



Health and Medical Policy

August 2025

Document Quality Control

Original

Version	Author	Date	Reviewed By	Date
Version 1	Tracy Coslett / Lisa Morton	December 2018	Gareth Collier	January 2019

Document Reviews/Updates

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1.0 Introduction and Rationale

- 1.1 The College Health and Medical Policy aims to ensure that every student, member of staff and visitor to the college and/or the boarding facilities, receives appropriate first aid (and if a student, Medical Care) in the event of illness or an accident.
- 1.2 The Proprietors take safeguarding responsibilities very seriously and as such all staff, students and parents must follow this policy and subsequent procedures to ensure that all health and medical needs of the students are being met.
- 1.3 This policy should be read in conjunction with the college *Safeguarding and Child Protection Policy*, *Conducting a Search and Use of Physical Intervention Policy*, the *Health and Safety Policy*, *Prevent Policy*, the *Personal, Social Education (PSE) and Relationships and Sexuality Education (RSE) Policy*, the *Equality, Diversity and Inclusion Policy* and the *Student Wellbeing Policy*.
- 1.4 First aid within college is administered by qualified first-aiders or the College medical team. In the event of an accident all members of the college community should be aware of the support available and the procedures available to activate this. First aid kits can be found in set locations around all college sites and are checked regularly by the college medical team.
- 1.5 All Accommodation Staff working within the boarding houses, who act ‘in loco parentis’, are trained in first aid and the college’s medical procedures.
- 1.6 All college staff should have at least a simple knowledge of basic first aid, so that they are able to recognise a situation where medical advice and expert attention is required. All staff are expected to act in a way that a responsible parent might when an accident occurs, but this does not require them to have any special medical knowledge or training, any more than would be expected of a reasonable parent. The nurses provide some basic training for dealing with simple health care needs and those that are the most common amongst the student body. Full lists of all those who have undertaken first aid training are held with the Human Resources Manager and the College medical team.
- 1.7 Students may need medical care during their stay at college. This policy ensures that there are clear guidelines and boundaries in the following areas:
 - Medical Care offered by the College including Mental Health
 - Confidentiality
 - Documentation
 - Working with parents and guardians
 - Procedures for Students reporting sickness
 - Administration of/ Record Keeping of Medicines/Disposal of Medicines
 - Health Care Plans
 - Personal, Social Education and Relationships and Sexuality Education Provision

2.0 Aim

- 2.1 The aim of the College’s medical team is to work in partnership with parents/guardians/agents, students and fellow professionals to ensure that pupils who require medical treatment can undertake treatment in a safe and secure environment, which allows the student to continue to make progress with their education. All pupils prior to their arrival at college must complete a pre-arrival medical questionnaire. All known health and medical conditions, along with medications prescribed and taken **must** be

disclosed. Failure to disclose serious medical and health conditions, along with not providing information about medications, including those classified as controlled medications means that a breach of college policy and admissions entry criteria has occurred.

3.0 Confidentiality

- 3.1 In accordance with the nurse's professional obligations, medical information about college students, regardless of their age, will remain confidential, unless there is a safeguarding concern, in which case the nurse would follow the college *Safeguarding Policy* and inform the Designated Safeguarding Person, or in her absence another member of the safeguarding team. All staff, need to be aware of certain medical conditions such as asthma, allergies and anaphylaxis. These are made known to college staff via the College's Management Information System, iSAMs and by direct contact through the college medical team.
- 3.2 In providing medical care for a student, it is recognised that on occasions the nurse may liaise with senior staff (the Assistant Principal, the student's Head of House or the Director/Assistant Director of Lower School, and the Head of Boarding), other staff and parents/guardians/agents, as deemed appropriate and that information, ideally with the student's prior consent, will be passed on as necessary. With all medical and nursing matters, the nurse will respect confidentiality except on the very rare occasions when, having failed to persuade that student, or his or her authorised representative, to give consent to divulgence, the nurse considers that it is in the student's better interests, wellbeing, or necessary for the protection of the wider college community, to breach confidence and pass information to a relevant person or body.
- 3.3 In line with good practice and in keeping with the procedures outlined in the college's 'Educational Visits' Policy all trip leaders are informed of any serious ailments and/or, substantial mental health concerns on a strict 'need to know' basis to safeguard learners effectively.

4.0 Documentation

- 4.1 Each contact and communication with a student/or member of staff regarding a student will be documented by the nurse. Students' medical information and all other relevant medical documentation is held securely by the college medical team. Access to these records is limited to the medical team and information is shared on a need-to-know basis. All records are kept and maintained in line with GDPR guidance, including grab sheet storage.
- 4.2 When students join the college, they complete a college medical questionnaire detailing significant past and current medical problems, medications, any on-going treatment, allergies and the dates and details of all immunisations, if known. This information is also included on the NHS (National Health Service) GP (General Practitioners) registration form. Students and parents are asked to keep the nurse up to date with any new health diagnoses, notifying them in a timely manner should any changes to health and medical needs occur. Responsibility for updating the medical team of any known changes to health and wellbeing rests with the individual pupil, their parents and guardians.

5.0 Working with Parents and Guardians

- 5.1 The college and parents/guardians/agents should work together to ensure that all relevant information regarding a medical condition which may affect a student, is passed on to all concerned. Information will

- only be requested from parents when it is necessary to ensure the health and safety of the individual student and/or their peers at college. The confidentiality of a student's medical records will be respected.
- 5.2 Parents/agents/guardians should provide the college with adequate information about the student's medical condition, treatment, or any special care needed at college. Failure to do so places students at risk, for which the College is not and will not be held liable.
- 5.3 The cultural and religious views of families will always be respected, wherever possible. Parents/agents/guardians will be asked for the following information about medication:
- name of medicine
 - dosage
 - method of administration
 - time and frequency of administration
 - other treatment which may involve College staff or affect the student's performance during the College Day
 - Side effects which may have a bearing on the student's behaviour or performance at college.
- 5.4 Parents should advise the college of any changes in the medication administered to their son/daughter at the earliest opportunity. Likewise, if a student is aware of any changes, then this must be reported to the college nurse or their respective Head of House/Director or Assistant Director of Lower School. If a student at the College is unwell, or needs hospitalisation, parents and guardians will be kept up to date with this situation. Considering students' needing to recuperate from an illness, or in the event of a communicable outbreak, the college reserves the right to ask guardians to collect and care for the learner in question until they are well enough to return to college.
- 5.5 If physical illness is ongoing and/or the student's behaviour is impacted upon due to ongoing or the sudden onset of wellbeing issues and it is felt that after making reasonable adjustments that the student's support needs are beyond the resources of the college then the Senior Leadership Team will convene to discuss the student's case in full. The student's parents and the student will be asked to attend a meeting and recommendations for the student will be communicated. The duty of care to students with any health issue will be balanced against the duty of care to other students and therefore the most appropriate course of action may in some instances be a leave of absence. If this occurs, the college will require the student to produce appropriate confirmation of their health from a suitable and recognised medical professional before the student returns to study.
- 5.6 If students need to remain offsite to recuperate from illness, and or pupils need additional supervision that staff at the college cannot provide, parents will be notified in full and wherever possible and if health permits, pupils will be able to continue to contact teachers for academic work.

6.0 The College Medical Service

- 6.1 The college uses a local General Practice Surgery (GP) for its medical needs along with the college nurses and healthcare assistant. Students studying with the college are registered with the local GP surgery when they arrive.
- 6.2 The college supports students with medical conditions. All staff members, who have contact with such students, will be informed of the possibility of an emergency arising and the action to take if one occurs. If in doubt about any of the procedures, the member of staff should check with the nurses/pastoral team who may in turn contact the parents or a health care professional before deciding on a course of action.

- 6.3 The college nurse will also make referrals for a student to see CAMHS (Child and Adult Mental Health Service) via the local GP, in agreement with the student that they need access to external and ongoing support. Parents and guardians will always be made aware of this, as will the Designated Safeguarding Person. Referrals to adult mental health services when needed will also be requested, depending on the child's age.

7.0 Procedures for Students to report sickness during Accommodation Hours

- 7.1 The medical team are based within Shand House are available to staff via a dedicated mobile phone number. Students are asked to report firstly to a member of the house staff when they are sick and any students who are deemed to be unwell will reside within the college sick bay area to ensure monitoring takes place. All House Parents are trained in First Aid. For any student absences to be authorised, boarding students are asked to report sickness before the first timetabled lesson at 08.45am.
- 7.2 If day students are unwell, then a parent/guardian must inform the College Reception, along with the student's Head of House, or the Director/Assistant Director of Lower School prior to lessons starting.
- 7.3 The student induction at the beginning of the academic year details the morning clinics and full procedures for visiting the medical team.

8.0 Procedures for Students to Report sickness during College Hours

- 8.1 If boarding students feel unwell during the College Day when they are already at the main site, then they must report to reception. If deemed unwell the student will be told to visit the nurses for examination and an appointment will be made. If the nurse/s authorise it, residential students can reside within the college sick bay. In order so that students can appropriately rest no electronic devices or college work can be taken into the sick bay.
- 8.2 Sick compulsory school age (CSA) students will need to see a member of the boarding team, as above and if unwell will be escorted to the accommodation by college staff/House Parent/Head of House, or the Director/Assistant Director of Lower School depending on who is available. The college reception staff can arrange transport for a student to the accommodation and/or local medical services if needed who will then be supervised by the nurse, the healthcare assistant or any other suitable members of staff.

9.0 General Procedures for Students Reporting Unwell

- 9.1 The nurse and the healthcare assistant will assess the student's medical condition and arrange appropriate medical care for the student. The student will be assessed and either:
- Will return to class – if considered well enough.
 - Will stay in the accommodation within the sick bay area – teaching and house staff will be informed, along with the student's Head of House.
 - Will be made a GP appointment.
- 9.2 The College reserves the right to insist that students attend an NHS Doctor to enable proof of sickness if their condition is such that they may be absent for longer than three days.

10.0 Non-Prescribed Medicines in the Medical Room and Boarding Houses

- 10.1 Medicines in the medical centre and boarding houses are kept within a secure, locked cupboard. No students can have any over the counter medication stored within their rooms. In addition, no protein or diet supplements should be kept by students in their rooms. Students may ask staff for pain killers (analgesics) in boarding (such as Paracetamol). All OTC (over the counter) homely medications must be recorded in the medications' book which will be kept with the homely remedies. Before giving non-prescribed medication to any student, members of staff must ask if the student has taken a previous dose or any other medications, whether the student is allergic to any drug, or whether the medication may react with another medication being taken.
- 10.2 Homely medication logs will be kept with the homely remedies in a locked cabinet, located in Shand House. The logs are not to be removed at any point. The college nurse is responsible for overseeing this process and providing training for House Parents' who are the only members of the boarding team able to administer medication. The nurse is responsible for replenishing supplies of over-the-counter medication and ensuring that use by dates is clearly noted.
- 10.3 The nurse keeps a list of non-prescription medication that is stocked in the medical centre and boarding houses. Any administration of over-the-counter medication will be recorded, details will include - date, medication being administered, name of student and dosage. Medical logs are kept in both boarding houses and are checked by the nurse regularly.
- 10.4 Written parental permission is obtained in advance for the administration of first aid and appropriate non-prescription medication to boarders, and to seek medical, dental or optical treatment when required. This requirement is without prejudice to the right of a 'Gillick-competent' boarder to give or withhold consent to medical treatment or to seek medical advice or treatment in confidence. Permission is obtained via the pre-arrival medical form.

11.0 Administration of Prescribed Medicines

- 11.1 No students are allowed to have any prescribed medications in their rooms. It is important that students who need to take medication at college are involved as closely as possible in the arrangements made for them. When planning for medical care at college the following is taken into consideration:
 - Independent management of needs
 - Staff administration of medication
- 11.2 Staff will assist students with their medical needs after consultation with the nurse and the Houseparents, if a boarding student. The nurse/houseparents will agree the administration of medication and undertake a risk assessment as to whether a boarding student is competent to self-medicate after adequate consultation with parents/guardian/agent and student. The Head of Boarding will supervise these arrangements with house staff.
- 11.3 No staff member should enter into individual agreements with parent/guardian or student.
- 11.4 Information about an individual student's medical condition and related needs will only be disseminated to those staff required on a need-to-know basis to ensure the student's wellbeing. For emergencies, grab sheets are available for each student. These are held securely in specific areas across all main college buildings.
- 11.5 Key emergency only information can also be found on the college's management information system and this information is used for all trip risk assessments and is checked by the nurse. Trip leaders are

given access to additional information on a strict 'need to know' basis. The nurse is responsible for checking all information is as up to date as possible on both college systems and grab sheets.

- 11.6 College staff will only assist in administering prescribed medication if, after the student has seen the college nurse and clear instruction has been given by external medical professionals such as a doctor, or psychiatrist.
- 11.7 Any member of staff giving prescribed medicines to a student should observe the following procedure in cooperation with a colleague:
- confirm the student's name agrees with that on the medication
 - check the written instructions provided by the parents or doctor
 - confirm the prescribed dose
 - check the expiry date
 - complete records and copy the Nurse
- 11.8 Boarding staff record medication given in the prescribed medication book, which is checked weekly by the nurse. The nurses ensure this information is recorded on student's medical records.

12.0 Disposal of Medicines

- 12.1 Any medicines requiring disposal need to be disposed of at the local pharmacy. All medicine disposals need to be recorded in the disposal of medication logbook kept by the nurse. The log needs to state the following:
- Date
 - Name of medicine
 - Amount of medicine being disposed of
 - Name of chemist where medicine has been disposed
 - Signature of Disposer
- 12.2 Sharps boxes should always be used for the disposal of needles. Sharps boxes can be obtained through the contracted hygiene services of the College and need to be disposed of through this service. Empty medication bottles and packets may be disposed of at the local pharmacy.

13.0 Controlled Medications

- 13.1 A risk assessment and health plan will be implemented for students who receive 'controlled' medications. This plan will include the following information:
- Name of medication/s
 - Details of dosage and times for administration
 - Side effects of medication/s
 - Staff involved in administration or supervision of medication
 - Safe storage/control of control medications

- 13.2 There are strict regulations regarding the management of controlled medications and the following procedures will be put in place.
- 13.3 Staff handling controlled medication will be trained and managed by the nurses in the safe handling and management of this medication
- 13.4 At all times, two staff members must administer controlled medications.
- 13.5 Controlled medications administration will be recorded in a bound meds book under the supervision of the nurses
- 13.6 Medication will be kept in a locked medication locker which is accessed by authorised staff only.

14.0 Medication Storage

- 14.1 Advice on the storage of medicines will be sought from a qualified pharmacist when required. A secure location will be available in the accommodation/College as well as refrigeration when required. Medicines may be potentially harmful to anyone for whom they are not prescribed. The college acknowledges that it has a duty to ensure that risks to the health of others are properly controlled.
- 14.2 When a medicine requires refrigeration, it can be kept in the refrigerator in the medical centre. To avoid confusion medicines should be kept in a container that is clearly labelled with the student's name, date of birth and name of the medicine. Members of staff who use the refrigerator must be made aware of the importance of keeping the medicine safe and secure.

14.3 Epi-pens/Inhalers

- 14.3.1 Students will carry their own inhalers/ Epi-pens with them. However, a spare inhaler/Epi-pens should be kept in case of emergency, in both the college reception and both boarding houses, in a secure but assessable location. In all areas, lists of those students who use inhalers and epi-pens are clearly marked, along with how to administer such emergency medical devices. Spare inhalers/Epi-pens will be clearly labelled with the student's name and must not be used for any other student. The College nurse is responsible for ensuring that all key staff who have access to inhalers and Epi-pens are aware of how to administer these in an emergency. Lists of students who use such devices are kept up to date by the college nurse and students are responsible for ensuring that the College has been given spare devices. In line with new guidance Epi-pens can now be kept for up to one month after their set expiry for use as spares in colleges.

14.4 Emergency Medical Procedures

- 14.4.1 The nurse and the Head of Boarding will ensure that all staff know how to call the emergency services. Names of staff qualified to administer First Aid will be posted in all departments of the College.
- 14.4.2 In an emergency, students should have prompt access to their medicine. This should be done in consultation with the houseparent on duty. The emergency will be recorded and emailed to the nurse, Assistant Principal, Head of Boarding and houseparents. The nurse will action as appropriate.
- 14.4.3 All staff should be familiar with the normal procedures for avoiding infection (such as handwashing) and will follow the basic hygiene procedures detailed in the Infection Control Guidelines issued in January 1997. In addition to this, the College nurse regularly follows guidance and updates from Public Health Wales and the Boarding Schools Association based on managing infectious outbreaks. Guidance will be taken as and when needed to ensure that the welfare of the students is always promoted.

- 14.4.4 If there is a medical emergency or emergency accident the member of staff should phone 999 immediately, giving as much detail as possible.
- 14.4.5 A student who is taken to hospital by ambulance will be accompanied by a member of staff who will act in loco parentis.
- 14.4.6 If a student is taken to hospital during college hours:
- Immediately inform the nurse/Head of Boarding (if boarding student)/Assistant Principal
 - The College will then undertake to inform the parents/guardian/agent and keep the parents/guardian/agent updated.
 - Each student will have a "Grab sheet" which will be kept in College/ Boarding House, in a locked area, accessible to staff only. This will contain essential information which may be used to communicate with the Emergency Medical Services in the event of an emergency (in accordance with [The Data Protection Act 1998](#)).
- 14.4.7 If a student is taken to hospital during accommodation hours (Monday – Friday 16.00 – 07.00 / all day Saturday and Sunday) then staff should call and inform the Head of Boarding and Houseparents on duty before parents/agents are contacted.
- 14.4.8 When a boarding student is taken to hospital by a member of staff, they should also take with them all medication the student is currently taking. The College will call the emergency services if required and inform the parents. **STAFF MUST NOT COMPEL A STUDENT TO TAKE MEDICATION.**
- 14.4.9 Medication should be taken to college only when it is needed. Often medication can be prescribed in dose frequencies, which enable it to be taken outside college hours.

15.0 Student Support Plans

- 15.1 The main purpose of an individual support plan for a student with medical/support needs is to identify the level of support that is needed. Not all students who have medical needs will require an individual plan.
- 15.2 A support plan clarifies for staff, parents, and the student the help that can be provided. It is important for staff to be guided by the health care/ professionals involved.
- 15.3 The Assistant Principal is responsible for the setting up of and reviewing of any student support plans created and will work with students, the medical team, the wellbeing officer, boarding staff, Heads of Houses and the Lower School staff to ensure that these are appropriate and Staff should judge each student's needs individually as young people vary in their ability to cope with poor health, or a particular medical/other condition.
- 15.4 Each plan will contain various levels of detail according to the need of the individual student. A detailed risk assessment may also need to be completed as part of the support plan.

16.0 Accidents in Residential Areas

- 16.1 If the nurse deals with any accidents in the accommodation blocks, this will be logged with the House Parents and the appropriate forms will be completed.

17.0 Personal, Social Education (PSE) & Relationships and Sexuality Education (RSE)

- 17.1 In addition to the care provided by the college nurse, the college is committed to educating students on a range of different health related topics such as healthy lifestyles and sexual health. The college nurse will liaise actively with the Assistant Principal to develop suitable resources for Personal, Social Education and Relationships Sexuality Education to be delivered. The college nurse will also provide details of any health-related guest speaker that she believes to be suitable to enhance student self-care and awareness.

First Aid Guidance

1.0 Rationale

- The College is keen to promote best practice in all areas of health and safety. We regard this as a priority since we aim to put the welfare of our students and staff at the centre of all we do; the safety of parents, visitors, contractors and others with whom we deal is also of great importance to us.
- Every employee, whether involved in teaching, administration, maintenance or another role, can play his or her part in bringing this about. Please read carefully the whole of this guidance, which outlines the College's responsibility to provide adequate and appropriate first aid to students, staff, parents and visitors and the procedures in place to meet that responsibility. This guidance will be reviewed annually.

2.0 Aim

2.1 The aim of this guidance is:

- to ensure that first aid provision is always available while students and staff are on college premises, and off the College premises whilst on college visits;
- to ensure that the first aid arrangements are based on a risk assessment of the College.

3.0 Objectives

3.1 The objective of this guidance is:

- to appoint the appropriate number of suitably trained people as Appointed Person/s and First Aiders to meet the needs of the College;
- to provide relevant training and ensure monitoring of the training needs;
- to provide sufficient and appropriate resources and facilities;
- to make the College's first aid arrangements available for staff and parents on request;
- to keep accident records and to report to the Health and Safety Officer as required under the [Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995](#).

4.0 Responsibilities

- 4.1 The Proprietors (Dukes Education) are responsible for the health and safety of their employees and anyone else on the premises. This includes the Principal, teaching staff, non-teaching staff, students and visitors.
- 4.2 The proprietors must ensure that a risk assessment of the College is undertaken and that the appropriate training and resources for first aid arrangements are appropriate and in place.
- 4.3 The proprietors should ensure that the insurance arrangements provide full cover for claims arising from actions of staff acting within the scope of their employ.
- 4.4 The Principal is responsible for putting the policy into practice and for developing detailed procedures. He should ensure that the policy and information on first aid is available for parents on request.
- 4.5 Teachers and other staff are expected to do all they can to secure the welfare and safety of the students and must be fully aware of and familiar with the College's Health and Medical Policy, First Aid Guidance and basic first aid.

5.0 Appointed Person/s

- 5.1 Reception staff, Appointed College Staff, the Nurse, House Parents' and Graduate Residential Assistants are all appointed persons.
- 5.2 The appointed person/s need not be a First Aider but should have undertaken emergency first aid training.
- 5.3 They will be responsible for:
 - taking charge when someone is injured or becomes ill;
 - ensuring that an ambulance or other professional medical help is summoned is appropriate.

6.0 First Aiders

- 6.1 A list of First Aiders is displayed around college and in the boarding accommodation. This list is also held by the HR Manager, and by the College nurses.
- 6.2 The first aiders are responsible for:
 - Giving immediate help to casualties with common injuries or illness and those arising from specific hazards at college whilst keeping everyone involved safe;
 - Where necessary, ensuring that an ambulance or other professional medical help is called.
 - First aiders must complete a training course approved by the Health and Safety Officer. Refresher training is required every three years.

7.0 Re-assessment of First Aid Provision

- 7.1 As part of the College's monitoring and evaluation procedures:
 - The Nurse, the Assistant Principal and the Head of Boarding shall review the college's first aid needs following any changes to staff, building/site, activities, off-site facilities, etc.;
 - The College Services Manager and the Nurse monitor the number of trained first aiders, alerting them to the need for refresher courses and organises their training sessions;
 - The College Services Manager and the Nurse also monitor the emergency first aid training received by other staff and organise appropriate training;
 - The College Services Manager and the Nurse check the contents of the first aid boxes monthly;
 - The College Services Manager and the Nurse ensure that first aid notices are in every room in the College detailing where the first aiders and appointed persons are located and where first the first aid boxes are located.
- 7.2 Arrangements should be made to ensure that the required level of cover of both first aiders and appointed persons is always available when people are on college premises and for offsite trips. This is detailed within the College's 'Educational Visits *Policy*'.

8.0 First Aid Materials, Equipment and Facilities

- 8.1 The Nurse must ensure that there are appropriate number of first aid containers available according to the risk assessment of the site.
- 8.2 All first aid containers must be marked with a white cross on a green background.
- 8.3 Responsibility for checking and re-stocking the first-aid containers is that of the college nurse.

9.0 Infection and Hygiene control

- 9.1 The first aider should take the following precautions to avoid risk of infection:
 - cover any cuts and grazes on their own skin with a waterproof dressing;
 - wear suitable disposable gloves when dealing with blood or other bodily fluids;
 - use suitable eye protection and a disposable apron where splashing may occur;
 - use devices such as face shields, where appropriate, when giving mouth to mouth resuscitation;
 - dispose of all waste safely in a biohazard bag;
 - wash hands thoroughly with hot water and hand wash after every procedure.
- 9.2 In addition, first aiders should not breathe, cough or sneeze over a wound when they are treating it.
- 9.3 If the first aider suspects that they or any other person may have been contaminated with blood and other bodily fluids which are not their own, the following actions should be taken without delay:
 - wash splashes off skin with soap and running water;
 - wash splashes out of eyes with tap water or an eye wash bottle;
 - wash splashes out of nose or mouth with tap water, taking care not to swallow the water;
 - record details of the contamination;
 - report the incident to the College nurse and the Health and Safety Officer and take medical advice if appropriate.

10.0 Visits and Events Off-site

- 10.1 Before undertaking any off-site events, the member of staff in charge of the trip will assess the level of first aid provision required by undertaking a suitable and sufficient risk assessment of the event and persons involved including checking the allergies list.
- 10.2 A portable first aid kit will be carried which may include an emergency generic inhaler or epi-pen. These are only to be used in the instance of the student who is a known asthmatic or epi-pen user.
- 10.3 The college nurses are contacted prior to all educational offsite trips to give the most up-to-date medical advice and information to the trip leader; as outlined in the College '*Educational Visits Policy*'.

11.0 Reporting and record keeping

- 11.1 All members of the College community should report any accident or incident to the College Director of Finance and Operations if the incident occurred in college time or the Head of Boarding in boarding time, however minor, as soon as possible after it has occurred.

- 11.2 When an injured person is unable to complete their own details of the accident, then the appointed person/first aider should complete this on their behalf.
- 11.3 Reports must contain:
- the date, time and place of the event;
 - details of those involved;
 - a brief description of the accident/illness and any first aid treatment given;
 - details of what happened to the casualty immediately afterwards – for example: ‘went to hospital, went home, resumed normal activities, returned to class’;
 - quote the student and, if possible, ask the student to sign to show we have given the appropriate care/advice.
- 11.4 The Head of Boarding and the Director of Finance and Operations should be informed if the incident is at all serious or particularly sensitive. The Nurse must be notified of all accidents.
- 11.5 The appointed person must inform the parent/guardian if the student requires hospital treatment.
- 11.6 Statutory requirements, under the [Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995](#) (RIDDOR), dictates that some accidents must be reported to the HSE (Health and Safety Executive).
- 11.7 The proprietors 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.

12.0 Accidents Which Must Be Reported to HSE:

- 12.1 Involving employees or self-employed people working on the premises:
- accidents resulting in death or major injury (including because of physical violence);
 - accidents which prevent the injured person from doing their normal work for more than three days.
- 12.1.1 (For definitions, see HSC/E guidance on RIDDOR 1995, and information on Reporting College Accidents.)
- 12.2 Involving students and visitors:
- 12.2.1 Accidents resulting in the person being killed or being taken from the site of the accident to hospital, and the accident arises out of or in connection with work, for example if it relates to:
- Any College activity, both on and off the premises;
 - The way the College activity has been organised and managed;
 - Equipment, machinery or substances;
 - The design or condition of the premises.
- 12.3 HSE must be notified of fatal and major injuries and dangerous occurrences without delay by telephone and be followed up in writing within 10 days on HSE form 2508.
- 12.4 The Principal is responsible for ensuring this happens.

- 12.5 The Principal must ensure the RIDDOR Form on-line is completed:
<http://www.hse.gov.uk/riddor/index.htm>.
- 12.6 Accidents and incidents can also be reported over the telephone on 0845 300 99 23 (Monday to Friday 8.30am to 5.00pm).

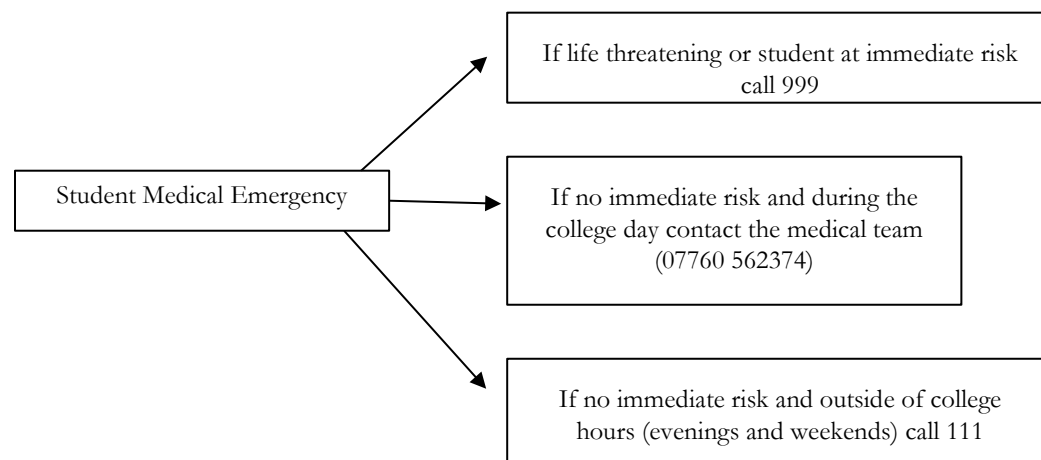
13.0 Record Keeping

- 13.1 Statutory accident records: The proprietors must ensure that readily accessible accident records, written or electronic, are kept for a minimum of three years.
- 13.2 College's central record: This can be combined with the RIDDOR record and the Accident Book, providing all legislation requirements are met.
- 13.3 Identification and Treatment of students with medical conditions
- 13.4 Parents complete a medical form during pre-arrival. The original is kept in the student's file on iSAMS Medical Centre and a central list of all students' medical conditions, and any requirements are kept by the college nurse. Medical conditions will also be recorded on the College management information system, if they involve serious physical concerns. Any disclosures concerning anxiety, depression or mental health are not made available due to confidentiality on the College management information system but the Assistant Principal, Heads of House, or the Director/Assistant Director of Lower School, the Head of Boarding and the College Nurse are aware of these learners on a strict need to know basis.
- 13.5 The Assistant Principal and the Nurse will make all relevant College and boarding staff aware of any student with serious or life-threatening medical conditions.
- 13.6 The information held by the College will include a record of students who need to have access to asthma inhalers, epi-pens, injections or similar, and information regarding relevant parental consent, as well as a record of dispensation of medication (name of student, name of medicine, date, time, dosage, signature of person who supervised).
- 13.7 This will be reviewed on a regular basis.
- 13.8 The College/boarding will retain an inhaler or Epi-pen for each student named as needing them for use in emergencies.

14.0 Reviewing and monitoring

- 14.1 The Nurse regularly liaises with the Assistant Principal who reports to the Governing body on all student welfare and safeguarding concerns and needs.
- 14.2 Reviews on the first aid procedure are required to be carried out at least annually. Recommendations on measures needed to prevent or control identified risks should be reviewed by the Nurse and are forwarded to the Assistant Principal.

Appendix 1 - Medical Emergency Flow Chart



If the student is taken to hospital, their medical details (grab sheet) must be taken with them. A staff member must accompany the student. The Assistant Principal must be notified, and parents must be updated and continue to be updated at all times by the College Head of Boarding/medical team.

Notes of contact with parents and medical updates must be added to ISAMs and REACH boarding logs.

Once the student medical emergency is resolved, an incident record will be kept in their medical file.

