



ALDRO

First Aid and Healthcare for Boarders Policies Policy 13a and 13b

Author:	School Nurse
Last update:	June 2022
Next author review due:	April 2023
Governor Lead:	Education and Pastoral Care Committee
Governor Review:	November 2021
Next Governor review due:	June 2023

FIRST AID POLICY 13 A

- The Governing body of Aldro School, as the employer, accepts its' responsibility to ensure that there is a suitable and effective first aid policy in place.
- The school ensures all staff understand their duty of care to children and young people in the event of an emergency.
- The school ensures there will be a first aid qualified member of staff on duty at all times, when pupils are present, to deliver timely and competent administration of first aid. In addition there are allocated times when a qualified school nurse is on site.
- In the event of an accident requiring first aid, staff will immediately call for the school nurse, matron or other first aid qualified member of staff.
- The Bursar will be notified of any injuries to be reported to RIDDOR sustained by staff or pupils.

Assessment of need

The school has made a suitable and sufficient assessment of the risks to the health and safety of pupils, staff, visitors and contractors whilst on our site, to identify what measures are needed to prevent or control these risks.

All reportable accidents are discussed at regular Health and Safety meetings. This helps the school identify accident trends and possible areas for improvement in the control of health and safety risks.

First Aid Provision

A first aid risk assessment has been carried out and reviewed annually to determine the provision of first aiders.

The majority of the pupils and staff are fit and able-bodied, but a small number of children have special physical needs and occasionally are temporarily incapacitated through injury (i.e., use of crutches).

The school is primarily a network of interconnected buildings on one main site, although there are separate buildings for Art, Design and Technology, Science, Sport and Music. There are outside playgrounds (with a fort and a tree house) and sports pitches. There is a lake and a swimming pool within the grounds.

Most parts of the school are considered to be LOW risk due to the nature of classroom-based activities.

The following are classed as MEDIUM risk:

- Science laboratories
- Aston Sports Centre
- DT workshop
- Art room
- Maintenance workshop
- Kitchen
- Sports pitches
- Playground

- Swimming Pool

The following is considered to be HIGH risk:

- Shooting range

The majority of staff and pupils are on site between 8.00am and 6.00pm Monday to Friday and between 8.00am and 1.00pm on some Saturdays during term time. However, boarders and a reduced number of staff are on site 24 hours and throughout most weekends during term time. A first aider is on site all times there are pupils on site, including boarders.

Based on the information above, the school considers it requires as a minimum: **7 fully qualified first aiders. Additionally sports staff attend Sports First Aid courses every two years.**

The school regularly reviews its' first aid needs, and particularly after any changes (i.e., buildings, curriculum move to co-education), to ensure the provision is adequate. The Health and Safety Committee meet half termly and review first aid provision annually.

First Aid Equipment/ Materials

All first aid containers are clearly marked with a white cross on a green background and are located in:

- Matrons Room x 4
- Staff Room
- Bursar's Office
- Kitchen
- Workshop
- Crispin Hill Centre (CHC)
- Design Technology
- Aston Sports Centre (ASC)
- Art Centre
- Science Laboratories (biology & physics)
- Swimming Pool
- 2 x Shooting Range
- Pavilion
- Library
- All minibuses

In addition to the four green first aid kits used by the matrons there are an additional 15 orange sports first aid kits used by the sports coaches. These kits are taken for matches either home or away.

The contents of each container (in the list above) may vary according to their locality.

First aid containers are re-stocked as soon as possible after use. Staff need to inform the school nurse/matrons when they use any items in the first aid containers so they can be replaced as well as reporting the first aid attended to. In addition, termly checks are made by School Nurse which are recorded on the kits and out of date items replaced.

Eye wash stations are located at:

- Design Technology Room
- Physics/Chemistry Laboratory

- Biology Laboratory
- Kitchen
- Workshop

Additional equipment – whenever a pupil is taken off site the member of staff responsible takes (and signs for) any relevant inhaler or auto injector. It is that member of staff's responsibility to sign the equipment back in again.

Defibrillator

There is a defibrillator (suitable for both adults and children) located in the staff room (behind the door). Information about its location is available on all of the First Aid posters. Staff are periodically invited to training sessions about how to use the defibrillator, although the style of the device makes it accessible to all. The School Nurse is responsible for the maintenance of the device and the purchase of the defibrillator pads prior to expiration.

Facilities in the school

Medical provision is currently located on the first floor of the main building. First aid stores are monitored, ordered and restocked by the Head Nurse. In the medical room there is a two bedded sick bay for pupils with injuries or illness to be monitored or awaiting their parents to pick them up. There is toilet nearby which can be isolated temporarily if required.

Matrons room is also situated on the first floor of the boarding house. In addition to the two bedded sick bay, there is a further room in the boarding house which may be used to accommodate boarders who may need to be kept separately to day pupils. There are two sets of toilets close to sick bay and Matrons room. One set is isolated (when necessary) for pupils with potentially infectious illnesses.

Providing Information

First aid notices detailing current first aiders, the location of first aid containers and the location of the defibrillator are displayed outside the Medical Room, Matrons' Room, the Centenary Vestibule, staff room, Crispin Hill Centre, Aston Sports Centre, science prep room and the kitchen.

Definition of a First Aider

A first aider has had basic first aid training as a minimum on a course approved by the Health and Safety Executive. The school arranges ongoing training as required. The Bursar keeps records of all first aid qualifications and copies of certificates.

Duties of a First Aider

- Give timely and competent assistance to casualties with common injuries or illnesses and those arising from specific hazards, and accidents at school;
- The first aider will call an ambulance if in their opinion:
- The injured person is suspected of having sustained a serious head, neck, back or leg injury.
- The injured person is unconscious.
- The injured person is suspected of having had a stroke/heart attack.
- The injured person is, in the opinion of the first aider, requiring immediate paramedic assistance.

The school's insurance arrangements provide full cover for claims arising from actions of staff acting within the scope of their employment and training.

The school recognises that first aid cover is not always part of a member of staff's contract of employment. Such staff, who agree to become first-aiders do so on a voluntary basis.

Precautions to Avoid Infection

All staff will take precautions to avoid infection and follow basic hygiene procedures. The school provides personal protective equipment. Disposable gloves will always be used when administering first aid. All blood soils will be placed in a biohazard bag and disposed of in the dressings bin (which is changed half termly by a contractor – PHS) in the Medical Room as soon as possible.

A sharps box is available in the Medical Room and is renewed half termly by a contractor (PHS).

All spills of body fluids e.g. blood; faeces; nasal and eye discharge, saliva and vomit, are cleaned up immediately. Disposable gloves and, where necessary, *over- sleeves* and a disposable apron will be worn. Any surface on which the body fluid has been spilled will be cleaned and disinfected. Any material contaminated with any bodily fluid will be disposed of in a biohazard bag and disposed of in a sanitary bin as soon as possible. Where there are areas which require mopping down, the red 'matron's use only' mop and bucket will be used and will be disinfected in the cleaners' sink and left to air dry. Any soiled bedding is bagged separately by Matron and washed separately on a 90°C cycle by the school's laundry.

Record Keeping

The school keeps a record (in the confidential medical file) of any first aid treatment given by first aiders to pupils. This includes:

- Date, time and place of the incident;
- Name (and form) of the injured or ill person;
- Nature of injury and circumstances which led up to the injury;
- What first aid treatment was given including any non-prescriptive medicines;
- What happened to the patient immediately afterwards (eg. went home, resumed normal duties, went back to class, went to hospital.)
- Name and signature of the first aider or person dealing with the incident.
- Contact with parents as necessary.

Head Injuries

Anyone sustaining a head injury will be seen by the School Nurse or a Duty Matron and the Aldro Head Injuries Policy and Protocol, as in the 13. b. Healthcare Policy - Appendix 4, will be followed.

Reporting of Accidents

Accidents which occur on the school site or whilst on a school trip requiring treatment will be entered as soon as is practicable into the Accident Book (separate books for adults and pupils) which are kept in the medical room. All entries in the Accident Book are discussed at the next Health and Safety Meeting.

Entries relating to Aldro pupils are noted in their Confidential Medical File and the Accident book number and page are referenced.

Any accident which is incurred by a visitor or member of staff is recorded in the yellow accident book which is stored in the Medical Room.

Under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR) some accidents are reported to the HSE by the bursar.

Notification to Parents

Parents of pupils will be notified as soon as possible following any serious or significant incidents. In the case of a pupil needing transportation to hospital by emergency ambulance the school will ensure a member of staff is available to accompany the patient if the parents are not contactable or available to attend immediately. Likewise, should a pupil require urgent hospital/dental treatment which does not warrant an emergency ambulance, the school will arrange transportation accompanied by a Matron (or member of staff) if the parents are not immediately available.

First Aid for Matches

Due to the nature of contact sports a significant proportion of the school's injuries (Aldro & visiting teams) occur on the playing field. In view of this:

- Sports staff and matrons will regularly (approximately every two years) receive Sports Specific First Aid training.
- Professional first aid support will be brought in for rugby match days with high volume.
- In addition to the sports coaches carrying sports first aid kits, when matches with visiting teams are taking place on the premises, at least one Aldro first aider stays pitch side and carries a portable first aid kit. They also carry their mobile phone and have a walkie talkie with them. The walkie talkie enables the first aider to liaise directly with estate staff and/or bursar.

Off-site activities

Consideration has been given to off-site activities – away matches and trips. Any member of staff taking pupils on a journey of any kind will ensure that they carry with them a first aid kit and any inhalers and auto injectors needed by the pupils in their care.

Additional Information

Arrangements for pupils with diagnosed medical conditions (asthma, epilepsy, etc) are overseen by the Head Nurse. Please refer to the confidential pupil medical information displayed on the staff room notice board and in the Medical & Matrons rooms, for details of individual pupils and their conditions or allergies. Detailed information can be found in the Individual Healthcare Plans which are stored in the locked confidential medical files cabinet, in the medical room.

Confidentiality

Medical confidentiality is respected. Staff (except the School Nurse and Matrons team) do not have access to pupil's healthcare records. If it is deemed necessary (by the School Nurse) to share health information, staff are given the information required to keep the pupil safe and no more.

HEALTHCARE OF BOARDERS POLICY 13b.

1. General aims and principles/policy statement

Aldro School is an inclusive community that aims to support and welcomes pupils with medical conditions. We aim to provide any pupil who has a medical condition with the same opportunities as others at school and to do it in a way that keeps them safe yet does not compromise their learning or make them feel 'different' as a result of their medical needs.

This policy has been written with reference to the document produced by the Department of Education and updated in December 2015 entitled '*Supporting pupils at school with medical conditions*'¹.

Aldro also recognises that some children with medical conditions may be disabled. Where this is the case, the governing body will comply with their duty under the Equality Act 2010.

Aldro understands that parents of children with medical conditions are often concerned that their child's health will deteriorate when they attend school. We aim to ensure that parents feel confident that Aldro will provide effective support for their child's medical condition and that pupils feel safe. Aldro listens to and values the views of parents and pupils.

Pupils at Aldro with medical conditions are properly supported by an experienced and qualified nurse and a team of staff who receive regular medical updates and training as necessary. They have full access to education including school, trips and physical education.

The governing body oversees arrangements are in place at Aldro to support pupils with medical conditions and ensures staff receive the appropriate level of training and support. This will often involve the medical and/or senior management team consulting with health and social care professionals as well as pupils and their parents.

We will help to ensure that all boys and girls can:

- Be healthy
- Stay safe
- Enjoy and achieve
- Make a positive contribution
- Achieve economic well-being

Aldro makes sure all staff understand their duty of care to children and young people in the event of an emergency and they feel confident in knowing what to do in an emergency.

Aldro understands the importance of medication and care being taken as directed by healthcare professionals and parents.

Our staff understand the medical conditions that affect individual pupils here at Aldro and receive appropriate training on the impact that these medical conditions can have on pupils.

The named member of staff responsible for this healthcare policy and relevant individual healthcare plans is: Sarah Jenkins (Aldro Head Nurse).

¹Statutory Guidance for governing bodies of maintained schools and proprietors of Academies in England).

2. Responsibility

The Headmaster accepts responsibility within the constraints laid out in this policy document for the administration of certain medication to pupils in order that they may continue their education with the minimum of disruption during the school day. This document lays down the arrangements and procedures for undertaking this responsibility.

The Headmaster delegates this responsibility on a daily basis to the Aldro School Nurse and the matrons' team, and for trips off site to other staff.

The governing body ensures that arrangements are in place to support pupils with medical conditions. In doing so, they ensure that such children can access and enjoy the same opportunities at school as any other child.

The governing body ensures that these arrangements give parents and pupils confidence in Aldro's ability to provide effective support for medical conditions in school. This includes communication between the academic staff and the medical staff, recognising how some medical conditions impact on a child's ability to learn.

The governing body ensures that staff are properly trained to provide the support that pupils need.

However, in line with their safeguarding duty, the governing body ensures that pupils health is not put at unnecessary risk from, for example, infectious diseases. We therefore do not always have to accept children in school at times where it would be detrimental to the health of that child or others to do so.

3. Confidentiality

Aldro School ensures that confidentiality is adhered to at all times, regarding medical matters.

The school nurse will pass on any necessary medical information to the relevant school staff in agreement with parents and pupil. In a situation where the school nurse decides it is necessary to pass on information to staff and where parents and/or pupils do not wish it to be disclosed the school nurse will discuss the situation anonymously with another healthcare professional outside of the school. If necessary, legal advice will be sought and Gillick principles applied. The parents and pupil will then be informed of the outcome of that discussion.

Due to the ages of pupils at Aldro it is rare that a case of absolute confidentiality arises between a child and the medical team (matrons and school nurse). If this were to occur, the right to confidentiality would be respected, although the pupil would be encouraged to give permission to pass information on to the relevant person if deemed very important. In case of suspected child-abuse no absolute assurance of confidentiality would be given and the school nurse would have to assess if the school's Designated Safeguarding Lead should be alerted.

When absolutely necessary (for the continuing health and welfare of the child) medical information will be passed on to other medical professionals. For example, during admission to A&E following an accident.

4. Personnel

4.1 School Nurse

Aldro has a qualified Head Nurse who is on site 30 hours a week. She is supported by a Health Care Assistant who provides an additional 15 hours of cover. When they are not on the premises there is a matron who is responsible for all pupils on site and who is advised (by the Head Nurse) if there is a pupil with a medical condition who needs any extra care or monitoring.

4.2 School Matrons

Aldro School has three matrons who are first aid qualified. The matrons all attend a three-day First Aid at Work (FAAW) course which is run by St Johns Ambulance. They receive their 3 yearly update training as required. They also attend specific medical training as and when the school assesses that additional training is required.

4.3 First Aiders

Aldro has a total of 12 designated first aiders: the Head Nurse, Health Care Assistant, three matrons and seven other members of staff, who hold the three-day First Aid at Work (FAAW) course.

4.4 Medical Officer

Boarders

Aldro School has a nominated medical officer who is a local general practitioner. The address of the practice is:

The Mill Medical Practice,
Catteshall Road,
Godalming,
GU7 1NJ.
Tel: 01483 239903

The school general practitioner or on call general practitioner at the Mill Medical Practice is the first contact for the school nurse if there is a non-emergency medical situation where the school nurse needs further medical input or collaboration.

In the event that a boarder needs to see the GP in the surgery in Godalming a member of staff (usually the school nurse or matron) will arrange this and take them to the appointment.

If it is practical, the school nurse or matrons' team will inform parents before a visit to the school medical officer. Parents will always be informed either by email or phone (usually they indicate which method of communication they prefer) when their son has been to see the medical officer and to convey the outcome of that appointment.

If matron is unsure about a boarder's medical condition out of normal surgery hours, they will contact the Surrey out of Hours Service via the NHS 111 call line for guidance.

Day Pupils

In the event that GP advice is recommended by either the school nurse or a member of the matrons' team, parents or carers are asked to collect the pupil and for him to be taken to their own family GP.

Only in very exceptional circumstances will a day pupil be seen by the Aldro medical officer.

For genuine medical emergencies 999 is called in the usual way.

5. Timings and Duty Cover

A member of the medical/matrons' team is on call 24 hours a day during term time and can usually be located in either the Medical Room or Matrons Room in the boarding house. If the nurse or matron has been called away; they will carry the doorbell for the medical room so that staff/pupils can get hold of them or they will leave a message on the door as to their whereabouts. In the boarding house, the message board next to the door to matrons' room advises where she can be found.

On certain occasions, as required, First Aid cover is provided by one of the school's other qualified First Aiders. This may involve them manning the matrons' room or providing clear information to all staff and pupils where First Aid can be found, and who the nominated First Aider is.

This whiteboard is also updated every evening stating which matron is on duty and which flat she can be located in.

5.1 Contact Details for Medical/Matrons team

Matrons room telephone number – 01483 813 549

Aldro School landline – 01483 810266

If Matrons are pitch side, they can be contacted by school staff either via the Bursar/Estates Manager on a walkie-talkie or by their personal mobile phones.

Parents can contact the Matrons team via email on matrons@aldro.org or the school nurse on schoolnurse@aldro.org.

6. Pupils Taken Unwell at School

There is a two-bedded 'sick bay' located in the boarding house. If a pupil who is boarding has any type of potentially infectious illness their parents or guardians are informed, and they should be collected where at all possible to limit the spread of the infection to the boarding pupils and within the wider school community. Throughout the pandemic there has been a spare dormitory available for use as an isolation dorm for any Covid-positive boarders who remain in school. This room also has access to a toilet and bathroom, which can be designated for the sole use of isolating boarders.

In the event that a pupil has to be isolated in sick bay due to an infectious illness there is a toilet and washbasin which will be designated for their sole use.

Pupils in 'sick bay' communicate with matrons via a bell system which rings in matrons' room. If a pupil is in 'sick bay' overnight the matron on overnight duty will take the bell with them so as to be easily contactable through the night.

At night, the whiteboard outside matrons' room indicates which matron is on duty and what flat they are in.

7. Medical documentation

Parents/guardians of prospective new pupils will be asked to complete the following documents: Aldro Health Questionnaire Form and Aldro Medical Consent & Emergency Contact Form which must be returned to school before they start to give the school nurse the opportunity to contact with parents before the pupil starts, if necessary.

8.1

Confidential Aldro Health Questionnaire Form (Form 1)

This document requests the following details:

- Pupil's medical history and details of their registered general practitioner
- Immunisation history and dates

Medical Consent & Emergency Contact Details Form (Form 2)

This document requests the following details:

- Consent for administration of 'homely' medication at school and first aid treatment
- Emergency contact details

The school nurse uses this information to assess specific medical needs for individual pupils and to establish an Individual Healthcare Plan (Policy 13b section 9) for the pupil if necessary. It is also used for health surveillance and to inform the Aldro Medical Officer at the new pupil medicals (Policy 13b section 6)

8. Individual healthcare plans (IHP)

Where a pupil has known medical needs such as asthma, allergy, diabetes or epilepsy, the school nurse will prepare an Individualised Healthcare Plan (IHP) in conjunction with the parent and pupil. If relevant, the hospital specialist responsible for their care will provide a treatment plan and the IHP will be written with reference to the hospital treatment plan.

The IHP will be reviewed regularly (usually annually) by the school nurse to ensure it is a relevant and evolving document which caters for the specific and changing needs of the pupil. Parents should update the school nurse during the school year if any changes to their child's medical needs occur.

Relevant staff will be notified of the contents of this plan and if necessary (for the safety and well-being of the child) the whole staff will also be informed usually via email by the school nurse whilst observing strict confidentiality.

9.1 Pupils with Asthma

Pupils with asthma will have an Asthma IHP (*Form 3*) completed by the adult with parental responsibility and reviewed by the school nurse.

- Pupils who have asthma are encouraged to carry their blue 'reliever inhaler' with them at all times.
- A spare inhaler, in case of emergency, loss, expiry and so on is kept in the medical room in an accessible place. These inhalers are also taken by the staff responsible for sports and school trips.
- It is for the adult with parental responsibility to ensure that an inhaler is brought into school with the pupil every day, but the school nurse will inform them when the spare is close to expiring. If the pupil is a full-time boarder, the school nurse/matrons will ensure they have an up-to-date inhaler with them as well as a spare.
- There are a couple of exceptions where pupils who are not diagnosed with asthma specifically are also allowed to carry inhalers such as those with a viral wheeze.
- All inhalers must be prescribed and clearly labelled for individual named pupil use only.
- A list of pupils who have inhalers in the school is displayed in the medical room, in the staffroom on the matrons' notices board and in the medicine cupboard in matron's room.

9.2 Pupils with Allergies and Anaphylaxis

Pupils with allergies requiring auto-injectors will have an Allergy and Anaphylaxis IHP (*Form 4*) completed by the adult with parental responsibility and reviewed by the school nurse.

- In the staffroom there is a red crate labelled 'auto-injectors' where all the auto-injectors are kept. In the crate each pupil who has auto-injectors at school have a named plastic box which has a photo and their name, date of birth and allergen clearly written on the lid. On the underside of the box is the expiry date of the auto-injectors.
- The adult with parental responsibility is advised that the school needs to have two auto-injectors for each child who has been prescribed them. The school nurse will advise them in advance of the expiry date, and it is their responsibility to ensure Aldro has in date auto-injectors.
- A list of pupils who have auto-injectors is displayed in the medical room, in the staffroom on the matrons' notices board, in the kitchen and in the medicine cupboard in matron's room.

9. Medical Information for staff

10.1 General

Medical information for pupils at Aldro School is available to staff from the school nurse or matrons. Medical information is passed on to relevant staff while emphasising the need for strict confidentiality.

Every term the school nurse prepares and updates a list of pupils who have medical conditions, and it is displayed in the staffroom on the matrons' medical notices board.

10.2 Head Injuries

Head injuries are assessed by the school nurse or matron on duty using the head injury assessment form (*Form 5*).

Parents are informed, and advice is given concerning signs and symptoms of concussion. If appropriate the pupil will go home with their parents for observation and/or GP assessment. If the pupil stays at school following a head injury all staff are made aware. This is done via an email from the school nurse/duty matron to all staff and the pupil is given a green 'I have had a head injury' wrist band to wear as a visual reminder. The incident is recorded in their online medical notes and their Head Injury Assessment Form is kept in their medical file.

Some head injuries require immediate hospital assessment (the indications for immediate hospital assessment are flagged on the assessment form, although other symptoms may also indicate immediate hospital assessment is required according to the judgement of the first aider) and that is dealt with according to the severity of the injury.

10. Record keeping

Record keeping complies with the NMC (Nursing & Midwifery Council) guidelines for record keeping.

In line with General Data Protection Regulation (GDPR), medical information (which is currently held in hard format – files in a locked filing cabinet) will be stored 25 years from the pupil's date of birth. After which it will be destroyed.

Any over the counter medication dispensed to pupils, is recorded in the medication administration file held in the matrons' room (out of school hours).

Any serious incidents are recorded in the accident book (held in the medical room) and are discussed at the half termly Health and Safety meetings. There are separate accident books for both adults and pupils.

Any injury which results in a bone being broken (excluding fingers and toes) will be reported to the Health and Safety Executive (HSE) under RIDDOR by the Bursar. (*Form 6*)

The School Nurse/Matrons may inform parents of their son's visit to the medical room during the day, depending on the nature of the visit or severity of injury.

11. Control and administration of medicines

The responsibility for administering medication is normally confined to the school nurse and in her absence the duty matrons. On commencement of employment the school nurse will have given the matron training in the administration of medications. In addition, they are required to complete the Administration of Medications course via the Virtual College website.

They will have been supervised in the administration of medication until the school nurse is confident that they are proficient. A list of staff (and their signatures) who are eligible to give medications is kept on the inside of the door to the medicines cupboard in the matrons' room.

In certain circumstances, for example on a school trip or in an emergency (Asthma/ Anaphylaxis) other staff may be authorised to administer medication to a child. In this situation, where it is practically possible, the school nurse will discuss the requirements and features of administration.

Ibuprofen is only administered by the school nurse/matron because it is known to be contraindicated in certain illnesses and diseases and certain criteria need to be met before it should be taken.

Records of all medications administered will be documented in the Medication Administration File and the individual pupil's medical file.

11.1 Over the Counter (OTC) Medications

Over the counter medications are kept securely in a locked cupboard, in the medical or matrons' room which are both locked at all times when a member of staff is not present.

The school nurse checks all these medications in and logs them in the Medication Administration File. The expiry dates are also noted.

For a pupil to be given OTC medication a parent must have signed the Medical Consent Form (*form 2*) which gives permission for trained Aldro staff to administer OTC medicines (otherwise known as homely medications) such as paracetamol, antihistamines, and others, to be given.

Protocol for administration of Over-the-Counter Medications

- Establish a reason for giving the medication.
- Check whether the pupil is allergic to any medication, or the medication is contra indicated.
- Check when or if there has been any previous medication and at what time.
- Check whether the pupil has taken that medication before, and if so, whether there were any problems.
- Check the expiry or use by date on the medication package or container.
- Pupil should take the medication under the supervision of the person issuing it.

- Record the details, name of pupil, reason for medication, medication given and dose, date and time and signed by person giving it in the Medication Administration File and record the details in the pupils Confidential Medical File.
- If the pupil is a day pupil email/phone parent to ensure parents are aware of why, what and when a medication is given.
- If the pupil is a boarder email/phone matron to ensure matron is aware of why, what and when a medication is given.
- If an error has been made inform the school nurse as soon as it is possible or phone The Royal Surrey County Hospital on 01483 571122 A&E department ext. 4156.

12.2 Prescribed medications

Medicines brought in from home to be dispensed during the school day should be handed to matron by a parent and recorded.

Prescribed medication brought into school must be recorded on a Pupil Medication Request form (*Form 7*) and signed for by the adult with parental responsibility. (If this person is not present the School Nurse or matron can sign on their behalf).

The medication will only be given to the pupil for whom it has been prescribed.

It must be handed into the medical room in the original container with the named pupil on it.

The school will only accept prescriptive medicines which are provided in the original container as dispensed by a pharmacist and include the pupil's name and prescriber's instructions for administration. The original dispensing label must not be altered.

Medications can only be administered where all the relevant information is written in English and are authorised for use in the United Kingdom.

Protocol for administration of prescribed medication

- Check identity of pupil.
- Check the consent form matches the label on the drug.
- Check expiry date.
- Pupil should take the medication under the supervision of the person issuing it.
- Immediately sign the administration sheet
- Record any adverse reactions or refusal to take the medication.
- If an error has been made inform the school nurse as soon as possible or phone The Royal Surrey County Hospital on 01483 571122, A&E department extension. 4156

12.3 Storage of Medication

- All medication is stored in the medical room and matrons' room for use of boarders.

- General stock, OTC or prescribed medicines are kept in a locked cupboard. Medication requiring refrigeration is stored in a locked refrigerator in the matron's room. The temperature of the refrigerator is recorded daily when it contains medication.
- Controlled drugs are kept in a locked cabinet in the locked medications cupboard in matrons' room and are counted in and out by two members of staff and are recorded in the Controlled Drugs Book.
- Keys to the locked medicine cabinet, medication refrigerator and controlled cabinet are held in the key box in matrons' room.
- Medication being taken home at the end of the day must be collected by a parent or responsible person.

12.4 Disposal of Medication

Medication not collected by parents or out-of-date medicine at the end of the school year will be returned to the pharmacy by the school nurse for disposal.

Medication held in the school stock will be checked regularly; any out-of-date stock will be returned to the pharmacy by the school nurse to be disposed of.

Needles should be disposed of in the sharps bin kept in matrons' Room. When this bin is full it is collected by a specialist waste disposal company (PHS) for safe disposal.

12. Administering drugs for long-term medical needs

All medication for long-term medical needs is kept clearly labelled in the locked cabinet in the medical room or matrons' room. This is with the exception of auto-injectors which are stored in the big red 'Auto-injectors' box in the Staff Room for ease of use in an emergency.

13.1 Self-Dispensing

Self-medication is encouraged for all pupils with asthma. For example, all pupils with inhalers are encouraged to carry an inhaler with them at all times and parents are asked to assist in this process by ensuring they have one to bring in. In addition, a spare inhaler for each pupil is kept in the medical room on a table with the sign in/out sheets to be filled in by the member of staff responsible for the inhaler and their sport/school trip, for use when the other is lost, is empty and so on.

Pupils with diabetes usually have insulin pumps and the school nurse or matron will agree units of insulin to be administered at designated times. An individual healthcare plan will be agreed between the school nurse, parents and pupil.

13. Staff Training

The matrons and the school nurse all complete the three-day First Aid at Work Course. Aldro has currently identified that the school requires a minimum of 7 First Aiders on site. Therefore, other members of staff are identified and asked if they would like to do the training.

Academic, sports and visiting teaching staff are expected to complete annual training for the administration of auto-injectors – devised by the school nurse.

The school nurse holds a current professional registration and undertakes training, when required, to keep revalidated.

All sports staff have 'First Aid for Sport' Training every two years.
Relevant staff have lifeguard training.
All training is recorded on the training Matrix held by the Bursar.

14. Medical Arrangements for pupils off site

15.1 School Day journeys (see also Policy 14a).

The outing leader is required to give the school nurse/matrons a list of pupils going on a school trip. This should be done a week before they go. A member of the medical team (usually the Head Nurse) will liaise with the leader and let them know if there are any pupils who require specific treatment or medication throughout the duration of the trip.

If it is necessary, parents will be contacted by either the matrons or the trip leader and the necessary arrangements will be made to ensure the pupil can safely participate in the trip.

The trip leader will be provided with a first aid kit which is suitable for the specific trip.

15.2 Overnight /residential trips

The group leader and the school nurse will liaise to discuss medical needs for overnight trips.

The school requires that all pupils (with or without medical needs) have full access to the whole curriculum, therefore all reasonably practicable steps are taken to ensure that no child is excluded on any healthcare or medical grounds.

15.3 School Matches & Off-site activities

Any member of staff taking a team for matches either home or away will take a numbered orange sports first aid kit. In addition, they are responsible for collecting/returning and signing in/out asthma inhalers from the medical room and auto-injectors from the staffroom.

There is a signing in/out sheet (Form 7) in the matrons room for inhalers, auto-injectors and medical kits which is signed by the member of staff who is taking the pupils off site. If there is any other medication needed for a child going to an away match either the school nurse or matrons will liaise with the relevant member of sports staff.

For all off-site activities, the trip leader will be provided with a green first aid kit which is suitable for the specific trip. In addition, they are responsible for collecting/returning and signing in/out asthma inhalers from the medical room and auto-injectors from the staffroom.

15. Guidance on infectious (communicable) diseases

The school will follow the latest guidance from Public Health England on infectious diseases. This includes guidance on treatment and, where necessary, exclusion periods from school (Form 10).

16. Sunscreen

Advice will be issued to all parents regarding sunscreen, sun hats and the importance of carrying water bottles during warm weather.

Sun-cream will be kept in all medical sports bags and added to first aid kits for school outings. Pupils will be encouraged to apply sun-cream themselves.

17. Health Advice

Boys and girls at Aldro are encouraged to follow a healthy regime in the form of exercise and a good balanced diet, including the importance of hydration.

Pupils are encouraged to wash their hands before meals and there is a hand sanitiser located at the entrance to the dining room for everyone to use just before they eat.

Pupils are provided with freshly cooked food every day which includes a variety of vegetables, salad and fruit.

Staff are on hand in the dining hall during mealtimes to provide advice and guidance on healthy eating. Any other health advice is disseminated when it is required by the school nurse.

18. Access to dental care

All Boarders at Aldro have 24-hour access to emergency NHS dental care through the Surrey Dental Helpline. The NHS number 111 is telephoned, and the Surrey Dental Helpline requested.

For emergency treatment within working hours The Mews Dental Clinic in Godalming (01483 414 128) is used.

19. Covid-19

The school will follow the latest Covid-19 Government guidelines. This will include extra hygiene measures and the use of appropriate PPE. Please refer to the main 'Aldro Operating Procedures (Covid-19) A guide for Staff, Pupils & Parents' document for further details.

20. Provision for girls' sanitary health

We are aware that girls can start menstruating as young as 8 years old and therefore it is important to be prepared to be able to support them whilst at school when this happens, as this can be a very unsettling and sensitive topic. We will make sure there is always a female member of staff around to support a girl in this situation e.g., Head Nurse, Matrons, Head of Girls, Head of Girls' Sports, Headmaster's Wife, School Secretaries.

There will be pre-prepared emergency packs of spare clean pants and sanitary products that will be accessible to the girls without having to draw attention to the situation but also so that they can access the school nurse/matron if they need support/help.

There is also information available in the medical room regarding menstruation (age appropriate), sanitary bins in the girls' toilets and menstruation education (age appropriate) in PSHE for girls and boys. It is important to inform and discuss the changes that occur during adolescence regarding both sexes with both sexes, this is to encourage the normality of these changes and empower pupils to be able to discuss this topic without shame in a safe and secure manner.

List of forms used for healthcare (available in the medical room)

1. Confidential Health Questionnaire Form
2. Medical Consent & Emergency Contact Details Form
3. Asthma Individual Healthcare Plan
4. Allergy and anaphylaxis Individual Healthcare Plan

5. Head Injury Assessment Form
6. Riddor Report Form
7. Administration of Pupil Medication Form
8. Signing sheet for inhalers/autoinjectors & first aid kits (green & orange)
9. School Management of Common Childhood Illnesses

Aldro Guidance for Managing Head Injuries in Children

This Guidance has been written in line with the recommendations given by the Rugby Football Union (RFU) HEADCASE extended Guidelines updated in February 2021.

Headcase is an acronym which stands for Headache, Emotional, Appearance, Drowsiness, Confusion, Agitated, Seizure, Ears & Eyes.

Minor head injuries are a common occurrence in a school setting, whether it be on the sports field or anywhere else. These minor head injuries are mild and do not lead to complications. However severe head injuries resulting in concussion do occur and we need to be vigilant to these and to know what appropriate action to take or advice to give in order that timely diagnosis and treatment may be given. The welfare and safety of pupils is paramount, and all staff have a responsibility to ensure that they are appropriately informed and understand what role they play in prevention, recognition, and management of a suspected concussion. To support this Aldro expects all staff to watch the RFUs HEADCASE online awareness module which provides more information about concussion, how to recognise it and how to deal with it.

Concussion is a traumatic brain injury which is typically acquired as a result of a blow to the head or body which results in forces being applied to the brain. It must be taken seriously to safeguard the individuals long term health and welfare. Children and adolescents can take longer to recover because their brains are still developing. Therefore, a more conservative approach is taken with under 19s than with adults when considering a return to lessons and playing sport.

A suspected concussion can present in several different ways. The following table shows the signs and symptoms and what the Aldro first aider is looking out for when they are considering the most appropriate course of action.

Any one of the following observable signs present:	Presence of any one or more of the following symptoms:	Red flags If any of the following are reported or develop medical attention should be sought as a priority - 999
<ul style="list-style-type: none"> ✓ Loss of consciousness or responsiveness ✓ Lying motionless on the ground /slow to get up ✓ Unsteady on feet/balance problems or falling over/uncoordinated ✓ Grabbing/clutching of head ✓ Dazed ✓ Blank or vacant look ✓ Confused/not aware of events including recent play 	<ul style="list-style-type: none"> ✓ Loss of consciousness ✓ Headache or pressure in head ✓ Seizure or convulsion ✓ Dizziness or balance problems ✓ Confusion ✓ Difficulty concentrating or feeling like in a fog ✓ Nausea or vomiting ✓ Drowsiness, feeling slow, fatigue or low energy ✓ More emotional or sad than normal ✓ Blurred vision, or sensitivity to light or noise 	<ul style="list-style-type: none"> ✓ Deteriorating conscious state ✓ Increasing confusion or irritability ✓ Severe or increasing headache ✓ Repeated vomiting ✓ Unusual and or dramatic behaviour change ✓ Seizure or convulsion ✓ Double vision or deafness ✓ Weakness or tingling /burning in arms or legs

	<ul style="list-style-type: none"> ✓ Nervous, anxious, or irritable ✓ Difficulty remembering or amnesia ✓ Neck pain ✓ Just 'don't feel right' 	
--	-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	--

A Head Injury Record Form (Form 5) is completed purely to provide assistance for the first aider in determining the next best course of action and also so there is a written record of how the head injury was acquired.

Aldro applies the basic principle of RECOGNISE and REMOVE from the field of play (or any other activity the pupil is involved in) if one or more of the signs or symptoms of concussions are present and to remove from the field of play permanently and safely.

It is important to remember that individuals have different thresholds and responses to a suspected concussion and can experience a variety of effects. Recovery can often appear rapid, and this can increase the potential for concussion symptoms to be underestimated at the time of injury. Additionally, pupils could attempt to return to study or play before they have fully recovered so appropriate guidance should be given about returning to school and a Graduated Return to Play (G RTP) programme instigated to minimise the risk of long-term effects.

If a pupil receives a diagnosis of concussion or a suspected concussion Aldro follows the RFU U19 Graduated Return to Play Programme.

Aldro have a duty of care to all pupils, staff and visitors and will not allow a pupil with a confirmed or suspected concussion to return to study or play until the school is satisfied that they have moved through the stages of the G RTP satisfactorily. If the progress through the G RTP at Aldro is contended the Headmaster (in collaboration with the Director of Sport and School Nurse) is responsible for making the final decision.

Appendix 1: Current First Aiders – April 2021

List of Current First Aiders

Name	Position	Qualification	Date	Expiry
Sarah Jenkins	Head Nurse	First Aid at Work		
Gracie Southcombe	Health Care Assistant	First Aid at Work	20/05/2022	19/05/2025
Sarah Allen	Matron	First Aid at Work		
Emma Stovold	Matron	First Aid at Work	01/2020	01/2023
Dawn Lupton	Matron	First Aid at Work		
David McCoy	Catering Manager	First Aid at Work		
Gilbert Watson	Assistant Head (Pastoral)	First Aid at Work, Paediatric First Aid		
Victoria Smith	Bursar	First Aid at Work		
Terence Doyle	Estates Manager	First Aid at Work		
Simon Nixon	Housemaster	First Aid at Work		
Ben Twyford	Undergraduate Assistant	First Aid at Work		
Susan Gray	School Secretary	First Aid at Work		