



FIRST AID AND ACCIDENT POLICY

INTRODUCTION

1. This policy is a 'Whole School Policy' and informs practice in the Senior School, Prep School and Nursery. The School is located on two sites with the Senior School in Battle (for pupils aged 11 to 18 years including the Boarding houses), and the Prep School (including Nursery and Swimming Pool) in Bexhill (for pupils aged 3 months to 11 years).

2. Health and safety legislation places duties on employers for the health and safety of their employees and anyone else on the premises. In schools this includes teaching and non-teaching staff, pupils and visitors (including contractors). Employers' duties also include ensuring that there is adequate and appropriate equipment and facilities for providing first aid and that these are available at all times. Arrangements for first aid are based on a first aid needs assessment for the School, which covers the degree of hazards and the number of staff and pupils. This information helps to make decisions on:

- Numbers of first aiders/appointed persons.
- Numbers and locations of first-aid containers.
- Arrangements for off site activities and trips.

Health and safety legislation also places requirements for accidents to be recorded and reported where necessary. In order to satisfy monitoring requirements of the health and safety management system, accident trends must be analysed to ascertain if there are common themes to accidents and whether improvements can be made to safety control measures within the School.

FIRST AID AT BATTLE ABBEY SCHOOL

3. The School holds Employers Liability insurance to provide cover for such claims, if the School is deemed to be negligent in its health and safety duties.

4. Teachers' conditions of employment do not include giving first aid, although any member of staff may volunteer to undertake these tasks. 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 pupils at the school in the same way that parents might be 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.

5. The School aims to arrange adequate and appropriate training and guidance for staff who volunteer to be first aiders / appointed persons. The minimum aim is to ensure that there are enough trained staff to meet the statutory requirements and assessed needs.

APPOINTED PERSON

6. It is the intention of Battle Abbey School that everyone knows the school's first-aid arrangements. The appointed person for first aid (the Surgery Manager at the Senior School, Office manager at the Prep School, Nursery Manager and Swimming Pool Manager, details in Appendix 1) takes responsibility for first aid by:

- Taking charge when someone is injured or becomes unwell
- Looking after first aid equipment, regularly checking and restocking first aid kits and keeping a record of when kits have been checked
- Ensuring that accidents are recorded and reported
- Ensuring that an ambulance or other professional medical help is summoned when appropriate

The appointed person must inform all staff (including those with reading and language difficulties) of the first-aid arrangements. It is the policy of the School that staff and pupils are kept informed by displaying first aid notices in staff / common rooms, school offices and each building on each site. Notices must be displayed in prominent places and the information should be clear and give details of locations of first aid kits and first aid trained personnel. New staff are told about the first aid arrangements during induction training.

It is not a requirement for the appointed person to be first aid trained however at Battle Abbey School the appointed persons are also first aid trained.

FIRST AID TRAINED STAFF

7. 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. When selecting first aiders, the School considers:

- The individual's reliability and communication skills.
- The individual's aptitude and ability to absorb new knowledge and learn new skills.
- The individual's ability to cope with stressful and physically demanding emergency procedures.
- The individual's normal duties.

A first aider must be able to leave to go immediately to an emergency, although in practice it is Battle Abbey School policy that more than the minimum number of First Aiders is trained and therefore at least one should be free through the period of a day. In the Senior School, the Surgery Manager or first aid trained staff are on duty throughout the school's working day. At night there is a minimum of three first aiders on duty at all times to assist in the well being of boarding students, one sleeping at the Senior School, one sleeping at Westnedge and one in Marylands.

8. Training courses cover a range of first aid competences. However, standard first aid at work training courses does not include resuscitation procedures for infants. Battle Abbey School will arrange appropriate training for their first aid and Nursery and prep school staff will be able to attend a paediatric first aid course.

The Surgery Manager keeps a record of first aiders and certification dates and ensures that first aid trained staff are offered an update every 3 years. (See Appendix 2)

CONTACTING FIRST AID PERSONNEL

9. The following procedures apply when it is necessary to contact a first aider in an emergency:

- Senior School – go to the Surgery, phone the Surgery (Ext 807), phone the matron's duty mobile (07843 339531) or go to the Main School Office.
- Marylands- go to matron's room, phone the Marylands matron's mobile- (07843 339535), phone Mr Mercer's mobile (07860 623787)

- Westnedge- go to Mr Smallman’s flat, phone the matron in the senior school (07843 339531), phone Mr Smallman’s mobile (07730 567679)
- Martlet House- go to the reception desk, phone the reception desk (Ex 852), phone the Martlet House mobile (07437 521 983)
- Prep School – go to the School Office or phone the office (01424 291674).
- Nursery – go to the Nursery changing area or phone the office (01424 213283).
- Swimming Pool- see the lifeguard/teacher on duty

FIRST AID EQUIPMENT

10. We aim to provide the proper materials, equipment and facilities at all times. First aid equipment must be clearly labelled and easily accessible. The assessment of the school’s first aid needs also includes the number of first aid containers. Locations of first aid boxes are listed in Appendix 3. Additional first-aid containers are provided for any off-site activities. All first-aid containers are marked with a white cross on a green background or contained in a red soft roll up kit marked with a yellow cross. The siting of first-aid boxes is a crucial element and has been given careful consideration. Where possible first aid containers should be kept near to hand washing facilities. The School recommends a minimum provision of first aid items. (See Appendix 4a).

The contents of first aid containers will be checked by the appointed person frequently and restocked, at a minimum of at least every half term for PE and the catering departments, with other areas termly. When first aid kits have been used; the appointed person should be informed to enable the kit to be restocked.

MINIBUSES

11. Each minibus is equipped with a first aid box. Transport regulations require that all minibuses have on board a first aid container with specific items. (See Appendix 4b) This first aid container shall be maintained in a clean condition, readily available for use and prominently marked as a first aid container. First aid kits in mini buses are checked termly by the appointed person.

OTHER INFORMATION

12. The Surgery is the base for first aid at the Senior School. At the Prep School the first aid room opposite the office is the main base, with children attending the school office there initially. The Nursery use their respective changing areas for the baby room and the Acorns/Oaks as a base for first aid. The swimming pool has a first aid kit stored in the pool office.

13. All staff should take precautions to avoid infection and must follow basic hygiene procedures. Staff have access to single-use disposable gloves and hand washing facilities, and should take care when dealing with blood or other body fluids and disposing of dressings or equipment.

LOCATION OF AED

14. An automated external defibrillator (**AED**) is a portable device that checks the heart rhythm and can send an electric shock to the heart to try to restore a normal rhythm. **AEDs** are used to treat sudden cardiac arrest and are designed to be used without any training and whilst waiting for emergency services to attend. There is an AED located outside the main kitchen at the Senior School. If a cardiac arrest occurs at the Abbey or at Martlet House a person may be asked to collect the AED.

ACCIDENT RECORDING AND REPORTING

15. All staff are told during their initial induction training to report any accidents and near misses to the appointed person.

16. The School will record any first aid treatment given by first aiders and appointed persons. This should include:

- the date, time and place of incident
- the name (and class) of the injured or ill person
- details of the injury / illness and what first aid was given
- what happened to the person immediately afterwards (for example if they went home, resumed normal duties, went back to class, went to hospital)
- name and signature of the first aider or person dealing with the incident

The Senior School accident books are kept in the Surgery (or Bursary during school holidays) and Martlet House reception. The Prep School, Nursery and swimming pool accident books are kept in their main offices. Completed accident forms from all sites are recorded on the Assurity Incident/Accident reporting system and the original is scanned in and saved on the system.

17. If a student sustains an injury that is considered by the qualified first aider to be more than a minor cut or graze, the parents will be informed by the first aider, Surgery Manager or school office as soon as possible. Within the Early Years Foundation stage, any injury to a child, no matter how small, is reported to parents. It may be that a student, staff member or visitor to the School requires hospital treatment and the next of kin will be informed immediately. An ambulance should be called when a qualified first aider does not feel competent to deal with the injury or illness.

18. Where it is seen that there are contributory causes to an accident (e.g. wet floor, trip hazard etc.), the appointed person will complete an accident investigation report. This report considers immediate and secondary contributory factors to accidents. Completed accident investigation reports are reviewed by the Deputy Bursar who is responsible for ensuring that any remedial actions to improve safety control measures and avoid a reoccurrence of the type of accident is carried out. All details of remedial actions must be recorded on the accident reporting system.

19. Under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR) some accidents must be reported to the HSE. Records are kept by the Bursar of any reportable injury, disease or dangerous occurrence. This includes 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. The types of accidents that happen on School premises must be reported to the HSE are listed in appendix 5

20. Further information on the definition of a major injury is available on the HSE website at www.hse.gov.uk. The HSE must be notified of fatal and major injuries and dangerous occurrences without delay and this must be followed up within ten days with a written report on Form 2508. Other reportable accidents must be reported to HSE within ten days on Form 2508.

21. In HSE's view an accident must be reported if it relates to:

- any school activity, both on or off the premises
- the way a school activity has been organised and managed (e.g. the supervision of a field trip)
- equipment, machinery or substances
- the design or condition of the premises

22. The accident/incident reporting system allows the accident to be categorised with a type of accident (e.g. slip, trip or fall, fall from height, burn etc.). Each term the Deputy Bursar brings the

spreadsheet to the Health and Safety Committee meeting where the records are reviewed. Any comments about analysing the trends of accidents are recorded in the Health and Safety Committee meeting minutes.

23. Battle Abbey School keeps readily accessible accident records logged on the Assurity Accident/Incident reporting system, these records are kept for a minimum of 5 years in accordance with HSE recommendations. This record is not the same as the Department of Social Security B1510 statutory accident book or the RIDDOR record although the three might be combined, providing all the information required by the legislation is included in the replacement record

EARLY YEARS FOUNDATION STAGE – SPECIFIC REQUIREMENTS

24. In the Early Years Foundation Stage setting there is a requirement that at least one person on the premises and one person on outings has attended a first aid course and has a first aid certificate specific to children. The course should involve a minimum of 12 hours training and the certificate should include the words child, children or paediatric. The local child protection agencies must be notified of any serious accident, serious injury or death of a child within the care setting. Ofsted should also be notified (as soon as is reasonably practicable or within 14 days) of any serious accident, injury, illness or death of a child.

BODY FLUID SPILLAGE

25. Staff have been instructed on the adequate safe disposal of spilt body fluids such as blood, vomit, urine and faeces. The School uses an absorbent powder on all sites to make the cleaning up of such fluids safer and more effective. All staff are fully aware of the need to wear disposal gloves if possible when handling such fluids, and of the need to document such spillage appropriately. Adequate cleaning materials are available on all sites.

HEALTH FORMS AND MEDICAL CONDITIONS

26. When students start at Battle Abbey School their parents are requested to complete a health form (Appendix 6) indicating any health conditions or allergies their child may have. The forms are stored in a lockable filing cabinet in the school surgery. Parents are requested to update the health form annually. Information from the forms is used to inform staff of students with medical conditions. When a residential trip is organised copies of health forms are supplied to the trip staff.

The Surgery Manager is trained in the management of asthma, anaphylaxis, diabetes and epilepsy. If a child develops a chronic illness such as diabetes a specialist nurse is invited into School to give training to those involved in the care of the child. The Surgery Manager imparts this information on to other staff members and instigates training in areas such as the administration of adrenaline auto injectors.

MEDICATION

27. The giving of medication is covered under the schools *Medication Policy*. Staff that are permitted to do so, with signed parental permission, may give appropriate medication to the pupils as deemed suitable. The medication stocked is all available over the chemist counter and consists of nothing available only on prescription. Asthma inhalers and adrenaline auto injectors are kept in the School Surgery and in the Prep School office.

For the EYFS see the *EYFS Health Policy* which includes the administration of medicines.

TRIPS AND OFF SITE ACTIVITIES

28. Before undertaking any off site activities, the first aid appointed persons will review a list of pupils attending, check their health forms and ensure any prescribed medication accompanies the pupil on the

trip. First aid kits are provided for trips, the contents of the kit will reflect the number of people on the trip, the duration of the trip and the type of activity.

APPOINTED PERSONS

- Senior School site including Martlet House and boarding houses Westnedge and Marylands- Laura Minty (Surgery Manager)
- Prep School – Alex McCormick (Office Manager)
- Nursery School - Teresa Rapley (Nursery Manager)
- Swimming Pool –Sean Collins (Pool Manager)

Battle Abbey School
First Aid Trained Staff

| Surname | First Name | Position | First Aid Course | Expiry Date |
|-------------|------------|----------|-----------------------------|-------------|
| Carey | Ann | TCHS | Emergency First Aid at Work | Jul 2019 |
| Carlin | Katrina | ADMS | Emergency First Aid at Work | Jul 2019 |
| Edmans | Lorette | DRIV | Emergency First Aid at Work | Jul 2019 |
| Hughes | Lea | ADMS | Emergency First Aid at Work | Jul 2019 |
| Ingall | Rebecca | TCHS | Emergency First Aid at Work | Jul 2019 |
| Perry | Prito | ADMS | Emergency First Aid at Work | Jul 2019 |
| Walkley | Sarah | MATR | Emergency First Aid at Work | Jul 2019 |
| Baldry | Andrea | ADMS | Emergency First Aid at Work | Sep 2019 |
| Wooten | Kate | TAN | Paediatric First Aid | Nov 2019 |
| McCormick | Alex | AMDP | First Aid at Work | Dec 2019 |
| Hopkins | Linda | TCHS | Emergency First Aid at Work | Jan 2020 |
| Perry | David | TCHS | Emergency First Aid at Work | Jan 2020 |
| Sheffield | Joanne | TCHS | Emergency First Aid at Work | Jan 2020 |
| Townshend | Sue | TCHS | Emergency First Aid at Work | Jan 2020 |
| Wilson | Emma | TCHS | Emergency First Aid at Work | Jan 2020 |
| Melville | Helen | TAN | Paediatric First Aid | Mar 2020 |
| Field | Chloe | TAN | Paediatric First Aid | Mar 2020 |
| Weston | Rachel | TAN | Paediatric First Aid | Mar 2020 |
| Burgess | Charlie | TAP | Paediatric First Aid | Mar 2020 |
| McGain | Natasha | TCHP | First Aid at Work | Jul 2020 |
| Anderson | Sarah | DOMS | Emergency First Aid at Work | Jul 2020 |
| Baker | Angela | MATR | Emergency First Aid at Work | Jul 2020 |
| Batkin | Lisa | MATR | Emergency First Aid at Work | Jul 2020 |
| Buckland | Charlotte | TCHS | Emergency First Aid at Work | Jul 2020 |
| Mercer | Anna | MATR | Emergency First Aid at Work | Jul 2020 |
| Pawson | Aaron | CATS | Emergency First Aid at Work | Jul 2020 |
| Shorttle | Ed | DRIV | Emergency First Aid at Work | Jul 2020 |
| White | Debbie | MATR | 3 DAY COURSE DofE | Sep 2020 |
| Hooper | Mick | MAIS | 3 DAY COURSE DofE | Sep 2020 |
| Broad | Sarah | TCHP | First Aid at Work | Jan 2021 |
| Golding | Trudy | TCHP | First Aid at Work | Jan 2021 |
| Shoesmith | Nova | TCHP | First Aid at Work | Jan 2021 |
| Armstrong | Annaclare | ADMS | Emergency First Aid at Work | Jan 2021 |
| Booth Jones | Caroline | ADMS | Emergency First Aid at Work | Jan 2021 |
| Colman | Judith | TCHS | Emergency First Aid at Work | Jan 2021 |
| McGlashan | Marie | TCHS | Emergency First Aid at Work | Jan 2021 |
| St Aubyn | Michelle | TCHS | Emergency First Aid at Work | Jan 2021 |
| Torok | Ildiko | TCHS | Emergency First Aid at Work | Jan 2021 |

| | | | | |
|-------------|-----------|------|-----------------------------|----------|
| James | Lorraine | TAS | Emergency First Aid at Work | Jan 2021 |
| Hill | Jackie | TCHP | Paediatric First Aid | Jan 2021 |
| Usher | Philip | TCHS | Emergency First Aid at Work | Feb 2021 |
| A-White | Craig | TCHS | Emergency First Aid at Work | Apr 2021 |
| Brampton | Donna | TCHS | Emergency First Aid at Work | Apr 2021 |
| Johnson | Martina | TCHS | Emergency First Aid at Work | Apr 2021 |
| Molnar | Ian | DRIV | Emergency First Aid at Work | Apr 2021 |
| Rowland | Frances | TCHS | Emergency First Aid at Work | Apr 2021 |
| Simpson | Jo | TCHS | Emergency First Aid at Work | Apr 2021 |
| Stewart | Anny | CATS | Emergency First Aid at Work | Apr 2021 |
| Tumi | Farouk | TCHS | Emergency First Aid at Work | Apr 2021 |
| Tunningley | Corinne | CATS | Emergency First Aid at Work | Apr 2021 |
| Lee | Amy | TAN | Paediatric First Aid | Jun 2021 |
| Burgess | Sharon | TCHS | Emergency First Aid at Work | Jul 2021 |
| Booth | Ariel | PERS | Emergency First Aid at Work | Jul 2021 |
| Tucker Wall | Patrick | TCHS | Emergency First Aid at Work | Jul 2021 |
| Uden | Peter | DRIV | Emergency First Aid at Work | Jul 2021 |
| Bourne | Adaline | DRIV | Emergency First Aid at Work | Jul 2021 |
| Tunningley | Mark | CATS | Emergency First Aid at Work | Jul 2021 |
| Flanigan | Laura | TCHP | Paediatric First Aid | Sep 2021 |
| Mead | Charlotte | AMDP | First Aid at Work | Nov 2021 |
| Cocks | Debbie | TCHP | Paediatric First Aid | Jan 2022 |
| Thompson | Dawn | TAP | Paediatric First Aid | Jan 2022 |
| Payne | Patricia | TAP | Paediatric First Aid | Jan 2022 |
| McGain | Natasha | TCHP | Paediatric First Aid | Feb 2022 |
| Barraclough | Josh | TCHP | Emergency First Aid at Work | Feb 2022 |
| Bourner | Sharon | TCHS | Emergency First Aid at Work | Feb 2022 |
| Chapman | Ed | TCHS | Emergency First Aid at Work | Feb 2022 |
| Dennett | James | ADMS | Emergency First Aid at Work | Feb 2022 |
| Edmans | Stephen | DRIV | Emergency First Aid at Work | Feb 2022 |
| Mercer | Rob | TCHS | Emergency First Aid at Work | Feb 2022 |
| Nanji | Ali | DRIV | Emergency First Aid at Work | Feb 2022 |
| Okines | Samuel | CATS | Emergency First Aid at Work | Feb 2022 |
| Pendrey | Colin | DRIV | Emergency First Aid at Work | Feb 2022 |
| Smallman | Lawrence | TCHS | Emergency First Aid at Work | Feb 2022 |
| Wheatley | Caitlin | ADMS | Emergency First Aid at Work | Feb 2022 |
| Mepham | Louise | TCHP | Paediatric First Aid | Feb 2022 |
| Rapley | Teresa | TAN | Paediatric First Aid | Mar 2022 |

LOCATION OF FIRST AID KITS (SENIOR SCHOOL)

- School Surgery
- Main school office
- Biology Lab
- Chemistry Lab
- Physics Lab
- Physics 2 Lab
- PAC Kitchen
- Art Room
- School Kitchen
- Support Staff Tea Room
- Maintenance Department
- Westnedge kitchen
- Marylands -boys' kitchen and girls' kitchen respectively
- Martlet House -Reception
- Outside Gym/Dance studio
- Each Minibus has a first aid kit
- PE department have first aid bags for use in the grounds and fixtures

LOCATION OF FIRST AID KITS (PREP SCHOOL)

- Staff Kitchen
 - Main first aid kit and refill stock
 - First aid kits for playground
- Main Kitchen
- Science room
- Two Minibus's each have a first aid kit

LOCATION OF FIRST AID KITS (NURSERY)

- Downstairs changing area
- Kitchen area – first floor of building

LOCATION OF FIRST AID KITS (SWIMMING POOL)

- Pool Office

CONTENTS OF FIRST AID KITS

- A leaflet giving general advice on first aid
- Individually wrapped sterile adhesive dressings (assorted sizes)
- Two sterile eye pads and sterile eye wash
- Two individually wrapped triangular bandages
- Six safety pins
- Four medium sized (12 x 12 cm) individually wrapped sterile un-medicated wound dressings
- One large (18 x 18cm) sterile individually wrapped un-medicated wound dressing
- Six pairs of non-latex disposable gloves
- Wound cleansing wipes
- 1 pair blunt ended scissors
- Vomit Bag

Contents of minibus first aid kits

- Wound cleansing wipes
- one conforming disposable bandage (not less than 7.5 cm wide)
- two triangular bandages
- one packet of 24 assorted adhesive dressings
- three large sterile un-medicated ambulance dressings (not less than 15 cm x 20 cm)
- two sterile eye pads, with attachments
- six assorted safety pins
- one pair of stainless steel blunt-ended scissors

REPORTING TO THE HSE

The following types of accidents that happen on School premises must be reported to the HSE are listed

- accidents resulting in death or major injury (including as a result of physical violence)
- accidents which prevent the injured person from doing their normal work for more than seven consecutive days (including acts of physical violence)
- fractures, other than to fingers, thumbs and toes
- amputations
- any injury likely to lead to permanent loss of sight or reduction in sight
- any crush injury to the head or torso causing damage to the brain or internal organs
- serious burns (including scalding) which covers 10% of the body and/or causes significant damage to the eyes, respiratory system or other vital organs
- any scalping requiring hospital treatment
- any loss of consciousness caused by head injury or asphyxia
- any other injury arising from working in an enclosed space which leads to hypothermia or heat induced illness and/or requires resuscitation or admittance to hospital for more than 24 hours



Battle Abbey School Health Form

| | | | |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------|-------------------------------------|--------------------------|
| If you wish to discuss any health matters relating to your child with the Surgery Manager (Laura Minty), please contact her via email at MccarthyL@battleabbeysschool.com or by phone on 01424 776807 | | | |
| Pupil Name: | | D.O.B: | |
| Medical Conditions | | | |
| Condition(s): | | Treatment/Medication (if required): | |
| | | | |
| | | | |
| Allergies | | | |
| Allergy: | | Treatment/Medication (if required): | |
| | | | |
| | | | |
| Special Dietary Requirements - please give details below | | | |
| | | | |
| Illnesses and Minor Ailments | | | |
| Day pupils suffering from minor ailments including headaches or period pains, coughs, sore throats or digestive upsets, may with your approval and if judged appropriate, be given pain relief, cough medicine, throat lozenges or an antacid. | | | |
| Yes: | <input type="checkbox"/> | No: | <input type="checkbox"/> |
| | | Yes with the exception of: | |
| | | | |
| Consent for plasters: Please tick one box | | | |
| I consent to the use of school plasters on my child | | Yes | No |
| | | | |
| Immunisations | | | |
| Date of last tetanus injection | | | |
| Gym | | | |
| I consent to my child using the school gym and have indicated above any medical conditions that the school needs to be aware of | | Yes | No |
| | | | |
| Residential trips | | | |
| If your child is participating in a residential trip, is there any other information the Surgery Manager needs to be made aware of? | | | |
| | | | |
| Emergency Contacts | | | |
| 1. Name/Relationship to pupil: | | Number(s): | |
| | | | |
| 2. Name/Relationship to pupil: | | Number(s): | |
| | | | |
| Doctors Name/Address: | | Number(s): | |
| | | | |
| Accident Consent | | | |
| In the event that an emergency contact listed above cannot be contacted, I consent to any emergency dental, medical or surgical treatment including anaesthetic or blood transfusion, as considered necessary by the medical authorities present. | | | |
| Yes: | <input type="checkbox"/> | No: | <input type="checkbox"/> |
| | | Yes with the exception of: | |
| | | | |
| Parent/Guardian Signature: | | | |
| | | | |
| Print Name: | | Date: | |
| | | | |

MEDICATION REGIME

Many children are required to take some form of medication during the school day, and for boarders this will have implications at night time as well.

Normally the giving of medication to children is a parental responsibility, but Battle Abbey School staff may be expected to perform this task.

The purpose of this policy is to provide information and back up for Battle Abbey School staff, which is essential in the world of litigation we live in today.

Pupils at school with medical conditions should be properly supported so that they have full access to education, including school trips and physical education.

Schools are encouraged to do all that is practicable to help children benefit from education. This will mean helping them to take charge of their medication by having suitable staff where appropriate.

The Department for Education provides statutory guidance and non-statutory advice for schools in their document "Supporting pupils at school with medical conditions"

- Providing information about the child's condition and need for medication
- Advising on assisting administration of medicines
- Training staff involved

It is important to highlight the problems caused when a child requires prescribed medication during the school day or night and to identify ways in which these problems can be alleviated. Particular considerations arise with non-prescribed medication (sometimes referred to as 'household medicines') e.g. cough remedies, simple analgesics, herbal or homeopathic remedies.

The aim should be to enable the child to live a normal life with minimum disruption and minimal emphasis on illness. For this to be achieved successfully there must be good communication between parents, doctors, the Surgery Manager, matrons, school staff and the child.

There must be adequate access to, and privacy for, the use of medication and children should be encouraged to respect their medicines.

AGE AND ABILITY OF STUDENTS

The age and ability of the pupil will dictate the type of problems that may occur.

More supervision is required for the administration of medicines to the younger child.

The older child should be encouraged to take a certain amount of responsibility for their own medication depending on their capabilities and the agreement between the school and the parents. Generally, if the child is responsible for their medication at home they should also be encouraged to manage their medication at school.

At Battle Abbey School, because it is a boarding school, arrangements will be made for the Surgery Manager or Matron to administer medication. However, depending on the age and ability of the child, it is

considered good practice to encourage self-administration. Boarders and Day children will be informed of where their medication is stored.

STORAGE

Day Student's Medication

Day student's medication will be kept in a lockable cupboard in the School Surgery. Medication is stored in a box clearly marked Day Student's Medication. If the medication requires refrigeration it will be clearly labelled with the child's name and placed in the refrigerator. If the Surgery is locked, the person in charge of the Surgery carries the key and a mobile telephone to be contacted with.

Boarders' Medication

Boarder's medication is kept in a lockable cupboard in the surgery, it is stored in boxes clearly marked Boarder's Medication. If it requires refrigeration it will be clearly labelled and placed in the fridge.

Non-prescribed medication is kept in a lockable cupboard in the Surgery.

- **Inhalers**, peak flow machines and spacers are also kept in a cupboard in the Surgery
- **Insulin** is kept in the Surgery in a lockable refrigerator

Medical Refrigerator

The lockable refrigerator in the surgery is to be used for the storage of medicines that require refrigeration, normally insulin put on occasion's antibiotic suspension and eye drops if these have been prescribed for specific students. The medical refrigerator is not to be used for storing other substances.

SCHOOL TRIPS

When teaching staff are planning a school trip they should email the surgery manager the details of the trip and the names of the students they are taking. The Manager will prepare a first aid kit and medications for the trip. Both prescribed and non-prescribed medication may be needed and packed with a list of medication supplied and numbers of tablets issued. The "patient information leaflet" that describes the usage of non-prescribed drugs should always included with the medication. Staff are asked to record any medication they have given.

Where prescription medicines may be needed these should be accompanied by a copy of the medication form where the parent states the circumstances in which the medication should be administered

If a student going on a school trip has a severe allergy and has been prescribed an auto-injector, then two auto injectors and antihistamine tablet/syrup should be taken on the trip with the student.

Students who have asthma should be encouraged/ reminded to take their own salbutamol inhaler with them. Salbutamol inhalers are prescribed by a doctor for a specific person. Prescribed medication should not be given to anyone other than the person it has been prescribed for

Travel sickness remedies will be issued to children with consent from parents.

SPORTS EVENTS

As with school trips, two auto injectors will accompany a student with anaphylaxis and students with asthma will be reminded to take their salbutamol inhaler.

Students with exercise-induced asthma are encouraged to have a dose of salbutamol before attending a sport event as prescribed by their Doctor.

INHALERS

Students with asthma are encouraged to have their own prescribed inhalers with them. They are encouraged to keep an additional inhaler in the school surgery. Inhalers must be readily available at all times, including prior to and during exercise.

PRESCRIPTION MEDICINE

If it is necessary for a prescribed medicine to be taken during the school day, then parents will need to give authorisation as a written request.

Medicines should be provided in the original container with the following information on the label:

- Name and strength of medicine
- Dose
- Time of administration
- Length of treatment / stop date where appropriate
- Expiry date whenever possible
- The medicine should have been dispensed within the last three months

NON – PRESCRIBED MEDICATION

Simple analgesia and other over the counter medicines are available for students and staff at Battle Abbey School. It is administered by the Surgery Manager or matron and kept in a lockable cupboard in the School Surgery.

Non-prescribed medication is purchased by the Surgery Manager and kept in a lockable cupboard in the School Surgery. The Surgery Manager records the name and amount of medication that has been purchased

The Surgery Manager regularly completes a stock take of medication and records when any medication is past its expiry date, she keeps records of any medication that has been disposed of.

A student at Battle Abbey School will have a consent form signed by their parent to authorise the administration of non-prescribed medication

A daily log book is completed by the Surgery Manager or matron on duty. Every student or member of staff who attends the School Surgery is written down in the book with the date, time, problem, action and signature. If medication is administered this is also recorded.

NON UK MEDICATION

Boarders are discouraged from bringing any medicines from home unless they have been prescribed for them by a doctor. Any medication that is brought into school should be handed in to the Surgery. Boarders who have brought prescribed medication which is not identifiable through the BNF (British National Formulary) may continue to take their medication as it has been prescribed but an appointment should be made with the school Doctor who will review their medication and prescribe a UK equivalent.

Non UK “over the counter” medicines should not be administered and students should be offered a UK equivalent. Their own medicine should be named and stored in the surgery cupboard for the student to take home with them.

EMERGENCY MEDICATION

- **AUTO INJECTERS** may be prescribed for the students with anaphylaxis. These are stored in the School Surgery in a clearly labelled cupboard, the cupboard is not locked to ensure swift access. All staff are to be aware of where to find these pens which are clearly marked with the student’s name on it. Some students will also carry an auto injector with them.
- **SALBUTAMOL INHALERS** students should carry their own inhaler and may also keep a spare in the School Surgery.

ADRENALINE AUTO INJECTORS

Each student with severe anaphylaxis should have two adrenaline auto injectors.

The auto injector has the student’s name on it and the expiry dates on all the auto injectors are checked at the beginning of each term.

An individual health care plan is written for students who have specific health needs, this is kept with the student’s auto injector and with the student’s individual health record

RECORD KEEPING AND PARENTAL CONSENT

The record keeping for medication at Battle Abbey School is as follows:

- Medication chart – for students requiring prescribed or regular medication
- Daily log book
- Health form which includes consent form (day children)
- Health form which includes consent form (boarders)
- Medication form which includes written instruction from parents for administration of prescribed medication during school hours (day children)

- Self-medicating agreement form (boarders)
- Students individual health record

TRAINING

Training will be available for all the staff at Battle Abbey School from the Surgery Manager and will cover the administration of auto injectors, how and when to administer a salbutamol inhaler and the administration of medication.

HOW TO ADMINISTER MEDICATION

- Identify the student and find out why medication is needed
- Check the student's individual health record to ensure there is consent for medication to be given. Check when medication was last administered by asking the student and checking their individual health record.
- Wash your hands
- Find the medication in the cupboard and check:
 - Name of medication
 - Date of expiry
 - Dosage required- refer to patient information leaflet
- Find a medicine pot
- Measure out the required dose of medicine or tablets
- Administer the medication
- Check the student has not reacted adversely to the medication
- Record in the daily log book the date and time, the name of the student, the complaint, the medication and the dosage. Please sign the log to complete the record.
- Record the administration of medication on the students' individual health record

LIST OF NON – PRESCRIBED MEDICATION

- **PARACETAMOL SUSPENSION 250MG/5ML**

For the relief of mild to moderate pain and feverishness associated with teething, toothache, headache, colds and flu.

DOSAGE:

Children 1 - 6 years: 2.5 – 5 ml

Children 6 – 12 years: 5 – 10 ml

Adults: 10 – 20 ml

Repeat dose every 4 – 6 hours as required, up to a maximum of 4 doses in 24 hours.

DO NOT GIVE WITH OTHER PRODUCTS THAT CONTAIN PARACETAMOL

- **PARACETAMOL TABLETS 500mg**

For the symptomatic relief of headaches, feverishness, flu and colds, toothache, sore throat, period pains, migraine, muscular aches and pains, neuralgia, and rheumatic pains.

DOSAGE:

Children 6 – 12 years: 250mg – 500mg

Adults: 500mg – 1 gm

To be taken 3 – 4 times daily. Four hours must elapse between each dose and not more than four doses must be taken in 24 hours.

DO NOT GIVE WITH OTHER PRODUCTS THAT CONTAIN PARACETAMOL

• **IBUPROFEN SYRUP 100mg/5mls**

Reduces temperature including fever associated with immunization, relieves toothache, earache, sore throats, headache and minor aches and pains.

DO NOT GIVE TO CHILDREN WITH ASTHMA

ALWAYS ADMINISTER WITH OR AFTER FOOD

DOSAGE:

Children aged 1 – 3: One 5ml dose 3 times a day

Children aged 4 – 6: One 7.5ml dose 3 times a day

Children aged 7 – 9: One 10 ml dose 3 times a day

Children aged 10 – 12: One 15ml dose 3 times a day

DOSES SHOULD BE GIVEN EVERY 6-8 HOURS. LEAVE AT LEAST 4 HOURS BETWEEN DOSES

• **IBUPROFEN TABLETS 200/400mg**

Relieves headaches, period pains, dental pain, migraine, backache, muscular pain, rheumatic pain, neuralgia, cold and flu symptoms, and feverishness.

DO NOT GIVE TO CHILDREN OR ADULTS WITH ASTHMA OR PREVIOUS STOMACH ULCERS.

ALWAYS ADMINISTER WITH OR AFTER FOOD.

DOSAGE:

Children over 12 and adults: 200/400mg every 4 hours. Do not exceed the stated dose.

DO NOT TAKE MORE THAN 6 CAPLETS IN 24 HOURS

• **PANADOL SOLUABLE -Contains Paracetamol**

For the symptomatic relief of headaches, feverishness, flu and colds, toothache, sore throat, period pains, migraine, muscular aches and pains, neuralgia, and rheumatic pains.

Children 6-12 years half to one tablet dissolved in water every 4 hours

Adults and children 12+ 1 to 2 tablets dissolved in water every 4 hours as required

DO NOT GIVE WITH OTHER PRODUCTS THAT CONTAIN PARACETAMOL

- **SUDAFED DECONGESTANT**

Relieves nasal congestion

DOSAGE

Children over 12 and Adults 1 tablet every 4-6 hours

- **COLD AND FLU RELIEF CAPSULES-Contains Paracetamol**

Relieves symptoms of colds and flu

DOSAGE

Children over 12 and Adults 2 capsules every 4-6 hours

DO NOT GIVE WITH OTHER PRODUCTS THAT CONTAIN PARACETAMOL

- **COLD AND FLU RELIEF POWDERS- Contains Paracetamol**

Relieves symptoms of colds and flu

DOSAGE

Children over 12 and Adults 1 sachet every 4-6 hours

DO NOT GIVE WITH OTHER PRODUCTS THAT CONTAIN PARACETAMOL

- **CINNARIZINE 15 mg**

Prevention of travel sickness

DOSAGE:

Children over 12 and adults: 2 tablets 2 hours before travel

Children 5 – 12: Half the adult dose

- **CHLORPHAMINE MALEATE (PIRITON)- 4mg**

For relief from nettle rash, hives, heat rash, prickly heat or dermatitis. Reactions to food, food additives, medicines, insect bites, and hay fever symptoms.

DOSAGE:

6 – 12 years: half a tablet every 4 – 6 hours

Adults: 1 tablet 4 – 6 hours

May cause drowsiness.

- **CHLORPHENAMINE MALEATE (PIRITON) SYRUP 2mg/5mls**

DOSAGE:

1 – 2 years: 2.5 ml

2 – 6 years: 2.5 ml every 4 – 6 hours

6 – 12 years: 5 ml every 4 – 6 hours

Adults: 10 ml every 4 – 6 hours

- **CETIRIZINE HYDROCHLORIDE 10mg**

For the relief of allergic rhinitis and hay fever

DOSAGE: 10 mg once a day

- **LORATADINE 10mg**

For the relief of allergic rhinitis and hay fever

DOSAGE: 10 mg once a day

Follow dosing instructions on packaging and patient information leaflet, children aged 6-12 years should not exceed a maximum dose of 2 grams of paracetamol in 24 hours. Adults and Children 12 years and older should not exceed a maximum dose of 4 grams of paracetamol in any 24-hour period.



Medication Form

To be completed by parent/guardian of any child whom prescribed medication may be administered under supervision by a member of staff.

Student's Name: _____

Date of Birth: _____

My GP Dr _____

Has prescribed the following:

Name of drug: _____

Dose: _____

How often (e.g. lunchtime): _____

In special circumstances:

Please describe what circumstances and the nature and dose of the prescribed medication or treatment:

I undertake to supply the medication in properly labelled containers.

I agree to my son/daughter receiving medication as instructed above.

Parent/Guardian Signature: _____

Print: _____ Date: _____



Boarders Self-Medication Form

Student's Name: _____

Date of Birth: _____

My GP Dr _____

Has prescribed the following:

Name of drug: _____

Dose: _____

How often (e.g. lunchtime): _____

In special circumstances:

Please describe what circumstances and the nature and dose of the prescribed medication or treatment:

After discussion with the Surgery Manager it has been agreed that I may self-medicate for the medicine listed above.

I undertake to keep the medication in a properly labelled container and store it in a closed drawer/cupboard.

I will not share my medication with other students.

I will not take any other medicines unless discussed with the Surgery Manager.

If I am unwell and require medicine from the Nurse/Matron on duty, I will remind them of any medicine I am self-medicating.

If my doctor changes my medication or dosage, I will inform the Surgery Manager

Signature: _____

Print: _____ Date: _____

Battle Abbey School

Care of boarding students who are unwell or who have chronic medical condition

If a boarding student feels unwell they should report to the Surgery Manager/Matron in charge. They will assess the boarder's condition and decide whether it is appropriate for them to rest in bed.

It is important that any boarder who is unwell can be regularly monitored. Boarders in the main school may stay in their rooms. Westnedge and Marylands boarding houses are locked during the school day therefore boarders will need to be brought to the main building where there is a single room with en-suite facilities is available for their use. At the weekend unwell boarders from Marylands and Westnedge may stay in their own rooms as there are matrons and boarding staff on duty to supervise their care.

Unwell students should change into their nightwear and go to bed. The matron will inform the head of boarding and additionally on a school day the school office that the student is unwell and will remain in the boarding house. In the main school building a "student unwell" sign is put on the door so the student is not disturbed by cleaning staff and the bin is placed outside the door.

The matron should regularly visit the student. Any visits made by the matron to the student, their observations and actions should be recorded on a "Boarders 24-hour observation chart". The boarder may be given over the counter medications in accordance with the medication policy. These should be recorded in the medicine book, the student's health record and the 24-hour observation chart.

The student is to remain in bed, only getting up for toilet purposes. The matron should ensure that the student has regularly replenished fluids and meals or snacks are brought up to the student if their condition permits. The staff in the school kitchen are able to provide light meals if the student cannot eat what is on the menu.

The student's condition should be reassessed prior to lunch, depending on the nature of the illness and if they are feeling better they may get dressed, have lunch and attend afternoon lessons. The school office should be informed that the student is back in school.

If the student is not well enough to return to school for afternoon lessons, then they should remain in bed for the rest of the day including the evening. Any meals required will be brought to the student's room by the matron.

A printed copy of "Guidance on infection control in schools and childcare settings" is held in the school surgery in the green folder and also at Marylands this gives advice on common infections and infection control.

If the student's condition warrants, then they may need to be seen by a doctor. An appointment at Martins Oak Surgery can be booked. Boarders at Battle Abbey School receive an enhanced service which will include being seen by a doctor on the same day if required. When a student is too unwell to take to the surgery a "home visit" can be requested by phoning the surgery.

When Martins Oak Surgery is closed the "Doctor on Call" may be contacted by phoning the surgery phone number (01424 772263) and listening to the recorded message. Other "out of hours" options are listed on the surgery wall and include attending the walk in centre at Station Plaza Hastings or A&E at the Conquest Hospital Hastings. When medical assistance is sought is dependent on the nature of the illness and the confidence/ability of whoever is caring for the student. However, if in any doubt medical advice should always be sought. Only in an emergency should an ambulance be called by dialling 999.

If a student with a chronic medical condition or disability is to join the boarding community, it is important for the Surgery Manager should be given adequate notice. This will enable her to liaise with the student's current health professional and ensure that everything is in place to support the student. The current health professional should provide an individualised health care plan for the young person which has been agreed with the young person and their parents. Depending on the nature of the condition, key staff may need training in managing the condition or using medical equipment. It may also need to be considered if a particular boarding house or room will best suit the young person's requirements. Additional adjustments may need to be made regarding storage of controlled drugs or insulin in a particular boarding house.