

HEALTH AND FIRST AID POLICY

This policy applies across the school including EYFS.

Reviewed September 2021

Next review September 2022

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1 Introduction

The school seeks to educate its pupils in an environment which is safe, secure and orderly. As such the physical and emotional well-being of the pupils is a central concern. To ensure that each pupil is able to access the curriculum and the extracurricular opportunities available, the school has a medical team to address or refer minor and more serious medical matters as assessed. They are also the experts who seek to support staff and pupils, ensure training in health related issues pertinent to the daily operation of the school and respond to pupil's health needs during the school day. As such the medical staff have a central role in advising parents, pupils and staff in all health matters.

2 Professional Staff

The school's General Practitioner is Dr Renuka Maruthainar from The Red House Surgery in Radlett. Dr Maruthainar is a member of MOSA (Medical Officer of Schools Association). She visits Edge Grove as required; no pupils are registered with The Red House. If a child needs a consultation with the Doctor outside her normal visiting times, they will either be escorted to an appointment at her surgery or, if they are too unwell, the Doctor will visit the child at Edge Grove.

The school has two nurses, Mrs Gill O'Sullivan RGN and Mrs Mary Dootson BSc (Hons) RGN.

3 Staff in General

Staff training sessions run by the School Nurse are held as required, dependent on the medical requirements of the pupils currently in the school.

4 Information Sharing

Pupils with serious medical conditions are identified at the beginning of the academic year and a list is made available for staff of all pupils with medical problems to enable them to identify those they teach.

5 Access and Availability

All pupils have access to see the nurse throughout the day until 17.30. Lower and Upper Prep pupils may drop in before the day begins and during breaks. At all other times pupils must first gain a staff member's permission before going to the Health Centre. If a pupil needs to leave lessons due to illness or injury, the practice is for him/her to be accompanied by another pupil or member of staff. In an emergency or in her absence from the Health Centre the Nurse can be contacted by mobile telephone. In Pre Prep a member of the Teaching Staff will contact the Nurse if required. Pre School children will be cared for by a member of staff holding a Paediatric First Aid Certificate. The School Nurse is available to Pre School staff in an advisory capacity throughout the day.

6 Records and Information

On entry to the school, Parents/Guardians complete a Pupil Health Record and Allergen/Intolerance Notification form. This seeks information regarding the pupil's medical history, any current medical issues, immunisation history, dietary needs and permission for over the counter medication to be administered whilst at school if necessary. Consent for treatment with simple remedies in a first aid or emergency situation is also obtained. Parents/Guardians are required to write if permission to do so is withheld.

This information is retained on the computer system. All information is held and used in accordance with the Data Protection Act.

Medical information is kept for each child in the Health Centre. Access to this is limited to the Pre School First Aiders, Nurses and the Head.

Each visit to the Health Centre is recorded by date and time, with the reason, its assessment, the resulting treatment and any referral made to outside agencies.

When new conditions, illnesses or any medical problem arises which may affect a pupil's ability to access the curriculum, this is communicated to relevant staff by the School Nurse.

7 Reporting of Injuries, Diseases and Dangerous Occurrences RIDDOR

The School Nurse will report any accident, incident or serious illness to the Health and Safety Officer who will in turn notify RIDDOR if appropriate.

8 Parental Responsibility

Parents have primary responsibility for their child's welfare and health and as such must understand and accept their part in responding to the medical issues detailed below.

A pupil is not to be sent to school if he/she has:

- been diagnosed with an infectious disease
- suffered from vomiting and/or diarrhoea in the previous 48 hours
- unable to attend all lessons.

Parents are required to collect pupils from school when the diagnosis indicates that they are not fit to remain in school.

It is the parent's responsibility to ensure all medication provided is correctly labelled, in the original packaging and in date.

9 Parental Contact

Parents are asked to contact the Nursing Staff to update medical matters via email, letter, or telephone as is more convenient or applicable. Records are updated accordingly. Otherwise, all illnesses/injuries will be assessed and communication made with home if the nurse feels it is appropriate.

10 Permission for a Pupil to Leave Site

Permission to leave school as a result of illness can only be made after a pupil has been assessed by the School Nurse. Parents will then be contacted. A pupil may not make independent arrangements. If a parent is contacted independently of the School Nurse communicating illness or the desire to be picked up, parents are required to contact the school nursing staff. In the absence of the School Nurse permission can be granted by nominated First Aiders (approved by a member of the Senior Leadership Team) or any member of the Senior Leadership Team.

11 Medication

Parents and pupils are required to hand medication to be taken during the course of the school day to the School Nurse on arrival. If the School Nurse is unavailable it should be left at the School Office for safekeeping. In Pre School and Pre Prep medication must be handed to the class teacher. This will be administered by the staff member on duty who holds an Administration of Medicines Certificate. All medication must be accompanied with a signed Medication Consent Form, or a letter signed by the parent/guardian. The communication must state:

- the name of the medicine;
- why the pupil is taking it;
- the dose required;
- the method of administration;
- the time it should be taken; and
- any possible side effects.

It is the parent's responsibility to ensure that any medicines provided for use at school are in date and replacements provided prior to their expiry. Medicines bought and prescribed abroad and out of date medication cannot be administered.

Sharps boxes are provided for pupils who require them.

Medicines will not be given without written consent or agreement indicated on the parental information form, this includes Ibuprofen. In addition to this every effort is made to contact Pre School and Pre Prep parents prior to administering Paracetamol for any reason. Parents/Guardians are informed of medication given during the school day. In the absence of the School Nurse a member of staff trained in the administration of medicines will administer medication.

The ability to self-medicate is encouraged where appropriate (asthma inhalers) and after appropriate parental and nurse consideration. The "Gillick competency" is recognised – but is currently not utilised. As our oldest pupils are 13 years old, it is unlikely that this competence would be enabled but it is certainly possible.

12 Refusing Medicines

If a pupil refuses to take medication this will be noted on his/her records. Parents will be informed of the refusal on the same day.

13 Security of Medicines

Medication must be provided in its original container. Pupils must not carry medication on their person (see below for exceptions). Medication will be stored in a locked cupboard or appropriate refrigerator as necessary.

14 Controlled Drugs

Controlled drugs e.g. Methylphenidate, must be handed in to the nursing staff by parents on arrival at school. Controlled drugs are stored in a lockable non-portable metal drug cupboard in the Health Centre. A paper record is kept for audit and safety purposes. Medication administered is also recorded in the usual way. When no longer required, Controlled Drugs are returned to parents/guardians for safe disposal.

15 Adrenalin Autoinjectors (EpiPens/Jexts)

Individual autoinjectors are securely stored for Pre School in the Pre School Office, Pre Prep in the First Aid Room and Lower and Upper Prep in the Health Centre and are easily accessible if required in an emergency. Parents must complete a consent form giving permission to administer the autoinjector in an emergency. Autoinjectors remain in the school at all times with the exception of school trips and it is the parent's responsibility to replace these prior to expiry dates. As pupils progress through the school they are encouraged to take responsibility for their own emergency medication.

16 Disposal of Medicines

All medicines with the exception of Adrenalin Autoinjectors for those pupils remaining at Edge Grove are required to be collected by parents at the end of the academic year in July. Any medicines not collected by the last day of the Summer Term will be returned to parents at the earliest opportunity.

17 Cleaning of Body Fluid Spillages

All spillages of blood, faeces, saliva, vomit, nasal and eye discharges should be cleaned up as soon as possible wearing protective clothing. In the event of a spillage the School Nurse should be informed immediately so that the cleaning team can be alerted to attend. Staff must wear protective clothing when handling soiled linen. Pupils' soiled clothing should be bagged to go home and never rinsed by hand. Pre School staff are provided with spillage kits.

18 Individual Action Plans

Where medical conditions demand, Individual Action Plans will be formulated and acted upon. These must operate if a student suffers from Asthma, Epilepsy, Diabetes, severe allergies or any other long term health condition.

19 Immunisations

The B.C.G. vaccine is no longer offered routinely, as of 2006 only children considered at risk will be offered the vaccination.

The HPV (Human Papilloma Virus) vaccine is offered to all girls and boys in Year 8 and the course completed prior to leaving Edge Grove.

The Nasal Flu vaccine is currently offered to all pupils in Reception to Year 6.

It is expected that pupils will have received all immunisations in line with government recommendations. If this is not the case a risk assessment regarding all school trips will be undertaken.

20 Head Injury (see Head Injury Policy)

If a pupil receives a significant bump to the head, not only will contact be made directly with parents, but a letter will be sent home at the end of the school day to provide further information and advice on such head injuries. The pupil's class teacher will also be informed to ensure observation is continued for the remainder of the day.

21 Games and Physical Education

PE and Games staff will assume fitness for participation if a pupil is in school unless parents have contacted the School Nurse by 0930 of the day in question to say otherwise. Colds, coughs, and minor ailments will not be accepted as reasons for withdrawal from such lessons.

22 Educational Visits

Staff supervising excursions are always aware of a pupil's specific medical needs and if appropriate a copy of the Individual Action Plan is taken on visits. Arrangements are made for taking any necessary medicines.

23 First Aid Policy

In the school; the majority of staff are trained and qualified as First Aiders and may be approached in an emergency. First Aid Kits and Eye Wash Stations are provided in key locations and are checked regularly and maintained by the School Nurse. A number of teachers who teach Early Years have up to date Paediatric First Aid certificates. Pre School and Pre Prep will ensure that at least one person holding the Paediatric First Aid certificate is on the premises and in attendance on outings for the early years. Sports First Aid Kits are provided and taken to away matches. All school minibuses are equipped with a First Aid Kit.

All new pupils and staff are given information on where to go for help in the event of an accident or illness as part of their induction into school.

Records are kept of all accidents and injuries and there is close liaison with the Health and Safety Officer to minimise the likelihood of recurrence.

24 Calling an Ambulance

The decision to call an emergency vehicle is made at the discretion of the Nurse/First Aider in charge. If there is any doubt about the safety of the injured party, 999 should be called immediately. The Nurse/First Aider in charge must ensure that any child taken in an ambulance is accompanied by a member of staff (academic or support). The Nurse/First Aider will liaise with a member of the Senior Leadership Team.

25 Covid-19 Arrangements

As the country continues in a pandemic for Covid-19 all medical aspects of operating during the pandemic have been fully risk assessed and these assessments and protocols will continue to be reviewed and updated. Practical arrangements have been made to amend the School's operations to facilitate appropriate medical facilities and care to be provided as needed. The professional experience of the School's nursing staff adds considerable substance to the School's efforts in both the mitigation of the potential for the influx of the virus into the School community and its impact should this occur.

26 Staff First Aiders

See Appendix below schedule of all current staff first aid training.
A list of all appropriate training and certification is kept in the HR and Compliance office.

Full Paediatric First Aid at Work (12 hours)		Expiry Date
Carron	Cookson	23/04/2022
Leah	Droznika	23/04/2022
Brian	McManus	23/04/2022
Kate	McManus	23/04/2022
Stephanie	Mellini	23/04/2022
Laura	O'Hare	23/04/2022
Sam	Robinson	23/04/2022
Damien	Rodwell-Davies	23/04/2022
Sally	Sharp	23/04/2022
Christine	Thomas	23/04/2022
Abi	Treadwell-Collins	23/04/2022
Julia	Try	23/04/2022
Anna	Warren	23/04/2022
Jo	Wildman	23/04/2022
Lynn	Wright	23/04/2022
Samantha	Ward	06/05/2022
Sam	Green	01/06/2022
Steve	Lloyd	21/09/2022
Tom	Aitchison	07/01/2023
Claire	Burstein	07/01/2023
Charlotte	Goossens	07/01/2023
Nicki	Hughes	07/01/2023
Pippa	Jancey	07/01/2023
Nicholle	Lampthey-Senior	07/01/2023
Marco	Maranzana	07/01/2023
Ali	Massey	07/01/2023
Katy	Miller	07/01/2023
Kelly	Rice	07/01/2023
Jess	Senior	07/01/2023
Annabel	Thompson	07/01/2023
Mary	Turberfield	07/01/2023
Amy	Turner	07/01/2023
Jackie	Clifford	01/09/2023
Gillian	Emmerson	01/09/2023
Amanda	Kane	01/09/2023
Natasha	Kyriacou	01/09/2023
Evangeline	Noorali	01/09/2023
Caitlin	O'Sullivan	01/09/2023
Ellie	Piper	01/09/2023
Christina	Western	01/09/2023

Full Paediatric First Aid at Work (12 hours)		Expiry Date
Tasleem	Yacub	01/09/2023
Tracy	Bridgman	28/03/2024
Mim	Doughty	28/03/2024
Dolly	Grounds	28/03/2024
Linda	Henwood	28/03/2024
Pia	Bruno	28/03/2024
Janice	Salisbury	28/03/2024
Ashleigh	Chalmers	28/03/2024
Evangeline	Noorali	28/03/2024
Simon	Thomas	28/03/2024
Steve	Cowley	31/08/2024
Martin	King	31/08/2024
Pete	Hassell	31/08/2024
Martin	Keane	31/08/2024
Karl	Leutfeld	31/08/2024
Jason	Keildson	31/08/2024
Amy	Rose	31/08/2024
Tom	Wallis	31/08/2024
Giuditta	Toniolo	31/08/2024
Justine	Saville	31/08/2024
Jo	Leighton	31/08/2024
Damini	Modha	31/08/2024
Alice	Ketley	31/08/2024

First Aid**for Schools Expiry Date**

Lisa	Aldridge	23/04/2022
Mabel	Amankawah	23/04/2022
Kasia	Baxendale	23/04/2022
Andrea	Caldwell	23/04/2022
Rebecca	Chaplin	23/04/2022
Anne	Choi	23/04/2022
Julian	Craxton	23/04/2022
Jessica	Day	23/04/2022
David	Dicks	23/04/2022
Tracey	Duncan	23/04/2022
Diana	Evans	23/04/2022
Katherine	Evans	23/04/2022
Carys	Henwood	23/04/2022
Sheetal	Kachhela	23/04/2022
Ian	Kay	23/04/2022
Elena	Laneri	23/04/2022
Lucy	Neale	23/04/2022
Rachel	Nichols	23/04/2022
Claire	Woolnough	23/04/2022

Emergency First Aid at Work Expiry Date

Dan	Sheppard	18/02/2022
David	Whitehead	18/02/2022
Lee	Dowling	18/02/2022
Martin	Wakefield	18/02/2022