



**ORWELL PARK SCHOOL**  
Nacton, Ipswich IP10 0ER

**First Aid Policy**

<b>Date:</b>	<b>March 2017</b>
<b>Status:</b>	<b>Approved</b>
<b>Review Date:</b>	<b>March 2018</b>

*MER 07/03/2017*

## **FIRST AID POLICY AND PROCEDURES**

### **Orwell Park School Prep School and EYFS First Aid Policy**

This policy has been authorised by the Governors of Orwell Park School and applies to all parts of the School including the Pre-Prep and EYFS. It is available to parents and pupils and to all members of School Staff. The requirements for the statutory provision of First Aid have been taken into account. The Health and Safety (First Aid) Regulations 1981 requires employers to provide trained persons, equipment, to deal with First Aid emergencies and ill health occurring at work

Failure to implement the procedures contained in this policy could result in a criminal offence as well as disciplinary action being taken by the School.

#### **Definitions:**

**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 preserving of life and minimising the consequences of injury or illness.

**Staff** means any person employed by the School, volunteers at the School and self employed people working on the premises.

**First Aider** means a person who has attended, successfully completed, and has a valid certificate for, the 3 day 'First Aid at Work' training.

#### **Aims of this policy**

- 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 an illness, accident or injury.
- To ensure that all staff and pupils are aware of the procedures in the event of any illness, accident or injury.
- To ensure that First Aid provision is available at all times while people are on School premises and while on School visits.

#### **Who is responsible?**

The Governors of Orwell Park School, as the employer, have overall responsibility for:

- 1) Ensuring that suitable and sufficient risk assessments of the health and safety of employees, pupils and visitors to the School are regularly carried out and for identifying the measures taken for controlling those risks.
- 2) The Headmaster delegates to the School Nurse day to day responsibility for ensuring that there is adequate and appropriate First Aid equipment, facilities and qualified First Aid personnel.
- 3) The Headmaster is responsible for ensuring that all staff, parents and pupils (including those with reading and language difficulties) are aware of, and have access to, this policy.
- 4) The Headmaster delegates to the School Nurse responsibility for collating annual medical consent forms and important medical information for each pupil and ensuring the forms and information are accessible to staff as necessary.
- 5) The Headmaster is responsible (through the Bursar and School Nurse) 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.

### **First Aiders**

- 1) The Bursar keeps an up to date record of the staff who currently hold First Aid training certificates.
- 2) 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 Bursar.
- 3) The School Nurse is responsible for the First Aid Boxes, updating staff in regards to pupils' illnesses as necessary.
- 4) 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 welfare of the pupils.
- 5) Anyone on the School premises is expected to take reasonable care for their own and others' safety.
- 6) Ensuring that there is adequate and appropriate First Aid equipment, facilities, qualified First Aid personnel, and for ensuring the correct First Aid procedures are followed.

### **Practical Arrangements for First Aid at the Point of Need**

- The First Aider (usually School Nurse or one of the Houseparent's) on duty has overall responsibility for First Aid within the school whilst they are on duty – the named First

Aider will be displayed on the white board outside surgery.

- There will always be one named First Aider on duty at all times whilst pupils are on site.
- In the event that the on duty First Aiders (School Nurse or Houseparents) are not available, one of the other nominated First Aiders will be on duty (their name will be displayed on the white board outside surgery) – other named First Aiders: Martin O’Brien (Head of Boarding), Angie Robertson (Matron), Sally Dunlop (Matron), Julie Kostrzewski (Nominated First Aider for Pre-Prep and EYFS), Tristan King (Head of boys boarding) Louise Greenwood (Head of girls boarding) Anne Crawford (houseparent) Shelagh Stacey (houseparent).
- All staff, pupils and visitors of Orwell Park requiring First Aid treatment need to go to the surgery located on the first floor of the boarding house, above the kitchens – if this is not possible, then contact the nearest member of staff to locate a nominated First Aider or to call emergency services (telephone located in the main reception).
- On school fixture days, a First Aider will be located in the surgery area, and where possible a First Aider will be present on the touchline. Staff taking matches should have access to call the main school number / emergency services in the event of requiring First Aid treatment. Staff should carry First Aid bags out to matches and other higher risk activities.

### **Pupils who are unwell**

- Pupils who are feeling unwell should be sent to surgery with another pupil (or adult where appropriate).
- The school Nurse (or nominated First Aider) is responsible for the First Aid and dealing with unwell pupils in the Pre-Prep and the Prep.
- Pre-Prep pupils (and EYFS) must be brought to surgery accompanied by an adult at all times where the First Aider on duty will assess and treat (where required) all pupils.
- If it is deemed more serious then emergency services may be called.
- Records of any medication given are kept in the ‘day book’ and uploaded to Scholarpack.

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

**The member of staff in charge will assess the situation and decide on the next course of action. In the event of a serious injury (a head or neck injury or suspected fracture of a limb), the pupil must not be moved and an ambulance must be called immediately.**

- The duty First Aider should be called for as soon as possible, if deemed necessary by the member of staff in charge.
- However minor the injury, the School Nurse should always be informed.
- If a spillage of blood or other bodily fluids occurs, the School Nurse must be informed and will then arrange for the proper containment, clear up and cleansing of the spillage site.

Staff receive training on dealing hygienically and safely with spillages. Guidelines are appended to this policy.

- **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 accident site. Arrangements should be made to ensure that any pupil is accompanied in the ambulance, or followed to hospital, by a member of staff if the parents are not able to be contacted in time. Parents should be informed by a member of staff as soon as possible.

#### **Arrangements for Accompanying Pupils to A&E**

- The School Nurse will arrange, where possible, a member of her team to accompany any pupils requiring emergency treatment in hospital.
- Parents of pupils requiring hospital treatment will be informed as soon as possible – as soon as they arrive they will take over from the member of staff accompanying the pupil.
- Staff accompanying a pupil to hospital must not drive themselves with the pupil – this is in case the pupil requires treatment / support in transit. If the member of staff cannot be driven by another member of staff, then a taxi must be used. (This is only for pupils not requiring immediate emergency treatment through an ambulance.)

#### **Training**

- All nominated First Aiders must update their training every three years or sooner.
- All updated training certificates must be shown to the bursar in order to update the school training records.
- The school provides emergency First Aid training for all current staff every two years. A training log of all staff attending this course should be kept with the bursar.
- The School Nurse may pass on any additional medical training / support to staff where appropriate through staff meetings / training sessions.
- At least one member of the EYFS should have appropriate Paediatric First Aid Award.

#### **Recording of Accidents**

- The First Aider on duty is to record any form of treatment in the ‘day book’ located in surgery or the accident files in Pre-Prep.
- Serious accidents are to be recorded in the ‘accident reporting book’ – copies to be forwarded to the Bursar. Day to day accidents in the Pre-Prep are added to pupil files.
- The School Nurse will upload this information onto individual pupil records on Scholarpack for pupils in the Main School, Pre-Prep are added to their files with the Pre-Prep Coordinator.
- Parents should be informed of any treatment and medication that has been given.
- Consideration needs to be made of RIDDOR – serious accidents that occur due to failure of equipment / facilities must be reported.
- Reporting to HSE: The School is legally required under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR) to report the

following to the HSE (online [www.hse.gov.uk/riddor/report.htm](http://www.hse.gov.uk/riddor/report.htm))

### **RIDDOR: what needs reporting?**

- **Accidents involving Staff:**
- **Work related accidents resulting in death or major injury** (including as a result of physical violence) must be reported immediately (major injury examples: dislocation of hip, knee or shoulder; amputation; loss of sight; fracture other than to fingers, toes or thumbs).
- **Work related accidents which prevent the injured person from continuing with his/her normal work for more than 3 days** must be reported within 10 days.
- Cases of work related diseases of which a doctor notifies the School (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.

### **Accidents involving pupils:**

- Accidents where the person is killed or is taken from the site of the accident to hospital 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
- For more information on how and what to report to the HSE, please see <http://www.hse.gov.uk/riddor/index.htm> . It is also possible to report online via this link.

### **Monitoring**

A review of all accidents within the school is presented each term to the Health and Safety Committee (names of pupils to be removed) in order to take note of trends and areas of improvement and report their findings and recommendations to the Board of Governors. The information may help identify training or other needs and be useful for investigative or insurance purposes.

### **First Aid Boxes**

First Aid boxes are marked with a white cross on a green background and are stocked by the School Nurse in accordance with the suggested guidelines in the Health and Safety (First Aid)

Regulations 1981 – Code of Practice and Guidance 1997. First Aid boxes are to be inspected by the School Nurse 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:

Surgery  
Workshops  
Laboratories  
School Office  
Minibuses  
Hockey Shed  
Assault Course  
Swimming Pool  
Sports Hall  
Kitchens  
Pre-Prep – Classrooms, Kitchen and Front Desk  
Housekeeper’s Office  
MUGA  
Staff Room

They should be returned for re-stocking after use.

First Aid boxes for any off- site activities are kept in the Surgery, Staffroom and 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.

### **Information on Pupils**

An annual medical pupil form will be sent out to all parents (see appendix 3). The School Nurse will collate up to date important medical information about each pupil. This information is available through the School Nurse. Each member of the teaching staff should read this information annually. The School Nurse is responsible for keeping this list up to date and for updating staff more frequently if necessary, for example where a pupil develops a severe allergy. The School Nurse is responsible for the security and safekeeping of all pupil medical records held at the School.

### **Boarders who are unwell**

Orwell has approximately 150 pupils who board at different points throughout the week, ranging from one night up to full boarding (7 nights a week). If a boarder is unwell during the night, there is a Houseparent who is ‘on-call’ throughout the night. All boarders are shown as part of their induction where the ‘bell’ is to get the attention of the Houseparent in the night. Boarders also have access to either a male or female member of boarding staff during the night. There is separate accommodation for male and female boarders (both of which are in

close proximity to surgery and the matron on call).

**Procedure:**

Before lights out –

- There is a Houseparent on duty every evening and the boarding staff are trained to administer basic first aid / medication (all medicines are locked in the surgery and staff record all medication / treatment in the surgery log book – treatment is then transferred to individual pupil medical records).
- If the boarder has sickness / diarrhoea then the Houseparent (or member of boarding staff) will try to contact parents to take the pupil home as soon as possible.
- In the event of the boarder not being able to go home – the boarder will be isolated in sick-bay and use the specific toilet that is allocated just for surgery (please see appendix 1 on Bodily Fluid Spillages).

After lights out –

- Boarders may wake up their Dorm Captain (senior pupil) and then make their way to the ‘bell’ by the fobbed doors.
- The Houseparent will be with the pupils as soon as possible to attend to them.
- A member of the female and male boarding staff are also available every evening, but pupils should try to contact the Houseparent in the first instance.
- All medication / treatment should be recorded in the log book and transferred to individual pupil records.

**Access to Doctor**

All boarders (and day pupils) have access to a local GP. The School pays a retainer service to the local practice where boarders and day pupils can be registered. Many parents choose to register their children with their own family GP but all pupils can make use of Ravenswood if the need arises:

Ravenswood Medical Practice  
24 Hening Ave, Ipswich IP3 9QJ  
01473 271122

It is the general practice of the School that pupils make their own arrangements for dental treatment; however, in the event of an emergency, pupils can make use of the local dental practice.

**Trips**

- A First Aid Kit provided by the School Nurse should be carried by all teachers in charge of teams/trips when going away from the School site.
- A list of pupils with allergies going on the trip will be part of the First Aid Kit. Any treatment or incident should be recorded on the form which will be with the First Aid Kit



and handed back to the School Nurse on returning to School.

- Leaders of School trips must ensure that First Aid provision is appropriate to the activities and group concerned. A member of staff should be appointed as 'the person in charge of the First Aid'. This includes keeping a written record of treatment etc.
- Informing parents about any injuries/illness should be done by the member of staff in charge of the team/trip.
- For School trips/tours/overnight stops a more comprehensive First Aid Kit will be provided. The provision for First Aid should be part of the Risk Assessment. Party leaders will research carefully provision for First Aid, visits to Doctors and Hospitals in the area. A medical consent form will be sent out by the party leader to be signed by parents. Any problems should be discussed with parents and medical staff before departure.
- Injuries or illnesses on a School trip will be monitored by the member of staff in charge of First Aid and the Party Leader. A written record of treatment and relevant information must be kept. The Party Leader will inform the school contact of any problems and a decision made about who will contact parents. The Headmaster should be kept fully informed of any problems that involve contacting parents. If the Headmaster is not available, contact the Deputy Headmaster (Pastoral) or The Bursar.

### **Medical Management Plan**

Every pupil that has a recognised medical problem (allergies, asthma, epilepsy, diabetes) has an individual Management Plan which is held in the Surgery and uploaded to Scholarpack. The Medical Management Plan contains details of the individual's medical problem, how the problem presents itself and the necessary treatment required. A photograph of the pupil (especially those suffering from allergies) is displayed in the Staff Common Room, Surgery and Kitchen, as appropriate. In the Pre-Prep (EYFS), these are kept in the classrooms and staff room.

### **Administration of Medication**

Any medication brought into school by pupils should be handed to the School Nurse (or class teachers in the Pre-Prep and EYFS) with the request form for the School to administer the medicine. The forms are kept by the School Nurse (or class teachers in the Pre-Prep at EYFS) and include the type of medicine, dose and a parent's/guardian's signature (see appendix 4). Only the School Nurse or the nominated First Aiders will administer medication to pupils.

All medication given to pupils must be recorded in the 'day book' and the pupils record cards (or Accident File in the Pre-Prep and EYFS) with the exact dosage, name of the medication, date and time, staff member administering.

### **Policy Review**

The First Aid Policy is reviewed annually through the Health and Safety Committee in conjunction

with the School Nurse and Deputy Head (Pastoral).

### **First aid and Administration of Medicine in EYFS and Pre-Prep**

This policy applies to the whole school including the Pre-Prep and EYFS; however, there are additional parts that must be adhered to by the EYFS, which are stated in this section. If a child from EYFS or Pre-Prep is taken ill or has an accident, parents must be informed immediately (or as soon as possible) and the treatment or any need to send the child home will be discussed at that point.

- Any treatment needed will be given as deemed necessary to keep the child comfortable and to prevent any possible spread of infection. If the child's condition is serious, an ambulance should be called and the parents informed. A member of staff would accompany the child in the ambulance and meet the parents at hospital.
- Any notifiable disease to any pupil/child will be reported to the local health protection unit (HPU) and other agencies where appropriate.
- The School must notify Suffolk County Council LCSB of any serious accident or injury to, or the death of, any child while in their care, and must act on any advice from those agencies.
- In the EYFS there will be at least one person who has a current paediatric first aid certificate on the premises at all times when children are present. There must be a paediatric trained first aider to accompany EYFS pupils on outings.
- In the event of an accident or emergency within the Pre-Prep and EYFS, staff must follow the Emergency Flow Chart (see appendix 4).

EYFS and Pre-Prep children's medical needs are detailed on their medical records, which are held in surgery. In the case of children with allergies, this information is also added to allergy posters that are displayed in the classrooms and staffroom. Children who have serious medical needs will be highlighted to class teachers, key people and where necessary, other members of staff.

### **Administration of Medication.**

Following an assessment of a pupil's condition, medication will be administered in accordance with the administration of the medication policy, protocols and guidelines.

Bodily Fluid Spillages in the EYFS and Pre-Prep should be dealt in line with the written policy in Appendix 1.

## APPENDIX 1:

### Guidelines for Dealing Hygienically and Safely with Spillages of Body Fluids

Spillages of body fluids potentially pose a health risk so should be cleaned up immediately. The duty Matron would be called to supervise and would deal hygienically and safely with spillages of body fluids.

#### **Method**

Wear disposable gloves and apron

Place disposable paper towels on body fluid spillage to mop up excess and then dispose in yellow clinical waste bag

Spray disinfectant on top of spillage area and leave for at least two minutes

Alternatively, use Emergency Spill age Compound and leave for at least one and a half minutes – carpets / soft furnishings

Use paper towels to wipe up bleach and spillage and then discard into yellow clinical waste bag

Discard gloves and apron into yellow clinical waste bag

Wash and dry hands thoroughly

Please note that bleach will damage soft furnishings and carpet so should not be used on these surfaces. These areas should be cleaned and disinfected using hot water and detergent followed by steam cleaning.

#### **Soiled Clothing**

Do not manually rinse/soak soiled items.

Flush any solid material (vomit/faeces), into the toilet, carefully avoiding any splashing.

Place in to a labelled sealed, waterproof bag for parent to collect.

In the boarding house use the pre-wash/sluice cycle followed by a hot wash.

Wash hands with liquid soap and dry with paper towels.

#### **Blood spills on clothing**

Change clothes (immediately if possible)

Do not manually rinse/soak.

Place in labelled sealed, waterproof bag for parent to collect.

In the boarding house use the pre wash/sluice cycle followed by a hot wash. Place used plastic bag in a yellow clinical waste bag.

Wash hands with liquid soap and dry with paper towels.

## **APPENDIX 2:**

### **Administration of Medicines**

#### **Managing Medicines (please see Management of Medicines Policy for full details)**

- The Administration of Medicines and Managing Medicines section of the First Aid Policy applies to the whole school, including the EYFS and Pre-Prep.
- Prescription medicines should only be taken during the school day when essential. They must be in the original container including the prescriber's instructions.
- Parents should be encouraged to look at dose frequencies and timing so that if possible medicines can be taken out of school hours (this is not always possible in a boarding school).

Medicines fall into two categories:

- a) prescription medicines
- b) non- prescription medicines

#### **Prescription Medicines**

- Staff may administer such a medication to whom it has been prescribed, according to the instructions.
- The school may look after the medication on behalf of the pupil.
- The school will keep the medication safely locked up with access only by staff and with record keeping for audit and safety.
- **Prescription medication must be returned to parents when no longer required.**
- Ritalin and prescription drugs (known as "controlled drugs") need to be kept in an additional locked environment within the locked surgery.

#### **Non-Prescription Medicines**

- Paracetamol or Ibuprofen (or equivalent) can only be given to pupils when parents have given written permission (annual medical consent form).
- School staff will never give aspirin unless prescribed by a doctor.
- Parents will be given written details of any non-prescription medicines administered to their child during the school day or whilst they are boarding (non-full) boarders.

#### **Pupils Taking / Carrying Their Own Medication**

- Secondary age pupils may carry their own prescription medication i.e. inhalers.
- The school will strongly encourage independence, so a pupil will not be restricted from using their 'as required' medication (e.g. asthma inhaler) during the course of the school day, but it is considered courteous to make the requests to the teacher prior to taking the medication.
- Epipens need to be kept with or near the pupils who need them.

- Asthma medication may be kept in or near the pupils' classrooms so that they can administer it independently.

**Appendix 3 – Pupil Medical Forms**

**ORWELL PARK SCHOOL MEDICAL FORM**

FULL NAME .....

ADDRESS.....  
.....  
.....

DATE OF BIRTH ..... NHS No:.....

DOCTOR.....

ADDRESS.....  
..... TEL No.....

**CONTACT PHONE NUMBERS:**

NAME ..... RELATIONSHIP .....

DAY-TIME ..... EVENING.....

MOBILE ..... NAME .....

RELATIONSHIP ..... DAYTIME .....

EVENING ..... MOBILE.....

**ALTERNATIVE EMERGENCY CONTACT:**

NAME ..... RELATIONSHIP .....

DAYTIME ..... EVENING.....

MOBILE.....

SCHOOL USE ONLY:

**SCHOOL DOCTOR**

Appointments are made at the Practice as needed and pupils are accompanied by a Matron. Fully boarders are registered with The Ravenswood Medical Practice. If your child boards for four or more nights we suggest that they can/maybe registered with the school doctor.

Please register my child with the school doctor.

**Yes/No**

**CONSENTS:**

I give consent for my child to receive medical treatment in the event of an emergency.

**Yes/No**

I give consent for my child to undergo X ray examination in the event of an emergency.

**Yes/No**

I give consent for my child to receive a general anaesthetic in the event of an emergency.

**Yes/No**

I give consent for my child to receive a blood transfusion in the event of an emergency.

**Yes/No**

I give consent for my child to receive emergency dental treatment if necessary.

**Yes/No**

**We will make every effort to contact parents before using these consents.**

**Name** .....

**Relationship** .....

**Signature** ..... **Date** .....

**PAST MEDICAL HISTORY**

**CHILDHOOD**

**IMMUNISATIONS:**

Immunisation	Date given
Diphtheria	
Tetanus	
Whooping Cough	
Polio	
Hib	
Meningitis C	
Measles	
Mumps	
Rubella	
Pneumococcal infection	

**ANY OTHER  
IMMUNISATIONS:**

Immunisation	Date	Reason

**PREVIOUS ILLNESS:**

Illness	Yes	Date
Measles		
Mumps		
Rubella (German measles)		
Chicken Pox		
Whooping Cough		
Scarlet Fever		
Meningitis		
Tonsillitis		

Please give details and dates of any serious illnesses, fractures and admissions to hospital.

.....



**ALLERGIES**

Does your child have any allergies (foods, medicines).

Yes/No

Please give details .....

Have they been prescribed medication for this allergy?

Yes/No

Please give details.

Medication	Dose	Instructions

If your child has an Epi-pen please make sure a spare is given to the School Nurse (Main School) or the class teacher (Pre-Prep) to be kept at school and that you have completed and signed an Epi-pen Administration Form and an Anaphylaxis Action Plan.

**ASTHMA**

Has your child ever been diagnosed with Asthma?

Yes/No

Has your child been prescribed medication or inhalers in the past?

Yes/No

Does your child take prescribed medication or inhalers now?

Yes/No

Does your child need to use an inhaler before or during physical activity?

Yes/No

Please give details of prescribed medication.

Medication	Dose	Times

Please make sure that a spare labelled inhaler is given to the School Nurse (Main School) or the class teacher (Pre-Prep) to be kept in school and that you have completed a Medication Administration form.

**LONG TERM PRESCRIBED MEDICATION**

Is your child on any long term prescribed medication?

Yes/No

Please give details.

Medication	Dose	Times

If it is necessary for the medication to be taken at school please make sure that it is given to the School Nurse (Main School) or the class teacher (Pre-Prep), that it is in its original packaging with the prescription label and that you have completed a Medication Administration form.

**SIGHT**

Does your child wear glasses?

Yes/No

Does your child wear contact lenses?

Yes/No

If your child has any other problems with their sight please give details.

.....  
.....

**HEARING**

Please give details of any problems your child has with hearing.

.....  
.....

**DENTAL**

Does your child wear a brace?

Yes/No

Please give details (fixed, wear at night only etc).

.....

**DIET**

Please give details of any special dietary needs (vegetarian, Halal, gluten free etc.)

.....

**ANY OTHER INFORMATION**

Please give details of anything else that may affect your child at school, especially medical conditions. If they are boarding - sleepwalking, nightmares/terrors, bed wetting (we do not wake children to use the toilet late at night).

.....  
.....  
.....

**HEADLICE**

Weekly and full boarders are checked regularly for headlice. If necessary the current recommended pharmaceutical treatment will be used. If you do not want these treatments to be used we will ask you to treat your child at home. If your child is a flexi-boarder or day pupil we will ask you to treat them at home before returning them to school.

I give permission for my child to receive treatment for headlice.  
Yes/No

**SANITARY PROTECTION**

We have spare sanitary towels and tampons if needed. As girls need to be instructed in the safe use of tampons they will only be given to them after we have received a written assurance from parents that this has been done and that you give permission for tampons to be given.

Please inform the School Nurse when your daughter has started menstruating so that we can help with problems such as period pain. This is especially important for boarders.

**MOUTHGUARD FITTING**

Pupils are able to buy ‘boil and bite’ mouthguards for emergency use from the school sports shop. We will only fit these with your permission.

I give permission for ..... to be fitted with a mouthguard by a member of school staff.

Name ..... Signature .....

Date .....

**OVER THE COUNTER MEDICATION**

In the case of your child feeling unwell or requiring first aid at school we have basic over

the counter medications that we can give. We also provide a high factor sun cream when required. If you do not want your child to use the school sun cream please make sure you supply a high factor alternative. Please indicate any of these you do **NOT** want given to your child.

Medication	No
Paediatric Paracetamol	
Paediatric Ibuprofen	
Piriton	
Paediatric cough medicine	
Throat lozenges	
Children's Bonjela	
Anthisan cream	
Aqueous cream	
Vaseline	
Sun cream	
After sun cream	

**CONSENT**

I give my consent for my child to receive first aid for minor injuries and when unwell to be given the over the counter medications as specified above.

Name .....

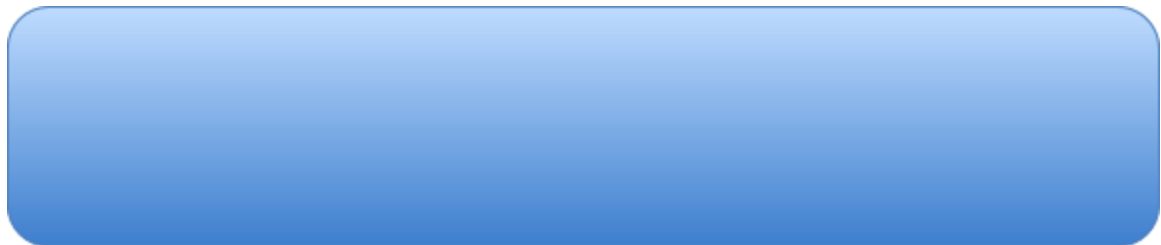
Relationship .....

Signature ..... Date .....

## Appendix 4- Pre-Prep (EYFS) Flow Chart for Dealing with an injury



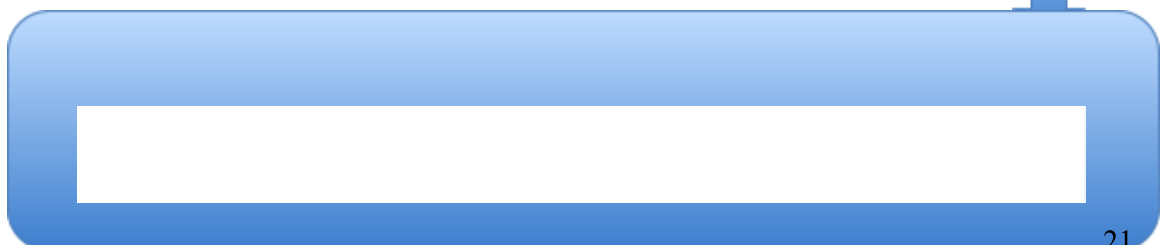
- \* IF NOT SERIOUS, DEAL WITHIN PRE- PREP – REPORT TO JULIE TAYLOR
- RECORD ALL TREATMENT GIVEN
- STAFF MUST INFORM PARENTS
- IF MORE SERIOUS – SEE NEXT BOX



- IF PUPIL IS IN A FIT STATE TO WALK WITH NO VISIBLE SIGNS OF SERIOUS INJURY:
  - CALL AHEAD TO SCHOOL NURSE (ex242) or RECEPTION ex 225
  - MEMBER OF STAFF TO ACCOMPANY PUPIL
  - ENSURE INCIDENT RECORDED IN PRE-PREP
  - INFORM PARENTS
- IF ANY DOUBT WHATSOEVER OF THE SEVERITY OF AN INJURY – DO NOT MOVE THE PUPIL – COMFORT / REASSURE – CALL FOR HELP WITHIN PRE-PREP – ASK ANOTHER MEMBER OF STAFF TO RING MATRON / FIRST AIDER



- IF IN ANY DOUBT CALL FOR EMERGENCY SERVICES
- STAY WITH PUPIL AT ALL TIMES
- CALL FOR HELP FROM ANOTHER MEMBER OF STAFF



**Appendix 5 – Accident Form (Pre-Prep and EYFS)**

**ACCIDENT FORM**

**NAME**

.....

**WHEN INJURY HAPPENED**

**Date** ..... **Time** .....

**WHERE IT HAPPENED**

.....  
.....

**NATURE OF INJURY**

.....  
.....

**TREATMENT**

.....  
.....

**SIGNED** ..... **DATE**.....

**PARENT SIGNATURE** ..... **DATE**.....

## **Appendix 6 – Reporting Procedures (Pre-Prep and EYFS)**

### **Accident Reporting and Recording Procedure**

#### **Location;**

Each Class has a supply of Accident Forms. These are also at the front desk and in Pre-Prep Kitchen. An Accident Book for major incidents is also located in the kitchen.

#### **Procedure;**

- All accidents requiring treatment must be recorded on an Accident Form and also in an Accident Book.
- If a child has an accident which is treated by the School Nurse in surgery, the incident will be recorded in the Accident Record. The member of staff with the child will inform the child's teacher on their return to Pre-Prep.
- The member of staff dealing with the accident will complete the form after the treatment has been given.
- The Accident Form is then given to the child's Class Teacher so that they are aware of the injury and treatment.
- It is the responsibility of the child's Class Teacher to ensure that the child's parent/carer signs the form and is aware of the accident. This can be done either by speaking to the parent/carer at pick up or by giving the form to the Activity/Late Stay staff.
- When the form has been signed by the parent it is handed back to the Class Teacher who should then place the signed form in the Pre-Prep Secretary's pigeon hole in the staffroom. The Secretary will then photocopy the form, file the original in the Child's file, complete the Accident Record and place the copy under the sign in/sign out sheet in reception for collection by the parent/carer. This should be done as soon as possible after the accident.