



## First Aid & Medication Policy

### Related documents include:

- First Aid and Medication Policy
- Basic First Aid and Treatment Responses
- Abbey College First Aid Trained Staff
- Student Medical History Form
- Excursion Policy
- Healthy Lifestyle Policy
- First Aid Box Checklist
- Location of First Aid Boxes Poster
- Self-Medication Assessment
- Self-Medication Roommate Agreement
- List of students who have seen Welfare Manager that day
- Sick Bay poster
- Sick Bay record template
- template
- House Parent's Follow Up Form for Sick Students
- Copy of the student medical questionnaire
- Student Handbook

### Legal Status:

### Monitoring and Review

- This policy will be subject to continuous monitoring, refinement and audit by the Principal
- The Principal will undertake a formal annual review of this policy for the purpose of monitoring and of the efficiency with which the related duties have been discharged, by no later than one year from the date shown below, or earlier if significant changes to the systems and arrangements take place, or if legislation, regulatory requirements or best practice guidelines so require.
- The next official date for review is **January 2019**

### Introduction

Abbey College in Malvern is committed to ensuring that all students, including those with medical conditions, can lead a full and active life within the school. Wherever possible staff will work with students with medical conditions and their parents/guardians and healthcare professionals to ensure that they can enjoy the same opportunities as other students.

First Aid is emergency care given to an injured person (in order to minimise injury and future disability) before professional medical care is available. Abbey College in Malvern will ensure that a First Aid Needs Assessment is carried out to ensure the First Aid arrangements are suitable and sufficient. Teachers and other staff are expected to use their best endeavours at all times, particularly in emergencies, to secure the welfare of pupils in the same way that parents are expected to act towards their children. In general, the consequences of taking no action are likely to be more serious than those of trying to assist in an emergency.

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# ABBHEY COLLEGE IN MALVERN

## Communication with Parents

Parents/Guardians are requested to complete a medical consent form for students before they arrive at the College. This includes past illnesses suffered by the student and any allergies that the College needs to be aware of. Parents are also requested to give consent for their child to receive medical/dental/optical treatment, First Aid and emergency medical care including general anaesthetics and medical operations.

If a student has a pre-existing medical condition that may require special treatment in school, parents are required to disclose this on the medical consent form and are encouraged to contact the College to discuss any care their child may require before the student's arrival. Any relevant medical information regarding ongoing medical conditions or recent treatment including mental health issues must be sent to the College prior to the student's arrival along with copies of any prescriptions for medication the student will bring and a doctor's letters detailing treatment (with translations if necessary).

Throughout their child's time at the College parents should inform the Health Centre if:

- There is any change in their management of their child's medical condition.
- Their emergency contact details change
- Their child needs to take regular medication whilst in school
- Their child has been newly diagnosed with a medical condition (since starting at the school) that may impact on their welfare in school
- Their child suffers an accident; sustains an injury; contracts a serious and/or contagious illness or disease or undergoes any medical procedures (including cosmetic surgery) while away from the College.

Parents are given the option for their child to be treated privately or through the NHS. Parents are also asked if there are any activities or sports that they feel may be unsuitable for their children to join.

## Registration

When the students arrive at the College they are registered, and as part of the registration process they are asked about any medication they have brought with them or are currently taking; this applies to new and returning students.

- If a student is over sixteen and has brought medication, a self-medication assessment will be completed.
- If a student is under sixteen, the medication is kept by the Welfare Manager and distributed as required.

## Informing Staff

All the above information is kept in Student Services, where a hard copy can be found in students' medical files. Medical consent forms are also viewable on CLASS and a copy is kept with House Parents in event of an emergency at night. At the start of the academic year, the Welfare Manager will inform all relevant members of staff of the list of students who are known to have medical conditions/problems. IHCP's and a list of students on medication will be sent to house parents, the Director of Student Services and the Director of Studies who will distribute it to relevant staff in their department. This information is also available in a password protected version on the Z drive. The Welfare Manager will review the list regularly and inform house parents and the Academic management team when changes occur.

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Abbey College in Malvern Ltd (Number 08661073)

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## Medical Conditions

Pupils with medical conditions that need specific care whilst at school will have an individual health care plan drawn up, following liaison with parents/school staff and medical agencies as appropriate.

This plan will include information regarding:

- *Information about the medical condition: triggers, signs, symptoms and treatments;*
- *the pupil's resulting needs, including medication (dose, side-effects and storage) and other treatments,*
- *time, facilities, equipment, testing, access to food and drink where this is used to manage their condition, dietary requirements and environmental issues eg crowded corridors, travel time between lessons;*
- *specific support for the pupil's educational, social and emotional needs – for example, how absences will be managed, requirements for extra time to complete exams, use of rest periods or additional support in catching up with lessons, counselling sessions;*
- *the level of support needed, (some children will be able to take responsibility for their own health needs), including in emergencies. If a child is self-managing their medication, this should be clearly stated with appropriate arrangements for monitoring; who will provide this support, their training needs, expectations of their role and confirmation of proficiency to provide support for the child's medical condition from a healthcare professional; and cover arrangements for when they are unavailable;*
- *who in the school needs to be aware of the child's condition and the support required;*
- *arrangements for written permission from parents and the Headteacher for medication to be administered by a member of staff, or self-administered by the pupil during school hours*
- *separate arrangements or procedures required for school trips or other school activities outside of the normal school timetable that will ensure the child can participate, eg risk assessments.*
- *where confidentiality issues are raised by the parent/child, the designated individuals to be entrusted with information about the child's condition;*
- *what to do in an emergency, including whom to contact, and contingency arrangements*

*(From the Children & Families Act 2014)*

## Medication in school

Student Services keeps a supply of a range of 'over the counter' medications in a locked cupboard in the office, these are listed on the new student's medical consent forms and parents must give consent to allow these medications being administered.

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Students can only receive medication if the College is in receipt of a signed medical consent form. Parents should be asked to update this consent annually or after any medical incidents during school holidays.

Wherever possible the Welfare Manager and the welfare team will support students in managing their own medication where students are deemed competent to do so. If a student's medication is stored in Student Services or the boarding house they should always know where it is stored and have access to it when required. Staff should never deny students their medication without prior medical advice; if in doubt staff must call the GP, pharmacist or 111 service. Emergency medication such as Asthma inhalers should be available to the student at all times and **not** stored in a locked cupboard.

The following statement is printed on the medical consent form:

"All medication brought in to school must be in your child's name, in its original containers, clearly showing the medication's name and expiry date, accompanied by a copy of the prescription or doctor's letter (with a translation if appropriate). Students may be asked to take the medication home if this is not supplied."

It is not necessary for pupils to bring non-prescribed medication (including homeopathic and herbal remedies) into College, and boarders are not allowed to keep any medication in their rooms, unless approved by Student Services.

Student Services does not give out any homeopathic medication. As with all medication brought in to school, homeopathic or herbal medication must be in the child's name, supplied in its original containers, clearly showing expiry date, and accompanied by a prescription from a registered UK homeopathic practitioner.

All medication given to a student including prescribed medication should be recorded in the student's medical folder immediately. For students prescribed PRN ("as required") medication a PRN protocol should be completed and stored in the student's medical folder. This should be consulted before administration of medication.

A list of all students on medication (including PRN and self-administered) is kept on the Z drive. This should be updated regularly and circulated to the relevant staff.

There is a statutory requirement to record information of all medication in boarding schools. Records of current medication must be kept for all students. In addition the following records should be kept updated in Student Services:

- all medicine prescribed for students
- all medicines administered and/or received by the welfare team.
- all medicines returned to the student at the end of term or returned to the pharmacy for disposal.

Prescription and non-prescription medication is stored securely in Student Services. Non-prescription medicine should only be stored in the medicine cupboard which should be kept locked at all times when not in use. Prescription medicine should be stored in the safe in the locked student records cupboard in Student Services. Prescription and non prescription medication should never be stored together. Controlled drugs should only be stored in the separate locked safe which is secured to the wall and not used for any other medications.

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## Responsibilities

The Welfare Manager is the Appointed Person and is responsible for the administration of all medication by herself or other College staff under her instruction.

The Welfare Manager should administer medication as he/she sees fit in her professional capacity. Any medication given by her, or by any other member of staff, must be recorded.

Certain members of staff (particularly the Boarding Team) will receive instruction from the Welfare Manager on the administration of basic medication, usually painkillers, stomach medication and throat medication. These medicines must be kept in secure storage in Student Services. Any medication given must be recorded on the individual student's medication administration record, which is stored with the medical consent and parental consent form in the medical record folder. The Welfare Manager is responsible for monitoring both the supply of this medicine and the recording of administration.

Occasionally, it may be suitable for House Parents to keep and administer medication. In such an eventuality, the Welfare Manager should ensure that the House Parent has suitable storage, is trained to administer the medication properly and has a suitable method to record it.

Students are asked during their registration if they are carrying medication with them. The College will store the medicines, except in exceptional cases where individual circumstances may require that students keep and administer medication themselves with the approval of their parents. 'Herbal medication' is not considered to be a drug or medication.

In such cases of self-medication a risk assessment will be carried out by the Welfare Manager and House Parent to ensure medicine is stored safely/correctly and that dosage is taken appropriately.

All staff should be aware of available First Aid personnel, facilities, and the location of First Aid boxes and information.

First Aid provision must be available at all times, including excursions and during activities.

Adequate First Aid cover will be provided throughout the school, in line with the First Aid Needs Assessment. If a staff member is alone on a trip or during an activity, then they must have access to a telephone in order to summon help. They will fulfil the role of an Appointed Person, as identified in the First Aid at Work Regulations.

First Aiders must have attended a recognised First Aid Course approved by the Health and Safety Executive (HSE) and attend refresher courses every three years. They will be reliable, have good communication skills, an ability to cope with stress and able to absorb new knowledge. The HSE states that First Aid does not include the administration of medicines, although there is no legal bar to doing so. Those who dispense medicines should have a reasonable understanding of what is involved. First Aiders can use Epipens if trained to do so.

It is the responsibility of the Welfare Manager to ensure good First Aid practice is being carried out within the school and during activities organised by the school.

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Lists of staff with First Aid responsibilities and/or appropriate training are displayed in reception, the staff room and throughout the boarding houses.

## First Aid boxes are situated in:

- The College mini bus
- C Block Vice Principal - Pastoral's Office
- Laboratories
- Art Block
- Reception
- Main Office
- Staff Room
- Student Services
- With each House Parent

Travel First Aid kits are available for use during activities and excursions. These are kept in Student Services.

The contents of the First Aid Cabinets/Kits are to be regularly checked and maintained by the Welfare Manager. These checks are recorded both within the First Aid kits and in the Medical Book, which is kept in Student Services.

## Procedure for students who believe they are unwell during the week

If it is a school day and the student wakes up feeling unwell, he/she should go to Registration in uniform, prepared to go to lessons. The Vice Principal - Pastoral, or person covering Registration in his/her absence, will ask some basic preliminary questions to establish if the student should go to class, go to Sick Bay, seek a second opinion or if he/she should get more specialised medical advice.

If the decision is that student should go to class, the Vice Principal - Pastoral will inform the teacher to keep an eye on the student and report any developments to him/her immediately.

If the decision is for the student to go to Sick Bay, to seek a second opinion or to seek further medical advice, the Vice Principal - Pastoral will contact Student Services, who will then take over looking after the student.

If the decision is to seek further medical advice, a member of the Welfare team will contact the local surgery.

The College is stocked with a number of household medications, notably a variety of painkillers, stomach/digestive medication and throat medication. It also contains spare items for the College First Aid kits. It is maintained by the Welfare Manager, who also ensures that the medical stores are properly stocked and secure.

In the event that a student reports too sick to go to Registration (weekday mornings) or to Student Services (weekends and other times of day), the Welfare Manager will visit them in their room. A daily sickness log is kept and a list of students in sick bay is displayed in reception.

## Student Services Equipment / Supplies

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- 1st Aid Manual
- Medical Book
- Yellow clinical bag
- Bathroom scales
- Absorbent granules
- Personal hygiene items
- Ice bags

## Liaising with local surgeries and doctors

The College is registered with GP's Practices, therefore, all students are on various Practice's panels with access at all times and the Welfare Manager will refer students to the surgery when necessary. Lists of GP's and which students are registered can be found in Student Services on the Z:drive. The decision to refer a student to a GP rests with the Welfare Manager, who will use her professional training and knowledge to judge when an individual student is best served by receiving non-prescription medicine from the College or whether they should visit a doctor. In the event that the Welfare Manager is not available to make such a decision, then staff should err on the side of caution and make an appointment with a GP if they or the student have the slightest concern that it may be necessary. The Out of Hours GP service is available and should be used as necessary.

Students under the age of 16 should always be accompanied by an adult to a local surgery if we make a booking for them. The accompanying person will either be by a member of the Abbey College staff or by our regular taxi company, who have DBS checked drivers and are involved with the College in other areas. Students under 16 must be accompanied to medical appointments however they can choose to be chaperoned by a member of staff at the health centre if they do not wish the staff member to go with them into the consultation. Students aged 16+ and Adult students should be offered the option of being accompanied, if appropriate, and must be accompanied if there is a language issue or there is something the College needs to be aware of. Whenever appropriate, students are asked if they wish to see a male or female doctor. When a student visits a doctor or the hospital it is recorded in the medical file.

Any prescriptions issued to a child should be taken by the accompanying adult to a chemist, the medication collected and given to the Welfare Manager, who will decide on how best to store, administer and record it.

The College has a good relationship with surgeries and the Welfare Manager can speak directly to doctors if necessary.

Parents may not always be informed of their child's visit to the Health Centre as the GP/nurses must abide by the rights of confidentiality of the students, whatever their age. Students will always be encouraged to inform parents of any issues that may arise, and in most cases the Welfare Manager will inform parents, with the student's consent. A statement to that effect is included in the new pupil's medical form:

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In accordance with the school doctor's/nurse's professional obligations, medical information about pupils, regardless of age, will remain confidential. However, in providing medical/nursing care, it is recognised that the doctor/nurse may liaise with parents or guardians, the head teacher or other academic/boarding staff and that information, ideally with the pupils' consent, will be passed on as appropriate. With all matters, the doctor/nurse will respect a pupil's confidence except on the very rare occasions when, to give consent or divulgence, the doctor/nurse considers it in the pupil's best interests, or necessary for the protection of the wider school community, to breach confidence and pass information on to a relevant person or body.

## Reporting & Recording of Medication and First Aid

The Welfare Manager is responsible for the upkeep of student medical files.

A written record should be kept of the following:

- When a student visits the surgery or asks for the Welfare Manager to visit them (this should be recorded in both a daily log and in the student's own medical record)
- When a student receives medication in the Welfare Manager's absence.
- Any illnesses a student is diagnosed with.
- Any medication which is given by the Welfare Manager or any other member of staff
- If a student reacts badly to a medication.
- When a student is admitted to the sickbay
- When and why a student is referred to a doctor
- The advice received from a doctor
- Any medicines prescribed by a doctor

**The above is recorded in the Medical File which is kept in Student Services.**

When First Aid is administered by a member of staff records should be kept that include:

- The date, time and place of the incident.
- The name of the injured or ill person.
- Details of the injury or illness and first-aid given.
- What happened to the person immediately afterwards (for example, whether they went to their room, resumed normal duties, went back to class, or went to hospital).
- The name and signature of the first-aider or person dealing with the incident.

**The above is recorded in the Accident/Incident book which is kept in Student Services.**

The information in these records can:

- Help the College identify accident trends and possible areas for improvement in the control of Health and Safety risks.
- Be used for reference in future first-aid needs assessment.
- Be useful for insurance and investigative purposes.

## College Sick Bays

The College maintains two Sick Bays, both with nearby communal facilities. The sick bays are single sex.

The Welfare Manager will decide if a student should be admitted to the sickbay. All under 18 students too ill to attend classes will be placed in the Sick Bays between 09:00 and 19:30, when there is a low level of duty

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staff in the boarding houses, and could be kept there longer if necessary. Adult students may also be admitted to the sickbay if the Welfare Manager deems it necessary.

The Welfare Manager should display on the notice boards in reception which students have been admitted to the sickbay or permitted to stay in their own rooms (over 18s only) if too sick to attend classes.

In the absence of the Welfare Manager, the Director of Students Services, the Principal, Vice Principal - Pastoral, Vice Principal - Academic or Welfare Manager may admit a student to the Sick Bay.

Students in the sickbay must have a means of communicating with reception if required. The Welfare Manager or suitable member of the Boarding Team should visit the Sick Bay regularly. In certain circumstances, this duty maybe carried out by Reception. With the exception of a mobile phone, students are not allowed any other electronic devices in the sick bay. If a student is admitted to Sick Bay, they should change into their pyjamas. This can be done in one of the two sick bay bathrooms. Students are informed of this both in the Student Handbook and on posters displayed in the Sick Bay.

If circumstances require, facilities will be made available to maintain a student or students in isolation either on or off the College campus at the discretion of the Welfare Manager and Principal.

Each day the Welfare Manager will inform other members of the Boarding Team of any students that have been in the Sick Bay and the reason why. She will then arrange for staff to monitor them in the evening, and throughout the night if required.

If a student is unwell at the weekend, they should report to Student Services, where appropriate staff will see them and suitable arrangements will be made.

## Self-Medication

Responsible students aged 16 plus and adult students are permitted to self-medicate as long as they can keep their medication secure. In certain instances, with parental permission, children who are on long term medication may be permitted to self-medicate. All students will undergo a self-medication assessment before being allowed to self-medicate and this will be kept in the medical file. If a student who is self-medicating shares a bedroom with another student, this student completes a sheet showing that they understand what any side effects of the medication may be and that they know to report it to a member of staff.

The Welfare Manager keeps a list of those students who are currently self-medicating.

## Gillick Competency

Gillick Competence is used in medical law to decide whether a child, aged sixteen years or younger, is able to consent to his or her own medical treatment, without the need for parental permission or knowledge. A child is Gillick Competent if he or she has 'sufficient understanding and intelligence to understand fully what is proposed'.

It is for the doctor to decide whether or not an individual child is Gillick competent or not.

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At the College boarders can expect privacy and dignity when talking to staff about medical matters or undressing for a medical examination.

## Reporting & Recording of Accidents

Under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR) some accidents must be reported to the HSE. The College must keep a record of any reportable injury, disease or dangerous occurrence. This must include: the date and method of reporting; the date, time and place of the event; personal details of those involved and a brief description of the nature of the event or disease. This record can be combined with other accident records. The College Accident Book is kept in Student Services and maintained by the Welfare Manager.

An unreliable accident / incident reporting system, or the under reporting of near miss incidents could lead to dangerous occurrences recurring which may result in personal injury to staff or visitors.

Breach of the statutory requirement to report specific incidents to the Health & Safety Executive (HSE) may lead to prosecution.

## RIDDOR – Incidents to be reported

- Accidents resulting in death or major injury
- Accidents which prevent normal duties for more than 7 days
- Loss of consciousness due to asphyxia or absorption of harmful substances
- Fractures / Dislocations
- Amputation
- Loss of sight – temporary or permanent
- Chemicals or hot metal burn to eye
- Penetrating eye injury
- Electric Shock
- Injury leading to hypothermia
- Unconsciousness needing resuscitation / hospital admission for over 24hrs.

For further details please refer to the Health and Safety Policy.

## Procedures

At Abbey College we make every effort to minimise the risk of accidents, but we recognise that accidents may still occur. All accidents to pupils, staff, parents and visitors, no matter how small, will be reported to the Principal/Duty Manager and Welfare Manager as soon as possible after the accident takes place.

The College recommends that, unless it cannot possibly be avoided, no member of staff should administer First Aid without a witness (preferable another member of staff).

No member of staff should administer First Aid unless they have received proper training, except in the case of minor cuts and grazes.

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For their own protection and the protection of the patient, staff who administer First Aid should take the following precautions:

- Exposed cuts and abrasions should be cleaned under running water and patted dry with a sterile dressing
- Hands should be washed before and after administering First Aid
- Disposable gloves should always be worn.

If the incident involves bodily fluids, the member of staff must not treat the student without protective gloves. All bodily fluids (vomit, diarrhoea, blood) must be cleaned immediately; this is **essential** if the spread of infection is to be reduced. Spill kits (kept in the cleaning cupboard) should be used to treat spillage of human contaminants. Once this has been done the yellow bag should be disposed of in accordance to human waste management regulations, where appropriate the area must be washed down with warm water and detergent, and hands thoroughly washed. If unaware, the Welfare Manager should be informed that the granules have been used. These granules should be regularly ordered and checked by the Welfare Manager.

Once the individuals have been treated, all details regarding the accident, will be recorded in the Accident Book by a member of staff. An investigation into the accident should be undertaken immediately or at least on the same day. Judgements should be made as to what can be done to reduce the risk of similar accidents occurring again.

The Accident & Incident Book is kept in Student Services. The Bursar will ensure that accidents, which are reportable to the Health & Safety Executive are reported using the appropriate form.

## Calling an Ambulance

The Principal, Duty Manager or Welfare Manager will decide whether to call an ambulance, but if the student has banged their head, is unconscious or has a major bleed, **this must be done immediately** by the member of staff present. In such instances a member of staff will accompany the student to the hospital, regardless of their age.

## Excursions

The College does its best to make sure at least one member of staff accompanying the students on excursions should be First Aid trained, though this is not always possible. If not, the staff member will be briefed on what to do in the case of emergency and will always have a phone and contact numbers. This person will fulfil the role of Appointed Person as identified in the First Aid at Work Regulations. There will also be a travel First Aid kit taken on each coach. For further details on excursions please see the Excursion Policy.

## Staff Training

The College will support the Welfare Manager to attend relevant professional development courses. The Welfare Manager will train some members of the staff in the administration of some basic household medicines. The College will organise an annual First Aid training day for relevant staff. The College maintains a record of professional training its staff receives.

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