asthma, epilepsy, diabetes etc.**

- 9.1. The information held by the School will include details of pupils who need to have access to asthma inhalers, Epipens, injections or similar and this information should be circulated to teachers and First Aiders.
- 9.2. Where appropriate, and when parents have signed a consent to carry own medication form, individual pupils will be given responsibility for keeping such equipment with them and this will be reviewed on a regular basis. In other cases, the equipment will be kept, suitably labelled, in the School Surgery.
- 9.3. The School has guidance and protocols in place to deal with common medical conditions such as anaphylaxis, asthma, epilepsy and diabetes. Copies of the guidance and protocols are available from the School Nurse.
- 9.4. Asthma: the School adopts the Inhalers Guidance from the Department of Health (March 2015) in respect of the use of emergency salbutamol inhalers and holds stock salbutamol inhalers which can be used when a pupil is not able to access his or her own inhaler. The emergency salbutamol inhaler should only be used by children, for whom written parental consent for use of the emergency inhaler has been given, who have either been diagnosed with asthma and prescribed an inhaler, or who have been prescribed an inhaler as reliever medication.

## **10. Procedure in the event of illness**

- 10.1. Pupils may visit the School Nurse in the Surgery at any time during the day. If a pupil is unwell during lessons then they should consult the member of staff in charge who will assess the situation and decide on the next course of action. The pupil will, accompanied

as necessary, be told to go to see the School Nurse in the Surgery. The School Nurse will decide on the next course of action and provide the First Aid as required.

- 10.2. Staff may visit the School Nurse or Surgery as and when necessary, but appropriate cover must be arranged.
- 10.3. The School will discuss with parents the procedures for children who may become ill or infectious and take necessary steps to prevent the spread of infection and illnesses.

## **11. Procedure in the event of an accident or injury**

- 11.1. If an accident occurs, the member of Staff in charge will assess the situation and decide on the next course of action, which may involve calling immediately for an ambulance. The School Nurse should be called for as soon as possible, if deemed necessary by the member of staff in charge. Appointed Persons or First Aiders are to be called for if necessary and should be called if the School Nurse is not available immediately. However minor the injury, the School Nurse should always be informed, even if not called for at the time.
- 11.2. In the event that the First Aider or School Nurse do not consider that he/she can adequately deal with the presenting condition by the administration of First Aid, then he/she should arrange for the injured person to access appropriate medical treatment without delay. This may involve calling for an ambulance or making arrangements to transport the injured person to A&E or access other appropriate medical services.

## **12. Hygiene and infection control**

- 12.1. If a spillage of blood or other bodily fluids occurs, the School Nurse must be informed. The person who discovered the spillage will then arrange for the proper containment, clear up and cleansing of the spillage site.
- 12.2. All Staff should take precautions to avoid infection and to follow basic hygiene procedures (such as regular hand washing).
- 12.3. The First Aider should take the following precautions to avoid risk of infection:
  - 12.3.1. cover any cuts and grazes on their own skin with a waterproof dressing;
  - 12.3.2. wear suitable single use disposable gloves when dealing with blood or other bodily fluids;
  - 12.3.3. use suitable eye protection and a disposable apron where splashing may occur;
  - 12.3.4. use devices such as face shields, where appropriate, when giving mouth to mouth resuscitation;
  - 12.3.5. wash hands after every procedure.

12.4. If the First Aider suspects that they or any other person may have been contaminated with blood and other bodily fluids which are not their own, the following actions should be taken without delay:

12.4.1. wash splashes off skin with soap and running water;

12.4.2. wash splashes out of eyes with tap water or an eye wash bottle;

12.4.3. wash splashes out of nose or mouth with tap water, taking care not to swallow the water;

12.4.4. record details of the contamination;

12.4.5. report the incident to the School Nurse and take medical advice if appropriate.

### **13. Automated External Defibrillators (AEDs)**

13.1. The School's AED is located in the foyer of the SCC.

13.2. The AED should only be used where a person is in cardiac arrest. It should not be used where a person is conscious, breathing and / or his or her heart is still beating.

13.3. If a person is suffering from a cardiac arrest, the first person on the scene should immediately call the emergency services and commence CPR. If possible, a First Aider who is trained in the use of AEDs should be called for. However, AEDs are designed to be used by any person by following the step by step instructions on the AED.

13.4. The person administering the AED should ensure that the area around the casualty is clear before administering the AED. He or she should then stay with the casualty until the emergency services arrive.

### **14. First Aid in the physical education department**

14.1. Location of first aid equipment: The School Nurse is responsible for providing First Aid boxes and bags for the relevant sporting areas within the School. There are 8 bags which can be used by Staff and team managers for home and away fixtures and these are kept in the School Surgery.

Away fixtures: A medical bag should be taken with the travelling team. If an incident occurs medical treatment should be sought from the visiting school First Aid Personnel. If necessary, the pupil should be taken to the nearest casualty centre by a member of Staff. Treatment and after-care should then be followed up by the School Nurse. Any incident of treatment must be reported to the School Nurse on return to School.

## 15. Reporting

- 15.1. In the event of an accident, injury or illness requiring First Aid, the relevant First Aider should complete an Accident Report Form and/or a Record of First Aid provision. These records, including medical records, will be regularly monitored by the Head or a senior member of staff to identify whether review or change in practice is needed.
- 15.2. All injuries, accidents and illnesses, however minor, must be reported to the School Nurse and he/she is responsible for ensuring that the accident report forms and books are filled in correctly and that parents or guardian(s) and HSE are kept informed as necessary.
- 15.3. Reporting to Parents: parents or guardian(s) will be informed of all serious or significant injuries, accidents or illness involving their child as soon as is possible and (when considered appropriate) will be given additional information as to risks and possible complications arising from their condition and or any treatment or medication.
- 15.4. Parents will also be informed each time their child receives a bump to the head by receiving a head bump form on the same day that the injury is reported to the School Nurse.
- 15.5. The School will inform parents of any accidents or injury or First Aid treatment that is given to pupils in the EYFS setting on the same day or as soon as is reasonably practicable.
- 15.6. Reporting to School Nurse: Should a member of staff discover that a child has been taken to A&E outside of school hours they should inform the School Nurse, who should then record as much information as possible regarding the visit in the Emergency and Accident Record.
- 15.7. Reporting to HSE: The School is legally required under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (SI 2013/1471) (RIDDOR) to report relevant injuries, work-related diseases, incidents and dangerous occurrences to the HSE.
- 15.8. Fatal and specified injuries to staff only should be reported by calling the Incident Contact Centre (ICC) on 0845 300 99 23. 15.9. All other reportable matters involving staff, pupils and visitors should be reported online at <http://www.hse.gov.uk/riddor.report.htm> within 10 days.

### Reportable Matters

#### 15.9.1. Accidents involving Staff

- work related accidents resulting in death or a specified injury (including as a result of physical violence) **must be reported immediately.**

Specified injuries are:

- fractures, other than to fingers, thumbs and toes;
- amputations;
- any injury likely to lead to permanent loss of sight or reduction in sight;
- any crush injury to the head or torso causing damage to the brain or internal organs;
- serious burns (including scalding) which covers more than 10% of the body or which causes significant damage to the eyes, respiratory system or other vital organs;
- any scalping requiring hospital treatment;
- any loss of consciousness caused by head injury or asphyxia;
- any other injury arising from working in an enclosed space which leads to hypothermia or heat-induced illness or requires resuscitation or admittance to hospital for more than 24 hours.
- work related accidents which prevent the injured person from continuing with his/her normal work for more than 7 days must be reported within 15 days.
- **cases of work related diseases** that a doctor notifies the School of (for example: certain poisonings; lung diseases; infections such as tuberculosis or hepatitis; occupational cancer)
- **certain dangerous occurrences** (near misses - reportable examples: bursting of closed pipes; electrical short circuit causing fire; accidental release of any substance that may cause injury to health)

#### **15.9.2. Accidents involving pupils or visitors**

- accidents where the **person is killed** or is **taken from the site of the accident to hospital for treatment** and where the accident arises out of or in connection with:
  - any School activity (on or off the premises);
  - the way a School activity has been organised or managed (e.g. the supervision of a field trip);
  - equipment, machinery or substances;
  - the design or condition of the premises;

If anyone at the School is known or suspected to be suffering from a disease which is classified as a notifiable disease, and/or in the opinion of a registered medical

practitioner has an infection and/or is contaminated in a manner which could present significant harm to human health (as set out in the Health Protection (Notification) Regulations 2010), the School should ensure that a report is made by the proper officer at the relevant local authority. More information can be found at <http://www.hpa.org.uk>.

- 15.10. EYFS: The School will notify local child protection agencies, as appropriate, of any serious accident or injury to, or the death of, any child whilst in their care and act on any advice given.
- 15.11. The School will also notify Ofsted of any serious accident, illness or injury to, or death of, any child whilst in their care, and of the action taken in respect of it. Notification must be made as soon as is reasonably practicable, but in any event within 14 days of the incident occurring.

## **16. Records**

- 16.1. School Accident and Illness Book: all injuries, accidents, illnesses and dangerous occurrences (unless very minor in the view of the School Nurse) must be recorded in the school accident book known as the School Accident and Illness Book. The date, time and place of the event or illness must be noted with the personal details of those involved with a brief description of the nature of the event or illness. Any First Aid treatment given should also be noted, with the name and signature of the First Aider or person dealing with the accident. What happened to the injured or ill person immediately afterwards should also be recorded. Records should be stored for at least three years or if the person injured is a minor (under 18), until they are 21.
- 16.2. Accident Report Form: The School Nurse will fill in an Accident Report Form for every serious or significant accident that occurs on or off the School site if in connection with the School. This will be kept by the School Nurse. Records should be stored for at least three years or if the person injured is a minor (under 18), until they are 21.
- 16.3. Accident to staff causing personal injury: The School Nurse will fill in an Accident Report Form in respect of any accident causing personal injury to Staff and provide a copy of this Accident Report Form to the Head. The Head will take reasonable steps to investigate the circumstances of such accidents once he/she receives notice of it. If it is found that there are discrepancies between the information reported and the Head's findings these should also be recorded on the form. These records will be kept by the School Nurse for at least three years or if the person injured is a minor (under 18), until they are 21.

**17. Monitoring**

- 17.1. The Head will organise a termly review of the School's systems and management of medical welfare including the Accident and Illness Book in order to take note of trends in accidents, injuries and illnesses at the School in order to identify whether a review or change in welfare practice is needed. The information may help identify training or other needs and be useful for investigative or insurance purposes.

Signed:



The Reverend Dr Stephen Cherry  
Dean, King's College, Cambridge  
Chair of Governors, King's College School

27<sup>th</sup> November 2019

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Date of Last Review:	November 2019
Date for Next Review:	September 2020
Policy Owner:	Bursar/School Nurse
Authorisation:	Chair of Governors, On behalf of the Board of Governors

### STAFF FIRST AID TRAINING RECORD

NAME	COURSE ATTENDED	EXPIRY
Alison Gelling	3 day FAW (re-qualification booked 25/26 <sup>th</sup> Nov) QA Paediatric First Aid (level 3)	Nov 2019 March 2021
C Greenlaw	QA Paediatric First Aid (level 3) 3 day QA Activity First Aid (level 2)	March 2021 Jan 2021
Pippa Graddage	3 day FAW	June 2021
Donna Bramwell	QA Paediatric First Aid (level 3)	May 2020
Catriona Turner	QA Paediatric First Aid (level 3)	March 2021
Alex Collier	QA Paediatric First Aid (level 3)	May 2020
Pippa Hall	3 day FAW	Sept 2022
Jack Baird	3 day FAW	Sept 2022
Nicola Parsons	3 day FAW	Sept 2022
Tracey Worsfold	QA Paediatric First Aid (level 3)	May 2020
Kathryn Richardson	QA Paediatric First Aid (level 3)	May 2020
Claire Cooke	QA Paediatric First Aid (level 3)	May 2020
Ian Barker	3 day FAW	October 2020
Nick Batcheler	3 day FAW	Nov 2020
Natasha Taylor-Gray	3 day FAW	Sept 2021
J Rist	QA Paediatric First Aid (level 3)	June 2022
Ed Sykes	3 day FAW	Aug 2022
Jill Hay	3 day FAW	May 2020
Gary Spindler	QA 1 day Emergency First Aid at Work (level 2)	May 2021
Herve Sanchez	QA 1 day Emergency First Aid at Work (level 3)	Feb 2022
Yann Retho	QA 1 day Emergency First Aid at Work (level 3)	Feb 2022
Dougie Rice	QA 1 day Emergency First Aid at Work (level 3)	May 2020
Alan Robinson	QA 1 day Emergency First Aid at Work (level 3)	August 2021
Paul Purser	QA 1 day Emergency First Aid at Work (level 3)	August 2021
Izza Brunning	QA 1 day Emergency First Aid at Work (level 3)	August 2021
George Darling	QA 1 day Emergency First Aid at Work (level 3)	August 2021
Colin Dely	QA 1 day Emergency First Aid at Work (level 3)	Sept 2021
Colin Griggs	QA 1 day Emergency First Aid at Work (level 2)	Jan 2020
Angus Gent	QA 1 day Emergency First Aid at Work (level 3)	Jan 2022
Alex Sears	QA 1 day Emergency First Aid at Work (level 3)	Jan 2022
Mark Milne	QA 1 day Emergency First Aid at Work (level 3)	March 2022
Helen Williams	QA 1 day Emergency First Aid at Work (level 3)	March 2022
James Randle	QA 1 day Emergency First Aid at Work (level 3)	May 2022
Rachael Dunlop	QA 1 day Emergency First Aid at Work (level 3)	May 2022
Mike Jennings	QA 1 day Emergency First Aid at Work (level 3)	May 2022
Jo Thurston	QA 1 day Emergency First Aid at Work (level 3)	May 2022

## Appendix 1

### **Procedures for the Administration of Medicines**

The following procedures have been written using the guidelines for the Department of Education 2015 guidance on 'Supporting students at school with medical conditions' and the Nursing and Midwifery Council Standards for medicines Management, 2010.

These guidelines are intended for boarding and teaching staff who find themselves in a position of responsibility regarding the storage and administration of medication. This will ensure a safe and appropriate procedure is followed when administering medicines to pupils in our care.

- No pupil under the age of sixteen should be given medicines without their parent's permission.
- Each pupil must have a completed Medical Record form prior to starting school. This includes parental consent for the School Nurse, boarding staff or teachers to give appropriate treatment for minor problems using non-prescription (over the counter) medicines.
- Parents have a clear responsibility to provide the school with written details of the medical needs of their children and any medication they require. Parents are also expected to inform the school of any changes as they arise.
- All medicines provided to the school by parents for their child must be in the original prescription packaging and be listed in the British National Formulary. No medicines written in a foreign language will be accepted.
- The School Doctor will treat and prescribe for boarders who are registered at Newnham Walk Surgery.

#### **Storage of Medicines**

All medicines will be stored in a locked cupboard, firmly attached to a wall. All medicines which require refrigeration will be kept locked in either the School Surgery or Sick Bay medical refrigerators. Prescribed medication that is no longer needed in school must be returned to the child's parents. Boarding house staff will return medication no longer needed to any pharmacy for safe disposal.

#### **Administration of Medicines**

All staff that could potentially administer medicines to pupils at school, in the boarding house or on school trips should be identified in advance. These staff members must receive appropriate training from the School Nurse with regards to the safe administration of medicine and correct documentation procedures to follow. These staff members will then read, agree and

sign to say that they will follow the appropriate procedures. **It is the staff's responsibility to access the training sessions provided.**

The school recognises that some pupils need regular prescribed medication administered by staff throughout the school day or whilst living in the boarding house. It may also be necessary to give pupils over the counter medicine from general school stock. The complete list of medicines that can be used without a prescription from a GP are listed on Firefly and on the Medical Record form which parents must complete before admission to the school.

All stock medication is accurately recorded including a running stock balance. Stock levels are checked every half term.

All staff that administer medicines to pupils:

1. must be certain of the identity of the child to whom the medicine is to be administered;
2. must check that the child is not allergic to the medicine before administering it;
3. must know the therapeutic uses of the medicine to be administered (i.e. what it is for), its normal dosage, side effects, precautions and contra-indications;
4. must be aware of the child's plan of care if appropriate;
5. must check that the prescription or the label on the medicine dispensed is clearly written and unambiguous;
6. must check the expiry date of the medicine to be administered;
7. must have considered the dosage, method of administration, route and timing;
8. must administer or withhold medicine in the context of the child's current condition;
9. must contact the prescriber or another authorised prescriber without delay where contra-indications to the prescribed medicine are discovered, where the child develops a reaction to the medicine, or where assessment of the child indicates that the medicine is no longer suitable;
10. must make a clear, accurate and immediate record of all medicine administered, intentionally withheld or refused by the child, ensuring their signature is clear and legible.

**REF: Adapted from: Nursing and Midwifery Council Standards for Medicines Management: Section 4: Standards for practice of administration of medicines, Standard 8: Administration, April 2010**

## **Procedures for the Care of Ill or Injured Pupils or Staff**

When pupils or staff become ill or injured at School they are able to attend an open surgery run by the School Nurse. These open surgeries take place in a properly equipped room suitable for the purpose. The care of ill or injured pupils or staff will be carried out by the School Nurse in an efficient and timely manner following the protocol below.

- Pre-Prep pupils must be accompanied by an adult member of staff to the School Surgery. Older children may attend alone or be accompanied by a friend.
- The School Nurse will make an initial assessment and decision regarding the course of action or treatment to be undertaken. The Nurse and Assistant Nurse must follow the Nursing and Midwifery Council Code of Conduct in the care of pupils or staff at all times.
- After the initial assessment, the following are possible treatment options:
  - To give first aid where appropriate and as a priority;
  - Treatment and return to School or the Boarding House;
  - The administration of medication if required. See also the School's administration of medication procedures (Appendix 1);
  - Admission to Sick Bay until a parent can collect;
  - Care of a boarder or chorister in Sick Bay;
  - Referral to the Pupil/Staff's GP (or School Medical Officer in the case of a boarder) or request for an ambulance;
  - In cases where an ambulance is requested, a member of staff will accompany the pupil until a parent arrives. In all cases involving a pupil the School Nurse or Matron will make all reasonable effort to contact the parents as soon as possible. Contact will be made initially by telephone and followed up by email or letter. A brief history of the case will be noted and recorded as soon as possible in the day book. (See also the Section on Recording and Reporting below).

The School Sick Bay provides suitable separate accommodation for pupils, in particular boarders or choristers who are ill and for whom it is necessary to isolate from other members of the School. This accommodation contains 2 beds and complies with the requirements of the School Premises Regulations 1999 having a usable floor space of at least 7.4 m<sup>2</sup> per bed with beds at least 1.8 m apart.

A boarder or chorister who is ill is checked regularly by the School Nurse or Boarding House staff and is able to summon assistance if required by using the bell.

### **School Medical Officer, Dentists and Opticians**

The School has engaged Dr Cornish to act as School Medical Officer. In addition, and in compliance with National Minimum Standards for Boarding Schools, the School has arrangements with the following Doctors Surgery, Dental Practice and Opticians for boarders and choristers to make use of the services available:

Dr Fiona Cornish, Newnham Walk Surgery, Wordsworth Grove, Cambridge.

Any available Dental Surgery in Cambridge.

Any available Optician in Cambridge.

Boarders and choristers are free to choose whether or not they are accompanied when seen by a doctor, dentist, optician or other medical professional and can choose whether they are seen by a male or female doctor.