



## Health and First Aid Policy

**This is a whole school policy including Boarding and Early Years Foundation Stage (EYFS)**

There are three main areas of health care for pupils at Rookwood School:

- First aid
- Administration of medication
- Infection control

This policy is divided into three sections and explains all aspects of appropriate care to staff and pupils in this school.

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## 1 First Aid

### 1.1 General statement

It is School policy to ensure that appropriate first aid arrangements are in place for the pupils and employees, both on school premises and also off the premises whilst on school visits or away at sports fixtures. Teachers and other staff in charge of pupils are expected to use their best endeavours at all times, particularly in emergencies, to secure the welfare of the pupils i.e. to act as any reasonably prudent parent would. In general, the consequences of taking no action are likely to be more serious than those of trying to assist in an emergency. There is a duty of care by all the staff to all the pupils, but the prime responsibility for their health and welfare rests with the parent or legal guardian and when available to consult, theirs is the ultimate decision in any situation.

### 1.2 The legal position

Unless first-aid cover is part of a member of staff's contract of employment, people who agree to become first-aiders do so on a voluntary basis. The statutory requirements for first-aid provision within the School apply specifically to employees (i.e. the school staff), but the duty of care that is owed to pupils means that, in practice, provision is also made for pupils being injured or falling sick in any situation organised by school.

### 1.3 First Aid trained personnel

The following trained personnel should be available on site:

- First Aid at Work – Pre Prep, Prep, Senior Schools, Science block, Sports hall & Boarding House
- Paediatric First Aid – Nursery, Prep Prep & Boarding House
- Emergency First Aid (Appointed) – whole school
- Outdoor First Aid – D. of E.
- Sports First Aid – PE staff
- Life Guard – Gaps students

### 1.4 Responsibilities of first aid personnel

In order to carry out their duties effectively, first aid personnel have the following duties and responsibilities.

First Aid Coordinator is responsible for:

- all arrangements for First Aid provision , equipment and stock
- Arrangements for staff training

First Aid at Work (FAW) trained staff are responsible for:

- responding promptly to all requests for assistance
- summoning further help if necessary
- providing immediate first aid as required and looking after the casualty until recovery has taken place or further medical assistance has arrived
- recording details of any treatment provided onto SchoolBase & reporting any RIDOR reportable incidents also the Bursar.

All staff are responsible for:

- in the absence of the FAW trained member of staff, taking charge to the best of their ability when a person has been injured or falls ill

- calling an ambulance where necessary
- reporting to the First Aid Coordinator when first aid boxes need restocking.
- Recording on SchoolBase details of any treatment & support provided.

#### 1.5 First Aid Coordinator contact details

The First Aid Coordinator can be contacted via Highfield Office (ext. 210/211.) When the School First Aid Coordinator is not on duty, the appropriate school office should be contacted, who will in turn contact the nearest first aid trained member of staff.

#### 1.6 General measures

The following are general first aid related procedures to be followed by all staff:

- No employee should use their private car to transport a casualty to hospital. If an ambulance is not required, then a taxi is to be used, or school mini bus driven by a qualified member of staff.
- All drivers of School vehicles are expected to carry a first aid kit with them at all times.
- All incidences that involve a pupil, member of staff or visitor must be logged in the appropriate place (see paragraphs 1.10 & 1.11).
- Staff on all school trips must carry at least one fully stocked first aid 'bum bag' and a complete and current pupil medical list which will be supplied by the First Aid Coordinator.

#### 1.7 First aid box locations

For the locations of first aid boxes around the school site see Appendix B.

First Aid bum bags are available from the First Aid Coordinator, Prep School or Pre Prep admin offices. These are to be used by staff taking pupils out of school on organized school trips.

Sports first aid bags are located in the PE office of the sports hall.

#### 1.8 Staff training

All staff undertaking first aid duties will be given full training in accordance with current legal requirements. This means that the member of staff will attend an approved Health & Safety Executive course. First aid training is arranged by the First Aid Coordinator. Regular refresher courses will need to be attended in order to maintain HSE qualification. Where necessary, all line managers will be expected to re-organise working hours to enable staff to attend. The First Aid Coordinator will do his/her best to ensure that sufficient notice of both initial training courses and any refreshers are given to managers to assist with this planning. In-house training will be provided and based on providing advice, reassurance and information on how to deal with the more common ailments and incidence that occur with children. These training sessions will not provide a certificate of first aid ability but will be aimed at providing members of staff with enough basic knowledge to deal calmly with an incident whilst waiting for trained personnel to arrive.

#### 1.9 Medical information forms

Each pupil is required to have a current medical information form which is held in the appropriate admin. Office & uploaded onto Schoolbase. A blank medical information form will be issued at the beginning of every Autumn Term, or when a child joins the school. Parents will be required to sign and return the new form to the relevant admin. office where any changes will be entered on Schoolbase®. There are two types of forms, one for the under 8 year olds and one for the over 8 year olds. This is necessary because there is a difference in the administration of medication requirements between the two age groups and the parental consent required.

Copies of the medical questionnaires can be viewed at Appendix C.

All the information from these questionnaires will be entered on SchoolBase® and can be viewed by those members of staff with Medical access (i.e. Head teacher, Deputy Head, Heads of Departments, Admin. Staff and First Aid Coordinator). A list of pupils with known important medical conditions will be displayed in all admin. Office and staff rooms; this will be updated annually.

#### 1.10 Documentation

A written record must be kept of any child seen by a member of staff for a medical reason. There is a facility on SchoolBase® for recording any treatment and medication given to a pupil which is available to all members of staff.

See Appendix D for entering treatment documentation on SchoolBase®.

For those members of staff who cannot access SchoolBase, for example because they are off site, but have had to treat a pupil, please use a copy of the form at Appendix E. which can be found in both medical rooms and all admin. offices. This form must then be sent to the Administrator for their part of the school prior to the end of the school day for inputting. This form is also to be used for Staff and Visitors however it is then sent to the Bursary for their records and is not entered onto SchoolBase.

#### 1.11 Accident documentation

Certain accidents that involve a child must be recorded on SchoolBase with additional details including information from those other staff who witnessed the incident, and then reported to the first aid coordinator. The type of accidents which require this are listed in Appendix K. It contains a list of injuries that are legally reportable under the HSE Reporting of Injuries, Disease or Dangerous Occurrence Regulations (RIDDOR). The First Aid Coordinator will then forward to the Bursary within 2 working days the relevant information who will complete the RIDDOR process and a copy will be kept in a file in the Bursary Office. First aid should be administered by an appropriately trained person. If the injuries sustained are serious then the casualty will be taken to a local casualty department by ambulance or taxi. The parents will be notified as quickly as possible so that they can meet the pupil at the hospital. In the case of a boarder a member of house staff will accompany the pupil. Serious accidents should be brought to the attention of the Bursar, who will decide if the HSE should be notified using the correct RIDDOR procedures.

#### 1.12 Procedure for dealing with accidents and medical emergencies

If staff are aware that a child has been taken ill, or has had an accident, they must call for a first aid trained member of staff for assistance. If the member of staff feels that the situation requires immediate professional attention they must call for an ambulance; do not waste time trying to contact a first aider. Contact information -

- First Aid Coordinator on duty – contact via the Main office (210/211) and take the pupil to the closest medical room unless advised otherwise.
- First Aid Coordinator not on duty – contact the appropriate admin. office who will in turn contact the nearest first aid trained member of staff and arrange where to meet that member of staff in order to review the pupil.

Staff should not attempt to give first aid treatment unless they have received training; however allow common sense to prevail.

As a reminder for all first aid trained staff on the basic HSE advice on first aid at work when dealing with an incident see Appendix F .

See Appendix G for basic information on dealing with medical emergencies involving pupils with known medical conditions.

Pupils with known medical conditions, are listed in each school office together with each staff room and

medical room. This is updated annually as a minimum and as and when we are notified of a change from parents / guardians.

### 1.13 Procedure for notifying Hampshire Children's Services in the event of serious accident, injury or death of a child.

In the event of a serious accident, injury or death of a child whilst in the care of the school, the Head teacher, Deputy Head teacher or nominated other will notify Hampshire Children's Services and will act on the advice given.

### 1.14 Procedure for dealing with minor incidences or ailments

- First Aid Coordinator on duty – contact via Main office (210/211) and take the pupil to the closest medical room unless advised otherwise.
- First Aid Coordinator not on duty – contact the appropriate admin. office who will in turn contact the nearest first aid trained member of staff and arrange where to meet that member of staff in order to review the pupil.
- Minor ailments (e.g. headaches, coughs etc.) can be dealt with by the admin staff in both Pre Prep, Prep and Main office so long as parental permission has been given and is documented on SchoolBase®.

If any situation arises that any member of staff feels unqualified to deal with they must contact the parents or legal representatives. There is a duty of care by the staff to all our pupils but the prime responsibility for their health and welfare rests with the parent or legal guardian and if available to consult, theirs is the ultimate decision in any situation.

### 1.15 Procedure for calling an ambulance

An ambulance must be called immediately in any situation which the first aider (or in their absence any member of staff) feels unable to deal with. This could include the following –

- Deep wounds
- Obvious broken bones
- Unconsciousness
- Child turning blue
- Breathing difficulties
- Chest pain
- Severe burns or scalds
- Severe allergic reactions
- Suspected meningitis

**If in doubt please call an ambulance.** Parents can be notified as to which hospital their child has been taken to.

When contacting the Emergency Services, dial 999, or 112, ask for an ambulance and be ready with the following information –

- The school telephone number (01264 325900) or a contact number for the location of the incident
- The location of the incident(i.e. address with post code SP10 3AL)

- The exact location if in the school
- The name of the person making the phone call
- Name of the pupil and brief description of symptoms
- State a place where the ambulance crew will be met and by whom.

Remember to speak clearly and slowly – do not panic.

If possible a member of staff should be tasked to meet the ambulance to direct the paramedics to the location of the incident.

A member of staff must accompany the child in the ambulance and must take with them all relevant medical and personal details relating to that child accessible from SchoolBase, report entitled "Essential & Medical". That member of staff must stay with the child until the parent or guardian has arrived.

#### 1.16 Procedure for dealing with an accident or illness at an away sports fixtures or other off site activity that requires hospitalisation.

Where a pupil is injured or taken seriously ill while at an away sports fixture or off site activity the following actions must be taken if hospitalisation is deemed necessary–

- A member of staff (either from this school or from the host school) must accompany the child either in an ambulance or taxi to the nearest hospital.
- The member of staff must take with them all relevant medical and personal details relating to that child. I.e. a copy of the Trip paperwork containing the "Essential & Medical" details for that child.
- The child's parent/guardian must immediately be informed and given the address of the hospital where their child has been taken.
- The member of staff must stay with the child at all times until the parent/guardian has arrived or until the completion of treatment.

#### 1.17 Medical care plans

Care plans are completed by the Parent /legal representative or First Aid Coordinator for any child with a specific medical condition e.g. diabetes, asthma, epilepsy etc. These plans are held by the School First Aid Coordinator or Administrator for the appropriate part of the school to the child. The First Aid Coordinator or relevant Administrator will request annual updates of the care plans, or if advised of a change in the pupils circumstances by parent or legal representative.

#### 1.18 School trips

Before taking pupils out of school the First Aid Coordinator, or appropriate admin. officer, will need a list of those pupils participating in order to produce the relevant "Essential information" for each pupil from the member of staff responsible for the trip. The First Aid Coordinator or admin. officer will also arrange for first aid 'bum bags' to be available for the Trip organiser to collect prior to departure.

There is information contained within the Health Protection Agency information held in all medical rooms and admin. offices concerning visits to animal establishments.

## 2 Administration of medication

### 2.1 General statement

There is no legal or contractual duty on most school staff to administer medication or supervise pupils taking it. This is a purely voluntary role and is recognized as such by the DfES. Any decision to agree to administer medicines has to be a matter of individual choice and judgment.

**Note** - Pupils under 8 years old will not be given any medication other than that which is prescribed by a Doctor and is sent in from home.

## 2.2 Prescribed medication

Prescribed medication will not be given to any pupil without the specific written consent of the parent/guardian. Very few medicines need to be taken during school hours and in most cases the appropriate dosage of medicine when prescribed to be taken 'three times a day' can be given 'before school, after school and at night'.

The following rules must be followed to administer prescribed medication to any pupil in school -

- A request for staff to administer medicine must be made in writing using the form at Appendix H.
- Medicines must have been prescribed by a doctor, dentist, nurse prescriber or pharmacist prescriber.
- Medicines must be in the pharmacist's original container, clearly labelled with the pupil's name and the dosage/instructions.
- The medicine, together with a completed and signed consent form (Appendix H), should be delivered to school, where possible by a parent or guardian and handed to the appropriate office administrator.
- Exceptions to this will be those asthmatic pupils who require the use of inhalers and any pupil that must carry an Auto Injector Pen. The parent/guardian will be required to notify the appropriate office administrator if this is the case.
- The medicine must be stored in a refrigerator or designated locked cupboard.
- When the medicine is given to the pupil the date and time must be recorded on SchoolBase®,
- No member of staff may make changes to the dosage originally dispensed even with parental instruction.

## 2.3 Non-prescription medication for over 8 year olds.

Staff should never give a non-prescribed medicine (i.e. 'over the counter' medicines) to a pupil unless there is specific prior written permission from the parents or Guardians. This written permission will be included on the medical information form that is issued after the start of each year, or on entry to the school. Staff must check that the medicine has been administered without adverse effect in the past and that the parents have certified this is the case. This information can be found on SchoolBase®, in the field 'All Pupils – View Only' where every pupil's record contains a 'notes' box in which any relevant information will have been entered.

When a non-prescribed medicine is administered to a child in the Prep School it must be recorded in SchoolBase and, if possible the parents informed via the homework diary also.

The following non-prescription medicines is kept in a designated locked cabinet and may be administered by a member of staff – in accordance with age specific guidelines.

- Paracetamol tablets or Calpol solution
- Ibuprofen tablets
- Anti-histamine (eg Piriton)
- Dextrose tablets

## 2.4 Storage of medication.

Designated locked medical cupboards are situated in Prep School staff room, Senior School medical room, Sports hall medical room and Pre Prep Foyer. If drugs need to be kept in a fridge they must be kept in a sealable, container in a staff room fridge or Senior School Medical room fridge. If a pupil is to carry

his/her medicine with them then a letter from the parent/guardian must be held on file giving permission.

### **3 Infection control**

All staff should be familiar with basic good hygiene procedures and the normal precautions to be taken for avoiding infection.

#### **3.1 Dealing with bodily fluids**

The most important way of reducing the rate of exposure to Hepatitis B and HIV/AIDs is to ensure that safe systems of work and good personal hygiene measures are followed if staff should come into contact with blood or other bodily fluids. Staff should wear disposable gloves at all times when dealing with incidences that involve blood or body fluids. All soiled items must be bagged separately before disposal. Staff should wear gloves and aprons when cleaning up after any spillage of any bodily fluids (blood, vomit, faeces or urine). Other people should be kept away from the spillage until it is effectively dealt with.

The following actions should be taken in the event of spillages:

- Obtain a bodily fluids pack (see following list for locations)
- Wear gloves from the bodily fluids pack
- Clean the area with hot water containing detergent
- Clean the area with a disinfectant solution (use as directed by the manufacturer and adhere to COSHH guidelines)
- Solids should be carefully flushed down the toilet
- Dressings, gloves and aprons should be carefully disposed of in a sealed plastic bag.

Bodily fluids spill packs are located as follows:

- Sports hall upper corridor
- Sports hall bottom of internal stairs
- Senior School medical room – outside door
- Prep School – cleaning cupboard
- Prep School staff room
- Pre Prep staff room
- Pre Prep Nursery area
- Dining Hall

#### **3.2 Infectious diseases**

Current guidelines on infection control in schools and other childcare settings as supplied by the Health Protection Agency are available in both medical rooms, and the Boarding House. These guidelines provide lists of rashes & skin infections, diarrhoea & vomiting illnesses, respiratory infection and other infectious diseases. The information contains recommended periods of absence from school and any other comments relevant to the treatment etc. of the particular infection, plus all notifiable diseases are annotated. The UK Universal Immunisation Schedule is also contained within the document.

#### **3.3 Procedure in a pandemic or similar event**

See policy attached at Appendix I

### **4 Source material (Guidance only)**

- Health and Safety Executive – Basic advice on first aid at work leaflet.
- Health Protection Agency – Guidance on infection control in schools and other childcare settings leaflet.



- Department for Education and Employment – Guidance on first aid for schools (a good practice guide).
- Safe Practice In Physical Education And School Sport – Chapter 8. Accident Procedures and First-aid Management.
- Health and Safety (First-Aid) Regulations 1981 Approved Code of Practice and guidance plus amendments.
- NUT Health & Safety Briefing – Administration of Medicines.
- Department for Education and Skills/Department of Health – Managing Medicines In Schools And Early Years Settings.

## 5 Appendices

- A. Intentionally blank
- B. First aid box locations
- C. Medical Information Forms
- D. Entering information on SchoolBase®
- E. Self-referral forms
- F. HSE advice on first aid when dealing with an incident
- G. Medical emergencies – signs & basic treatment.
- H. Consent form for administration of prescription medication
- I. Policy for managing the school during a flu pandemic or similar event
- J. Annual consent for the administration of non-prescription medicines
- K. RIDDOR procedure reportable injuries

Current list of first aiders is available from the Lead First Aider or is located in respective School offices

**ROOKWOOD SCHOOL**  
**First aid box locations**

First Aid boxes are held as follows:

- Medical Room in Senior School
- All Staff rooms = 3
- Swimming Pool Lifeguard's Office
- Maintenance Office
- School Tractor
- Each School mini bus
- All Science Classrooms = 4
- Prep School DT/Music room
- Pre Prep Outside Admin Office
- Pre Prep nursery room
- Senior School Science prep room
- Senior Art Room
- Senior DT Room
- HE Room
- Senior Music Room
- Drama Room
- Main School Kitchen
- Catering Cottage
- School Dinning Hall
- Oakwood
- Beechwood
- Bursary
- Sports Hall medical room
- 1<sup>st</sup> Floor corridor of Sports Hall
- Ground Floor corridor of Sports Hall

First Aid bum bags are available from the First Aid Coordinator, Prep prep & Prep School admin offices. These are to be used by staff taking pupils out of school on organized school trips.

**ROOKWOOD SCHOOL**  
**MEDICAL INFORMATION FOR PUPILS UNDER 8 YEARS OLD**

**NAME:** \_\_\_\_\_ **D.O.B.:** \_\_\_\_\_

**CONTACT DETAILS**

	1 <sup>st</sup> CONTACT	2 <sup>nd</sup> CONTACT
Name		
Relationship		
Home tel.number		
Work tel.number		
Mobile number		

ANY OTHER CONTACT (Name & Tel. Number): \_\_\_\_\_

**G.P.**

Name: \_\_\_\_\_ Contact Number: \_\_\_\_\_

Practice Name: \_\_\_\_\_

**MEDICAL CONDITIONS**

Does your child suffer from any of the following?

**ASTHMA** YES/NO

If yes, do they use an inhaler? YES/NO Details: \_\_\_\_\_

If yes, do they carry it on them at school? YES/NO

**DIABETES** YES/NO

If yes, do they require medication whilst in school? YES/NO

If yes, please supply the school with the necessary details to ensure correct administration

**EPILEPSY** YES/NO

If yes, are they on regular medication? YES/NO

If yes, do they require medication whilst in school? YES/NO

If yes, please supply the school with the necessary details to ensure correct administration

**ALLERGIES** YES/NO Details: \_\_\_\_\_

If yes, do they require and carry an EpiPen? YES/NO

**TRAVEL SICKNESS** YES/NO

If yes, do they take any medication? YES/NO Details: \_\_\_\_\_

**OTHER**

Any other medical condition? \_\_\_\_\_

**DOES YOUR CHILD SUFFER FROM ANY NON-MEDICAL CONDITION THAT THE SCHOOL SHOULD BE AWARE OF (eg DYSLEXIA, DYSPRAXIA etc)? YES/NO**

If yes, please give details \_\_\_\_\_

P.T.O

**MEDICATION**

Is your child on any long term regular medication? YES/NO

If yes, please give name medication? \_\_\_\_\_

Please complete a separate "Care Plan" if you have answered yes to any of the above.

**TETANUS INOCULATION**

What was the date of your child's last tetanus inoculation? \_\_\_\_\_

**DIETARY REQUIREMENTS**

Please list any special dietary requirements \_\_\_\_\_

**DECLARATION**

In the event of illness or accident if I/we cannot be contacted I/we consent to any emergency medical or dental treatment, which might include the use of anaesthetics and blood transfusions, if a doctor considers the delay in obtaining my/our permission will be detrimental to my/our child.

Signed \_\_\_\_\_ (Parent/Guardian) Date \_\_\_\_\_

Please complete the separate **Care Plan** if you have answered yes to any of the above questions, and return it with this form.

**Only prescription medication can be brought into school and must be in it's original containers with the child's name and dosage visible on the printed label.**

**The medication school be handed into the school office (by an adult) and a medication consent form completed by the child's parent / guardian.**

**No child should have any medication on them and non prescription medication can not be brought into school.**

[For office use only: the information contained on this form has been entered on SchoolBase®]

[Signed \_\_\_\_\_ Position \_\_\_\_\_ Date \_\_\_\_\_ ]

**ROOKWOOD SCHOOL**  
**MEDICAL INFORMATION FOR PUPILS OVER 8 YEARS OLD**

NAME: \_\_\_\_\_ D.O.B.: \_\_\_\_\_

**CONTACT DETAILS**

	1 <sup>st</sup> CONTACT	2 <sup>nd</sup> CONTACT
Name		
Relationship		
Home tel.number		
Work tel.number		
Mobile number		

ANY OTHER CONTACT (Name & Tel. Number): \_\_\_\_\_

**G.P.**

Name: \_\_\_\_\_ Contact Number: \_\_\_\_\_

Practice Name: \_\_\_\_\_

**MEDICAL CONDITIONS**

Does your child suffer from any of the following?

**ASTHMA** YES/NO

If yes, do they use an inhaler? YES/NO Details: \_\_\_\_\_

If yes, do they carry it on them at school? YES/NO

**DIABETES** YES/NO

If yes, do they require medication whilst in school? YES/NO

If yes, please supply the school with the necessary details to ensure correct administration

**EPILEPSY** YES/NO

If yes, are they on regular medication? YES/NO

If yes, do they require medication whilst in school? YES/NO

If yes, please supply the school with the necessary details to ensure correct administration

**ALLERGIES** YES/NO Details: \_\_\_\_\_

If yes, do they require and carry an EpiPen? YES/NO

**TRAVEL SICKNESS** YES/NO

If yes, do they take any medication? YES/NO Details: \_\_\_\_\_

**OTHER**

Any other medical condition? \_\_\_\_\_

**DOES YOUR CHILD SUFFER FROM ANY NON-MEDICAL CONDITION THAT THE SCHOOL SHOULD BE AWARE OF (eg DYSLEXIA, DYSPRAXIA etc)? YES/NO**

If yes, please give details \_\_\_\_\_

**MEDICATION**

Is your child on any long term regular medication? YES/NO

If yes, please give name medication? \_\_\_\_\_

Please complete a separate "Care Plan" if you have answered yes to any of the above.

**TETANUS INOCULATION**

What was the date of your child's last tetanus inoculation? \_\_\_\_\_

**DIETARY REQUIREMENTS**

Please list any special dietary requirements \_\_\_\_\_

**DECLARATION**

In the event of illness or accident if I/we cannot be contacted I/we consent to any emergency medical or dental treatment, which might include the use of anaesthetics and blood transfusions, if a doctor considers the delay in obtaining my/our permission will be detrimental to my/our child.

Signed \_\_\_\_\_ (Parent/Guardian) Date \_\_\_\_\_

In the event of my/our child requiring any of the following non-prescribed medication I/we agree to staff administering such medication as they deem appropriate.

Paractamol or Calpol	YES/NO	Previously taken	Yes/No
Ibuprofen	YES/NO	Previously taken	Yes/No
Anti-histamine (e.g. Piriton)	YES/NO	Previously taken	Yes/No
Pholcodine cough linctus	YES/NO	Previously taken	Yes/No

Signed \_\_\_\_\_ (Parent/Guardian) Date \_\_\_\_\_

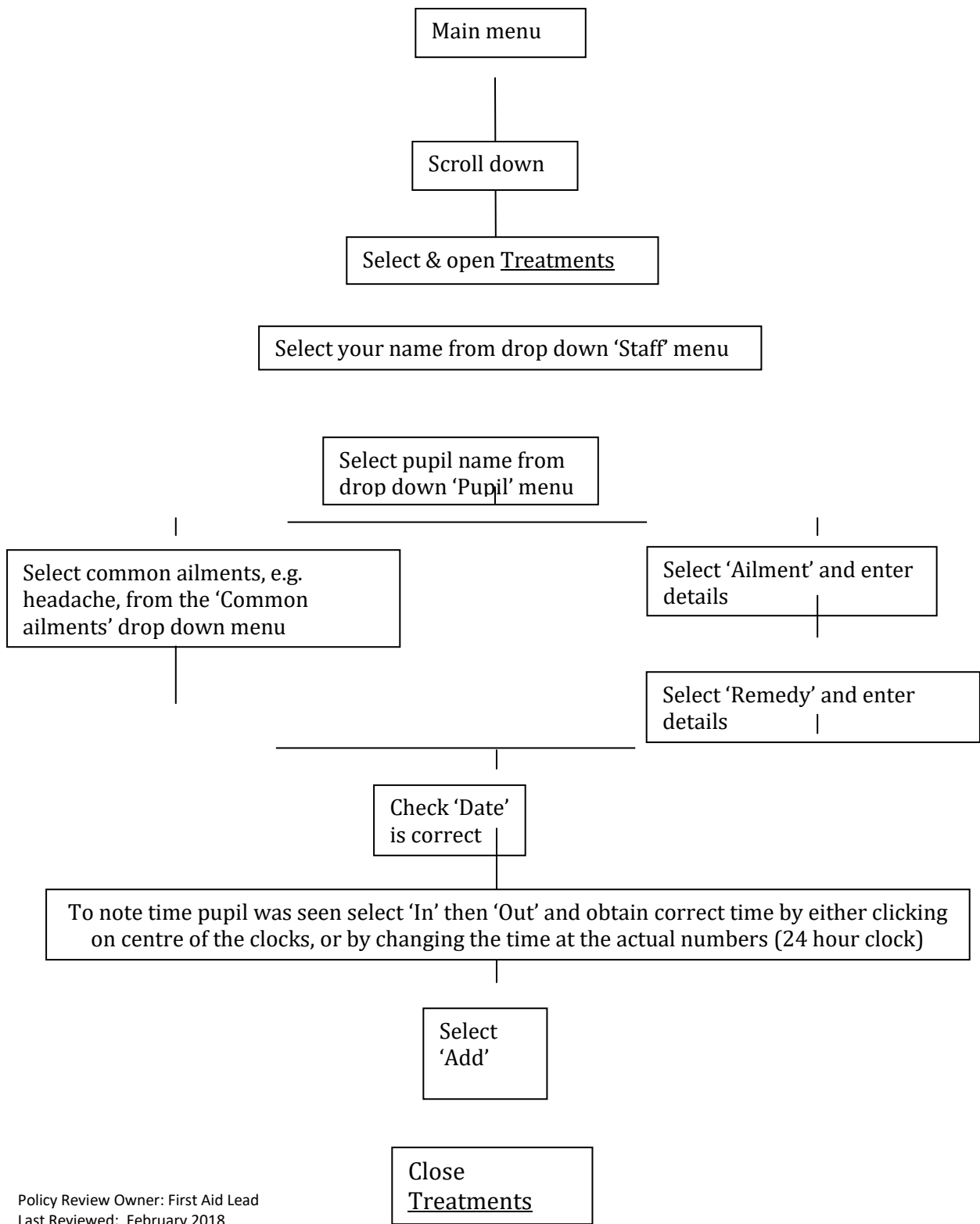
The school will undertake to inform parents of any such medication given during school hours either by written note or comment in homework diaries.

[For office use only: the information contained on this form has been entered on SchoolBase®]

[Signed \_\_\_\_\_ Position \_\_\_\_\_ Date \_\_\_\_\_ ]

Appendix D

**ROOKWOOD SCHOOL**  
**Input of documentation on SchoolBase®**





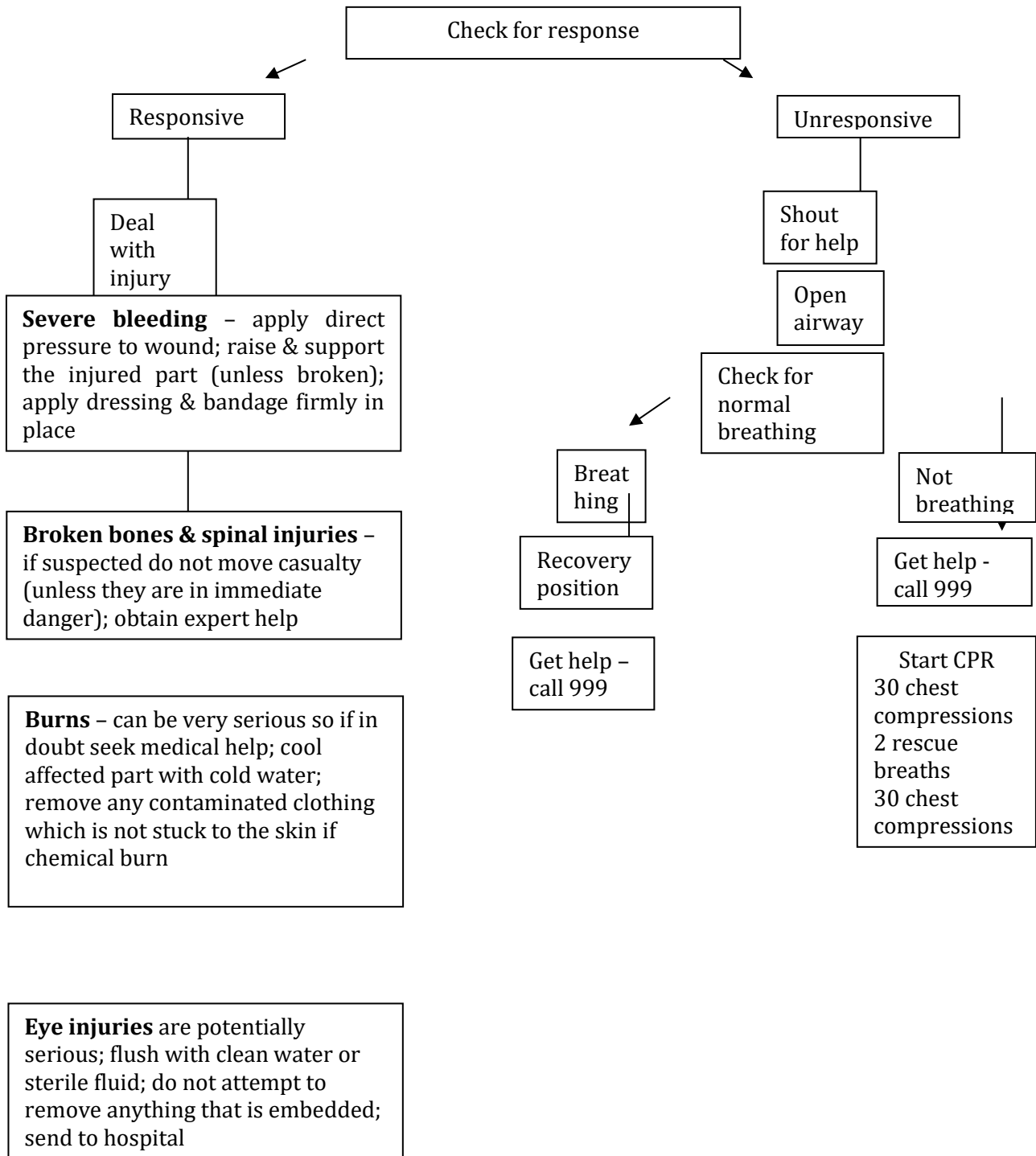
**ROOKWOOD SCHOOL SELF REFERRAL/ MEDICATION REPORT**

Staff name	
Pupil name	
Year	
Date	
Time in & out	
Ailment	
Remedy	
Entered on SchoolBase®	

**ROOKWOOD SCHOOL SELF REFERRAL/ MEDICATION REPORT**

Staff name	
Pupil name	
Year	
Date	
Time in & out	
Ailment	
Remedy	
Entered on SchoolBase®	

**ROOKWOOD SCHOOL**  
**Basic advice on first aid at work for first aiders**  
 (taken from HSE document titled the same)



**ROOKWOOD SCHOOL**  
**MEDICAL EMERGENCIES – SIGNS & BASIC TREATMENT**

**ANAPHYLAXIS**

An extremely dangerous allergic reaction caused by a massive over reaction of the body's immune system (this then leads to raised histamine levels)

Signs –

- Swelling – sudden in face, tongue, lips, neck and eyes
- Voice - hoarse
- Breathing – difficult, wheezy, loud
- Chest – tight (similar to asthma)
- Pulse – rapid and weak
- Skin –itchy &/or rash &/or red blotchy skin eruptions
- Anxiety
- Nausea, vomiting, stomach cramps or diarrhoea

Treatment -

- Dial 999
- Comfortable position (preferably sitting up)
  - Help administer **own** Auto Injector Pen
  - Monitor response levels (AVPU)
  - Watch for signs of shock (rapid, weakening pulse; rapid, shallow breathing; cold, clammy, cyanosed skin; nausea/vomiting; weakness/giddiness; anxiety/aggression; air hunger; unconsciousness)

**ASTHMA**

Allergic reaction in the lungs.

Watch for the following –

- Breathing – difficult
- Breaths – wheezy sounding
- Speech – difficult
- Skin – pale & clammy (?blue)
- Lips – blue (cyanosed)
- Exhaustion – severe attack
- Unconsciousness/not breathing – severe prolonged attack

Treatment

- Keep calm
- Give lots of reassurance
- Sit up – maybe leaning on a chair back
- Help child use **own** inhaler – use **blue (= treatment)** not **brown (= preventative)**
- Crouch in front of child and keep chatting
- Call 999 if there is no medication available or if there is no relief after using medication.
- Do not take child out into cold winter air
- Observe airway and breathing
- Be prepared to carry out resuscitation

**EPILEPSY**

**Minor seizure = 'petit mal'**

- Remove any sources of danger

- Sit or lay child down in a quiet place
- Reassure
- Stay with child until fully alert
- Contact parents and advise they seek medical opinion (eg GP)

### Major seizure

Four phases      Aura = warning sign  
                          Tonic = rigid muscles  
                          Clonic = violent, jerky movements  
                          Recovery = relaxed but unresponsive

### Treatment -

#### During a seizure

- Lay on floor
- Protect head
- Loosen tight clothing
- Remove any danger and onlookers
- Protect airway
- Note time seizure started and duration
- Check for id tags

#### Dial 999 if

- Seizure lasts more than 3 minutes
- Level of response doesn't improve 10 minutes after seizure
- Second seizure follows
- You are unsure

#### After seizure –

- Check airway and breathing
- Recovery position
- Keep warm
- Monitor airway and breathing
- Protect modesty
- Contact parents / guardians – will need to go home to sleep / recover

### **DIABETES**

A condition suffered by those who do not produce enough Insulin, the hormone that controls blood sugar levels. The brain can only use sugar as its energy supply.

Normal blood sugar levels = 4 - 8 mmol/l

Hypoglycaemia (>4mmol/l) = low blood sugar - rapid onset of 2-60 mins.

Hyperglycaemia (>8mmol/l) = high blood sugar - slow onset of symptoms over 12-48 hrs

Diabetics must maintain a balance between 'fixed' insulin intake and amount of food.

#### Signs - Hypoglycaemia

- Rapid deterioration
- Hunger
- Weakness/dizziness
- Confusion
- Lack of co-ordination
- Slurred speech
- Bizarre behaviour

- Unconscious within an hour

Signs - Hyperglycaemia

- Slow onset
- Extreme thirst
- Pear-drop smell on breath
- Dry skin
- Rapid pulse

Treatment for hypoglycaemia -

- Give some form of sugar e.g. glucose tablets
- If responding give more quickly
- Rest until fully alert
- Advise to see GP
- Dial 999 if no response within 10 minutes

**ROOKWOOD SCHOOL**  
**Parental agreement for school to administer medicine**

The school will not give your child medication unless you complete and sign this form. The school agrees to administer the following drugs if they are in the original container as dispensed by the pharmacist and include the prescriber's instructions for administration and dosage. It is your responsibility to have the drugs delivered and collected from the appropriate school office.

Pupil's name \_\_\_\_\_  
Form \_\_\_\_\_ Date of Birth \_\_\_\_\_  
Medical condition/illness \_\_\_\_\_

**Medicine**

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

Dosage to be given \_\_\_\_\_

Timing(s) \_\_\_\_\_

Special precautions \_\_\_\_\_

Are there any side effects that  
the school needs to aware of? \_\_\_\_\_

Self administration Yes/No

Procedures to take in an emergency \_\_\_\_\_

Contact telephone number(s) \_\_\_\_\_

**Consent**

Parental/Guardian Signature \_\_\_\_\_

Date \_\_\_\_\_

Relationship to child \_\_\_\_\_

**ROOKWOOD SCHOOL**  
**POLICY FOR MANAGING THE SCHOOL DURING A FLU PANDEMIC OR SIMILAR EVENT**

Rookwood will endeavour to balance the educational needs of the pupils with the requirement to provide the highest possible standards of health and hygiene. The school will keep abreast of advice from the Government, the Health Protection Agency, Hampshire Local Authority and the Boarding Schools Association in making decisions in the light of developing circumstances.

The school will remain open as long as it is judged to be safe. However, the School is neither equipped nor staffed to be able to care for, or quarantine, boarders under the levels of infection envisaged in a flu pandemic. As a result, and in order to reduce the spread of infection, boarding facilities will be closed as soon as the pandemic threatens the School and parents will be asked to take their children home as soon as possible. In the case of boarders whose families live abroad, the school asks parents to ensure that they have arrangements in place for them to be looked after by UK-based guardians.

Parents are asked to assist in reducing the spread of infection by ensuring that if either they or their children become ill, or think they may be ill, they stay at home until fully recovered. The same applies to staff. Furthermore, if anyone in a family becomes infected, all members of the family should remain away from school until fully recovered.

Information for parents and guardians will be available on the school website ([www.rookwood.hants.sch.uk](http://www.rookwood.hants.sch.uk)), and new developments will also be communicated by e-mail and as necessary by telephone.

In the event of an increasingly serious threat to the local area, or the school community, the Senior Management Team will meet regularly to determine what actions are necessary to protect the pupils and meet their educational needs.

### **Inter Pandemic Stage**

During the inter pandemic stage (i.e. now), the School will monitor publications from the Department of Health and DfES and update continuity plans as necessary.

The first indication of an increased threat is likely to be the introduction of restrictions on international travel, by the World Health Organisation or UK Government. When this occurs, the Head will advise parents of overseas boarders from affected countries as follows:

- a. Restrictions Introduced during Term Time. Children may, if free from infection, either return home for the holidays but may not return to school until restrictions are lifted; or spend the holidays with their UK-based guardian, in which case they may return to school the following term.
- b. Restrictions Introduced during the Holidays. Children may not return to school from overseas until the restrictions are lifted.

## **Pandemic Stage**

The start of a pandemic in UK will be determined by the Government. This may occur either during term time or the holidays but, in either event, the Head will convene a meeting of key staff to:

- a. Take stock of the situation facing the School.
- b. Consider the latest Government and local Health Authority advice. This may include advice on whether schools in affected areas should stay open or close, on the basis of scientific advice. However, the decision on whether to close at that time remains with the school and will be made by the Head.
- c. Implement measures to reduce the risk of infection. These are likely to include, but not be limited to:
  - The cancellation of matches with other schools
  - The cancellation of visits to/by other schools and organisations (e.g. those that use the school's facilities)
  - The cancellation of school trips and visits (including boarders trips at weekends)
  - The cancellation of plays and concerts
  - The suspension of whole school assemblies
  - The cancellation of staff training, conferences and meetings at external venues
  - The implementation of basic precautions to reduce the risk of catching or spreading flu (see basic precautions below).

When pandemic flu is diagnosed in the School, the Head will hold regular meetings to:

- a. Review the number of pupils and staff affected, and forecast return dates.
- b. Determine the necessary adjustments to classes, curriculum, activities and events, meals and school hours for the following day.
- c. Prepare updates for parents, pupils staff and governors.

During the course of a pandemic, the School will aim to:

- a. Maintain teaching and other activities by adjusting or merging classes as necessary and appropriate consistent with the health and welfare of staff and pupils and in line with the availability of pupils and staff.
- b. Set and correct homework for those pupils who are in quarantine or convalescing at home, via Edmodo or by email.
- c. Keep parents, staff and governors fully informed.
- e. Support pupils and staff in the event of bereavement, through the provision of counselling.

## **Basic Precautions**

It is possible to reduce, though not eliminate, the risk of catching or spreading flu during a pandemic by:

- covering the nose and mouth when coughing or sneezing, using a tissue when possible
- disposing of dirty tissues promptly and carefully – bag and bin them



- avoiding non-essential travel and large crowds whenever possible
- maintaining good basic hygiene - washing your hands frequently with soap and water protects against picking up the virus from surfaces and passing it on, and from spreading the virus from hands to face, or to other people
- frequent cleaning of hard surfaces (eg worktops, door handles, desks, computer keyboards, telephones etc), using a normal cleaning product
- having a supply of masks (e.g. for use by any staff attending to infected people or disposing of used tissues etc)
- ensuring that if anyone becomes ill, or thinks they may be ill, they stay at home or be sent home as soon as possible. They should be asked to wear a mask until they can go or be sent home and then: stay at home, rest, and take medicines such as aspirin, ibuprofen or paracetamol to relieve the symptoms (following the instructions with the medicines)
- drink plenty of fluids.

**ROOKWOOD SCHOOL**  
**ANNUAL CONSENT FORM FOR THE ADMINISTRATION OF**  
**NON-PRESCRIPTION MEDICINES TO PUPILS OVER 8 YEARS OLD**

Pupil name \_\_\_\_\_  
Date of Birth \_\_\_\_\_ Form \_\_\_\_\_

**DECLARATION**

In the event of my/our child requiring any of the following non-prescribed medication I/we agree to staff administering such medication as they deem appropriate.

Paracetamol or Calpol	YES/NO	Previously taken	Yes/No
Ibuprofen	YES/NO	Previously taken	Yes/No
Anti-histamine (e.g. Piriton)	YES/NO	Previously taken	Yes/No
Pholcodine cough linctus	YES/NO	Previously taken	Yes/No

The school will undertake to inform parents of any such medication given during school hours either by written note or comment in homework diaries.

Signed \_\_\_\_\_ (Parent/Guardian) Date \_\_\_\_\_

## Appendix K

### RIDDOR reportable injuries

- Fractures - other than digits
- Burns – chemical or hot metal burns to the eye
- Major injuries that necessitate hospital review or admission
- Amputation
- Dislocated shoulder, hip, knee or spine
- Loss of sight – temporary or permanent
- Penetrating eye injury
- Electric shock or burn injury if it requires hospital admission
- Hypothermia
- Heat induced illness
- Any injury/illness that requires resuscitation
- Unconsciousness caused by asphyxia, exposure to harmful substances or biological agent
- Acute illness that requires hospital treatment
- Loss of consciousness caused by inhalation, ingestion or skin absorption