



Ashford School and Ashford Prep School

First Aid and Administration of Medicines Policy

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1. Policy Statement

This policy is written in support of the school's aims and vision. At Ashford School we are committed to ensuring that every pupil (including boarders and those in our EYFS settings), every member of staff and every visitor will be provided with adequate first aid in the event of an accident or illness, no matter how minor or major.

Procedures and information set out in this document aim to ensure that:

- All members of the school community are aware of the procedures to follow in the event of an accident, the support available and the role that they play.
- Effective management systems are in place to support individual children with medical needs.
- Medicines are recorded, handled, stored, and administered responsibly.
- First aid provisions are always available while pupils or employees are on school premises, and off the premises whilst on visits or trips.
- All incidents involving medical assistance are properly recorded.

By implementing this policy, we will help to achieve our shared vision that all members of the Ashford School community should be healthy, stay safe, enjoy and achieve, and be able to make a positive contribution.

To this end, all staff, including non-first aiders, have a responsibility in safeguarding the welfare of pupils by ensuring that:

- They are familiar with the first aid procedures in operation and know who the current first aiders are and how they can be located.
- Senior School pupils are sent to the Health Centre and Prep School pupils to the Nurses Room if there is any reasonable concern about an injury or illness. Safety is always paramount.
- Pupils are aware of the first aid procedures.
- Any requests from parents for administration of medicines to Senior School and Prep School pupils are referred to the school nurses.
- Parental permission is required before OTC medicine is administered to Pupils at the Prep School.
- Prescribed medication will be administered with written parental consent at the Senior School and Prep school. Medicines must be in original packaging with the name of the pupil clearly noted on the box from a pharmacy/GP/hospital.

Ashford School is fully committed to ensuring that the application of this First Aid Policy is non-discriminatory in line with the UK Equality Act (2010). Further details are available in the School's Equal Opportunity Policy document.

This policy is applicable to all pupils in both Senior and Prep Schools, including those in Boarding, Bridge, Nightingale and Pre-Prep Nursery and The Stables. Ashford School seeks to implement this policy through adherence to the procedures set out in the rest of this document. In line with our Provision of Information policy, this document is available to all interested parties on our website and on request from the Senior School and Prep School offices and should be read in conjunction with the following documents: Educational Visits and Activities Off-Site; Risk Policy; Risk Assessment; Supervision; Health and Safety.

This document is reviewed annually by the Head of Nursing and the Health & Safety Co-ordinator as events or legislation change requires. The next scheduled date for review is November 2026.



2. Introduction

In accordance with Health and Safety legislation (Health and Safety (First Aid) Regulations 1981) it is the responsibility of the school to ensure there is adequate First Aid Equipment, Facilities and trained First Aiders for staff and pupils.

Aims

- To identify the First Aid needs of the school in line with the Management of Health and Safety at Work Regulations 1992 and 1999.
- To ensure that First Aid provision is always available while people are on school premises, and off the premises whilst on school visits.

Objectives

- To appoint the appropriate number of suitably trained people as Appointed Persons and First Aiders to meet the needs of the school.
- To provide relevant training and ensure monitoring of training needs.
- To provide sufficient and appropriate resources and facilities.
- To inform staff and parents of the School's First Aid arrangements
- To keep accident records and to report to the HSE as required under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013.

3. Responsibilities

The Headmaster, the Senior Leadership Team and the Health and Safety Committee are responsible for ensuring:

First Aid needs are assessed and addressed.

- Enough suitably qualified First Aiders are always available.
- There is provision of First Aid services during School hours.
- Appropriate First Aid cover is available for out-of-hours and off-site activities.

The Health Centre is responsible for:

- Organising provision and replenishment of First Aid equipment.
- Maintaining accurate records of First Aid treatments given and the recording of medications administered.

The Health and Safety Co-ordinator is responsible for:

- Assessing the First Aid needs throughout the school.
- Advising on appropriate levels of First Aid provision.
- Identifying First Aid training needs.
- Arranging in-house training.
- Arranging attendance on external First Aid training courses.
- Maintaining a record of all First Aid training of school staff.
- Liaising with Health Centre, SLT and the Health and Safety Committee on First Aid issues.
- Ensuring First Aid cover is available on each site during normal school hours.
- Maintaining accurate records of accidents/incidents of all students on ARMS (reporting system).
- Liaison between Health Centre and Caterers regarding the distribution of information regarding allergy and dietary requirements for all students.

Qualified First Aiders are responsible for:



- Responding promptly to calls for assistance.
- Providing First Aid support within their level of competence.
- Summoning medical help as necessary.
- Recording and reporting details of accidents and treatment given.

Director of Sport is responsible for:

- Ensuring appropriate First Aid cover is available at all curriculum sports activities.
- Physical Education Teaching Staff receive appropriate First Aid Training.

In addition, everyone taking a PE session should:

- Ensure First Aid kits are taken to all practice sessions and matches.
- Be aware of any emergency medication that should be required for pupils with allergy or asthma
- Have access to emergency contact details and relevant medical information for each pupil in their care.

4. Reporting and Record Keeping

All accidents are reported using the ARMS system on the UL hub. All reporting and record keeping is undertaken using the confidential ISAMS Medical Centre Module.

A record is kept of any First Aid treatment given electronically and includes:

- Date, time, and place of incident.
- Name of casualty.
- Details of the injury/illness.
- Treatment and/or advice given.
- Destination of the casualty after treatment (e.g., sent home, back to class, taken to hospital, etc.).
- Name of First Aider or person dealing with the incident.

Parents are notified either by phone or email of all reportable incidents (and significant bumps to the head in The Stables, Pre-Prep, Bridge Nursery, and Nightingale Nursery).

Parents are also notified of any significant accident or injury sustained by their child on the same day, or as soon as is practicable, and any first aid given.

Bridge Nursery and Nightingale Nursery

Accident records are maintained at a local level. All parents are contacted regarding accidents\incident\illness. Nursing support is available Monday to Friday when appropriate. All accidents\incidents\illness is recorded on ISAMS Medical Module.

The Stables and Prep Nursery

Accident records are maintained at a local level. All parents are contacted regarding accidents\incidents\illness. Nursing support is available Monday to Friday when appropriate. All accidents\incidents\illness is recorded on ISAMS Medical Module

Prep School and Senior School

All accidents\incidents\illnesses are recorded by the member of staff who is the first responder to the incident, who assesses the pupil if appropriate and parents are contacted when needed. First Aid is not recorded on ISAMs unless the pupil is requested to see the nurse on duty. Accidents that require outside attention, e.g., GPs, hospital assessment are also reported by completing an Accident Report Form on the UL ARMS system.



The Deputy Health and Safety Co-ordinator is responsible for RIDDOR (separate procedure) and for maintaining ARMS (see Appendix H) which is found on the Ashford School page.

The Head of Bridge Nursery is responsible for reporting relevant incidents to OFSTED.

5. Administration of Medicines and Procedure

This is covered in detail at Annex A of this document.

6. Monitoring and Review of the Policy

First Aid arrangements are monitored by the Head of Nursing and the Health & Safety Co-ordinator and are formally reviewed annually to ensure the provision is adequate and effective. Reviews will be carried out following any significant changes in structure, such as new buildings, relocation, changes in pupil/staff numbers.

Any concerns regarding First Aid should be reported without delay to the headmaster or a member of the Senior Leadership Team.



7. Ashford Prep School and Stables Nursery

1. First Aid Procedures

- 1.1 The School's First Aid cover is provided by the School Nursing Team and augmented by other staff who have completed Emergency First Aid at Work\Paediatric First Aid training. The Nurses Room extension number is 207. The Nurses' Room is open from 08:00 – 16:00hrs Monday to Friday.
- 1.2 Teachers in charge of sports fixtures and other activities which take place away from the school site are expected to carry a fully equipped First Aid kit and familiarise themselves with First Aid provision at the host venue.
- 1.3 All members of staff are encouraged to undertake further First Aid training, on a voluntary basis, where this is above the mandatory requirements. First Aiders should be easily available in areas of greatest risk. An updated list of names of staff who hold an Emergency First Aid at Work Certificate is kept by Reception.
- 1.4 The procedure for recording details of accidents, injuries and dangerous occurrences is in the RIDDOR Policy (Reporting of Injuries, Diseases and Dangerous Occurrences) and is available on the internal staff page.
- 1.5 All staff should protect themselves against exposure to blood and body fluids including safe handling and disposal of sharps. The guidelines followed are those outlined by the HPA (Health Protection Agency) Infection control document www.hpa.org.uk . A copy of the school procedure is available in the Nurses Room. Single spillage kits are available to all staff from the Cleaning Manager.
- 1.6 Pupils' medical conditions are highlighted on their initial Health Questionnaire. It is the parent's responsibility to update and to inform the school of any changes to their child's medical condition.
- 1.7 For Stables and Pre-Prep Nursery outings, at least one accompanying adult must have a paediatric first aid certificate.

2. First Aid Risks

- 2.1 As an Employer, the School must meet the statutory 'Health and Safety (First Aid) Regulations 1981' for its many employees - typically about 150, both full and part-time. It also has a duty towards others at the workplace who are not employees but who are nevertheless affected by how the organisation is run. This includes pupils, parents and other visitors to the workplace.
- 2.2 Requirements for First Aid cover vary during the year:
 - During term - pupils are present, most staff available.
 - During holidays - no pupils, some teachers might be present but administrative, maintenance, grounds, and some cleaning and technical staff present.
 - During holidays while holiday courses are operating - outside pupils and outside staff are present.

3. First Aid Training

- 3.1 This policy outlines instructions to both teaching and non-teaching staff for emergency procedures, for the reporting of accidents and injuries, the location of first-aid kits, and the levels of first-aid training (plus refresher courses) available every year for all staff, in particular for those in contact with pupils.
- 3.2 First Aiders are trained in accordance with the standards laid down by the Health and Safety Executive and if necessary, they should be trained to administer First Aid for identified and specific risks; and are certificated. First Aid certificates are issued for a three-year period only. Before the end of this period requalification and re-certification is required.



- 3.3 Many teaching and non-teaching staff are trained to a level above that stipulated by the H&S Regulations.
- 3.4 A list of qualified staff as of this review date is in Annex B. An updated list is kept at Reception and with the Compliance Officer. This list is shown against our staff requirements as per Annex C.
- 3.5 Should any 'over the counter' (non-prescription) medication need to be given during the school day, parents will always be contacted prior to its administration. In the event of not being able to contact the parents, following every reasonable attempt, medicines may be given by the school nurse if in the best interest of the child. For pupils who require regular medication, written instructions will be provided by parents.

4. First Aid Equipment

- 4.1 First Aid kits are clearly labelled with a white cross on a green background in accordance with Health and Safety regulations. Sports first aid kits are blue holdalls. The contents of First Aid kits may vary depending on the needs in each location (e.g., blue detectable plasters must be used in food areas). The nursing staff will supply and stock First Aid kits as appropriate. All stock is ordered by the nursing team.
- 4.2 First Aid containers are stocked according to the contents list and assessed need and should contain a guidance leaflet. Contents should be checked regularly. Eye wash is provided where there is a need and eye wash stations should be identified by appropriate signage. Stations are checked termly by the Nursing Team. Staff should inform Health Centre staff if any eye wash is used so that they can be replenished promptly.
- 4.3 When activities take place away from School, First Aid requirements vary according to the nature of the activity and its associated risks and whether employees are alone or there are groups (perhaps of employees and others) and the facilities to be provided will vary from a small travelling First Aid kit to a comprehensive First Aid container (and perhaps equipment) suitable for a field trip.
- 4.4 The total number of First Aiders and Appointed Persons should be identified after all the relevant factors have been considered, including layout of premises, foreseeable absences of First Aid personnel, the nature of activity being undertaken and the numbers taking part in these activities.
- 4.5 First Aid notices are displayed by the front of the First Aid box with the contact details of the Nurses Room.
- 4.6 All minibuses carry a First Aid Kit. These are to be checked as part of the minibus inspection routine, they are to be re-stocked every term, or sooner as required.
- 4.7 The PE Department have large well equipped First Aid bags that are taken to all game's lessons, practices and matches. It is the responsibility of the PE staff to re-stock the kit bag as needed.
- 4.8 A First Aid kit is taken to all off-site activities and visits. Kits suitable for use on day trips and those involving overnight stays are available from Health Centre and must be returned immediately on return.

5. Information

- 5.1 All staff and pupils are provided with information about how to obtain First Aid assistance.

6. Areas of Responsibility – Term Time

- 6.1 Responsibility for First Aid lies with the school Governors but is delegated through the Head of the prep school to the Head of Nursing and nursing team.
- 6.2 If immediate action is required then the nearest staff member should initiate first aid whilst concurrently calling for assistance from the school Nurse and/or emergency services.



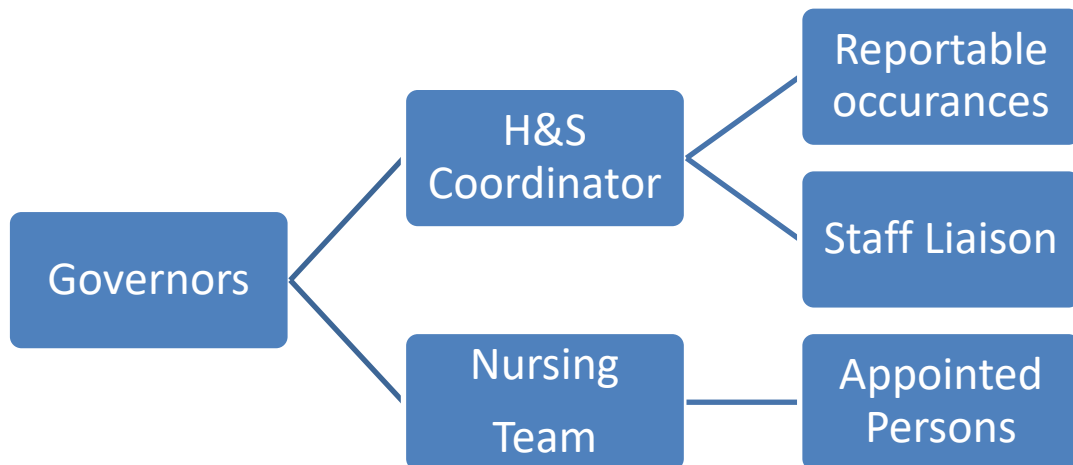
The Health Centre staff will also:

- (i) Liaise with the Appointed Persons (the Health and Safety Co-Ordinator) who, together will provide the required number of trained personnel stipulated in the Regulations; and
- (ii) Liaise with Departmental Heads holding the notified first aid equipment for their upkeep and replacement, termly.

6.3 The Regulations also identify other Duties of the Employer to their employees, including:

- (i) notification of the above provisions to all employees.
- (ii) record-keeping of all actual and potential incidents and their evaluation.
- (iii) recording of all employee training and the need for refresher courses; and
- (iv) identification of areas of 'Specific Hazard' and ensuring that adequate training and facilities are available for these.

These duties are carried out by the Health and Safety Co-ordinator; the lines of responsibility are as follows:



6.4 A list of First Aid Qualified Staff is in Annex A.

Head of Nursing is Alexandra Hampson (RN, SCPHN (school nursing)) who covers both sites, and the Nursing Team, Registered Nurses Alexandra Bursey, Charlotte Oliver, Kirsty Oaten and Jane Moczulski (Nurse Assistant) all cover both sites on a Rota.

Nurses are all registered with the NMC (Nursing Midwifery Council). This registration is checked on appointment. NMC registration is renewed every year and every third year a revalidation process is undertaken by the registered nurses within the team to ensure they have met specific criteria to be able to practice as a registered nurse.

6.5 Should any pupils have medical conditions that require personalised arrangements these will be co-ordinated by the Nursing Team in conjunction with parents and other parties as required. The guidelines for pupils with Automatic Adrenaline Injectors are in Annex F.

6.6 Staff should make their own arrangements for personal medical conditions but where appropriate are supported by the School Nurse Team.

7. Areas of Responsibility – Holiday Time



- 7.1 One Appointed Person will always be on duty during School holiday time from 09:00 – 16:00, or longer if works are being conducted.
- 7.2 An Appointed Person will be on site during working hours and will ensure adequate provision as in the Regulations. The name of the Appointed Person will be available from reception. At times, staff may be working on site on their own or in small groups without an Appointed Person being present. In this case, staff must have access to a phone to call the emergency services.
- Lines of responsibility:
- The Governors
 - Head
 - Health & Safety Co-ordinator
 - Head of Nursing
 - Appointed Persons
- 7.3 During holiday time the following members of staff are appointed by the school to be the Appointed Persons as required by the Health and Safety at Work Act.
- Receptionist, Prep School
 - Akin Areeson, Compliance Officer, Senior School
- 7.4 Holiday Clubs ensure that they have appropriate Paediatric first aid cover as appropriate to the age range they are looking after.

8. Emergency Procedures

- 8.1 Regardless of qualification pupils and staff must take ownership of emergency First Aid Issues whenever they are encountered. This will involve making difficult judgements in traumatic circumstances. Any pupil or member of staff is authorised to call the emergency services. They should satisfy themselves that they have made a sensible judgement. Typical consideration is given to life threatening issues, uncontrollable bleeding, extreme pain, and isolation of location.
- 8.2 Whenever possible someone should remain with the casualty until help arrives.
- 8.3 If an ambulance is called someone should go to the front of school to give directions to the ambulance crew. Parents/next of kin of the casualty must be notified by a member of the SLT and a responsible adult should accompany the casualty to hospital.

9. Non-Emergency Procedures

- 9.1 Depending on the severity of the injury or illness the casualty should proceed to the appointed first aider on site.

10. Reporting and Record Keeping

- 10.1 As per RIDDOR (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations, 2013) Ashford School must notify the Health and Safety Executive (HSE) of any reportable incidents. Details can be found in separate RIDDOR Procedure.
- 10.2 Injuries to Pupils: In all notifiable cases, the member of staff is to report an injury by completing an Accident Report Form on the online ARMS system. All reportable accidents/incidents will be carried out by the responsible staff member. Written advice will be given to the parents in the event of a head injury. For more significant head injuries, telephone contact will be made.
- 10.3 Injuries to teaching and support staff, visitors, and others; either the member of staff or a colleague should complete an accident report form for notifiable incidents as above. All



reportable accidents/incidents will be completed by the responsible staff member who submits the report via ARMS.

10.4 A record is kept of any first aid treatment given and should include:

- Date, time, and place of incident.
- Name of casualty.
- Details of the injury/illness.
- Treatment and/or advice given.
- Destination of the casualty after treatment, e.g., sent home, back to class, taken to hospital.
- Name and signature of first aider or person dealing with the incident.

11. Incident Management for Accidents, Injuries and Dangerous Occurrences anywhere in School and during Games and Trips, etc.

11.1 Life threatening:

- * Please see Annex E for the resuscitation information and follow procedure for basic life support.
- * In cases of suspected spinal injury, do not attempt to move the casualty.

11.2 Serious, but not life threatening:

- * Immediate First Aid, keep the injured person warm, insulating from below as well as above, reassure and keep the casualty calm.
- * In cases of suspected spinal injury, do not attempt to move the casualty.
- * Ask reception to summon an ambulance if necessary; otherwise call the duty nurse to the casualty location.
- * Please see Annex F for Guidance on Automatic Adrenaline Injectors
- * Please see Annex G for Guidance on Head Injuries
- * Please see Annex H for Guidance on Management of Pupils with Asthma

11.3 In the case of all other injuries:

- * Immediate First Aid
- * Send or take the injured person to the Nurses Room – (IF THERE IS ONE AVAILABLE ON SITE)

ALWAYS:

- * An injured pupil should be escorted to the Nurses Room (except in the cases of very minor incidents, e.g. grazed knees).
- * Any pupil who has been concussed, even if only for a few seconds and is apparently fit, should always be assessed by the Nurse on duty at School.
- * The school have engaged the services of **Return2Play (R2P)** to assist in the management of head injuries (sporting and non-sporting). Pupils will have access to online doctor's appointments at the point of need. These appointments are led by concussion and head injury experts, and the pupil will be appropriately guided through their recovery. Head injuries are added to the secure R2P portal which links with existing school software (iSAMS and SOCS) to ensure all stakeholders (parents, pastoral staff) are aware.

12. Monitoring and Review of the Policy

12.1 First Aid arrangements are monitored by the Head of Nursing and Health and Safety Co-ordinator and are formally reviewed annually to ensure the provision is adequate and effective. Reviews will be carried out following any significant changes in structure, such as new buildings, relocation, changes in pupil/staff numbers.

12.2 Any concerns regarding First Aid should be reported without delay to the headmaster or a member of the SLT.



8. Senior School & Bridge and Nightingale Nursery

1. First Aid Procedures

- 1.1 The school Health Centre is staffed by qualified registered nurses. The extension number is 315 for the clinical room and 395 for the Nursing office. The opening times of the Health Centre are shown below:

Mondays	0800-17.00
Tuesdays	0800-17.00
Wednesdays	0800-17.00
Thursdays	0800-17.00
Fridays	0800-17.00
Saturday	Telephone advice
Sunday	Telephone advice

Out of hours Boarding staff have the contact details for the Out of Hours Nurse.

The school Doctor is available to see boarding pupils registered with Kingsnorth Medical Practice on a Thursday in The Senior School Health Centre from 09:00 to 12:00 (*appointment only*).

Both boarding and day pupils may access the Health Centre during opening times for advice, support, and treatment.

Pupils at the Senior School would be able to request OTC medicines if deemed Gillick competent and they have not declared a medical condition that would preclude the use of OTC medicines.

- 1.2 Each Boarding House has a minimum of one first aid qualified member of staff. Between the boarding houses there must always be one first aid qualified member of staff on duty (or on call) during boarding periods.

Additional training is required for all boarding staff in the Administration of Medication in Boarding Houses. Training will be organised for staff as required. This will be co-ordinated by the Compliance Officer.

- 1.3 Teachers in charge of sports fixtures and other activities which take place away from the school site are expected to carry a first aid kit and familiarise themselves with first aid provision at the host venue on arrival at the host school.

- 1.4 All members of staff are encouraged to undertake further first aid training, on a voluntary basis, where this is above the mandatory requirements. First aiders should be easily available in areas of greatest risk. An updated list of names of staff who hold an emergency first aid at Work Certificate will be kept by the Compliance Officer. In the absence of a nurse, reception will be made aware of which staff to contact if there is a first aid concern/incident.

- 1.5 The school will organise the necessary first aid courses as per training needs survey.

- 1.6 The procedure for recording details of accidents, injuries and dangerous occurrences is in the RIDDOR Policy (Reporting of Injuries, Diseases and Dangerous Occurrences) and can be accessed on the internal staff page.

- 1.7 All staff should protect themselves against exposure to blood and body fluids including safe handling and disposal of sharps. The guidelines followed are those outlined by the HPA (Health Protection Agency) Infection control document www.hpa.org.uk. A copy of



the school procedure is available in the Health Centre. Single spillage kits are available to all staff as provided by the Health Centre.

- 1.8 Boarders who require medical, optical, or dental assistance liaise directly with boarding staff or Health Centre staff who will coordinate appointments as necessary. Boarders can ask (or otherwise) to be accompanied by staff to any such appointment. Written parental consent to do so will be obtained prior to arrival at Ashford School.
- 1.9 The School doctor is female, but all pupils have the option of seeing a male doctor should they so wish by the nursing team making them an appointment at the Kingsnorth Medical Practice.
- 1.10 In conjunction with boarding staff, the Head of Nursing is responsible for organising the provision of medical care to boarders. She is also responsible for the keeping and monitoring of non-NHS records. Telephone support is available Monday to Friday from 17:00 – 08:00.

Individual boarders can keep their own medication after being assessed competent to do so by either the school GP or a school nurse. Please refer to Administration of Medicine/Self Medication Boarders policies. These are available in the Health Centre and each of the Boarding houses.

- 1.11 Within the school, Medical Conditions are highlighted on their initial Health Questionnaire. This alerts the school nurse who then discusses with the pupil/parents/guardians as appropriate and can then initiate an Individual Care Plan, if needed. Parents are regularly reminded to inform the school of any changes to their child's medical condition.
- 1.12 For EYFS outings, at least one accompanying adult must have a paediatric first aid certificate.

2. First Aid Risks

- 2.1 As an Employer, the School must meet the statutory 'Health and Safety (First Aid) Regulations 1981' for its many employees - typically about 150, both full and part-time. It also has a duty towards others at the workplace who are not employees but who are nevertheless affected by how the organisation is run. This includes pupils, parents, and other visitors to the workplace.
- 2.2 As a School (with almost 30% boarding), it must provide appropriate care for its pupils both in School and during School activities, in term and holiday periods. The school is also obliged, under these regulations, to provide cover for those staff and students involved in the Holiday Courses, whilst on the school premises, although outside holiday courses have their own First Aid cover.
- 2.3 Sports First Aid: For the Senior School there is a nurse available for home matches in the health centre. At weekends PE staff manage their own first aid. The school use sports first aid trained volunteers as well on an as needed basis.

Requirements for First Aid cover vary during the year:

- During term - pupils are present, most staff available.
- During holidays - no pupils, some teachers might be present but administrative, maintenance, grounds, and some cleaning and technical staff present.
- During holidays while holiday courses are operating - outside pupils and outside staff are present.



3. First Aid Training

- 3.1 This policy outlines instructions to both teaching and non-teaching staff for emergency procedures, for the reporting of accidents and injuries, the location of first-aid kits, and the levels of first-aid training (plus refresher courses) available every year for all staff, in particular for those in contact with pupils.
- 3.2 First Aiders are trained in accordance with the standards laid down by the Health and Safety Executive and if necessary, they should be trained to administer First Aid for identified and specific risks. They should be certificated. First Aid certificates are issued for a three-year period only. Before the end of this period requalification and re-certification is required.
- 3.3 Many teaching and non-teaching staff are trained to a level above that stipulated by the H & S Regulations.
- 3.4 A list of qualified staff as of this review date is at Annex B. An updated list is kept with the Compliance Officer. This list is shown against our staff requirements as per Annex C.
- 3.5 Regardless of qualification pupils and staff must take ownership of emergency first aid issues whenever they are encountered. This will involve making difficult judgements in traumatic circumstances. Any pupil or member of staff is authorised to call the emergency services provided they have made a sensible judgement of severity and time delays that may be caused in finding the qualified member of staff.

4. First Aid Equipment

- 4.1 First Aid kits are clearly labelled with a white cross on a green background in accordance with Health and Safety regulations. The contents of first aid kits may vary depending on the needs in each location (e.g., blue detectable plasters must be used in food areas). The school nurse will supply and stock first aid kits as appropriate. Locations are shown at Annex D.
- 4.2 First Aid containers are kept stocked according to the contents list and assessed need and contain a guidance leaflet. Contents are checked regularly. Eye wash is provided where there is a need and eye wash stations are identified by appropriate signage. Stations are checked termly by the Nursing Team.
- 4.3 When activities take place away from school, first aid requirements will vary according to the nature of the activity and its associated risks and whether employees are alone or there are groups (perhaps of employees and others) and the facilities to be provided will vary from a small travelling first aid kit to a comprehensive first aid container (and perhaps equipment) suitable for a field trip.
- 4.4 The total number of first aiders and appointed persons should be identified after all the relevant factors have been considered, including layout of premises, foreseeable absences of first aid personnel, the nature of activity being undertaken and the numbers taking part in these activities.
- 4.5 First Aid notices are displayed on the front of the first aid box highlighting the contact number of the Nursing Team.
- 4.6 All minibuses carry a first aid kit. These are to be checked as part of the minibus inspection routine, they are to be re-stocked every term, or sooner as required.
- 4.7 The PE Department has several large well equipped first aid bags that is taken to all game's lessons, practices, and matches. It is the responsibility of the PE staff to ensure that their first aid kits are fit for purpose and are restocked. The Director of Sport will make replacement first aid kit available to the PE staff.



4.8 A first aid kit should be taken to all off-site activities and visits. Kits suitable for use on day trips and those involving overnight stays are available from the school nurse and are returned to her immediately on return.

5 Information

It is essential that there is accurate, accessible information about how to obtain emergency aid.

5.1 All staff and pupils are being provided with information about how to obtain First Aid assistance. This includes:

- Location of Health Centre
- School Nurse contact details
- How to call an ambulance in an emergency

6. Areas of Responsibility – Term Time

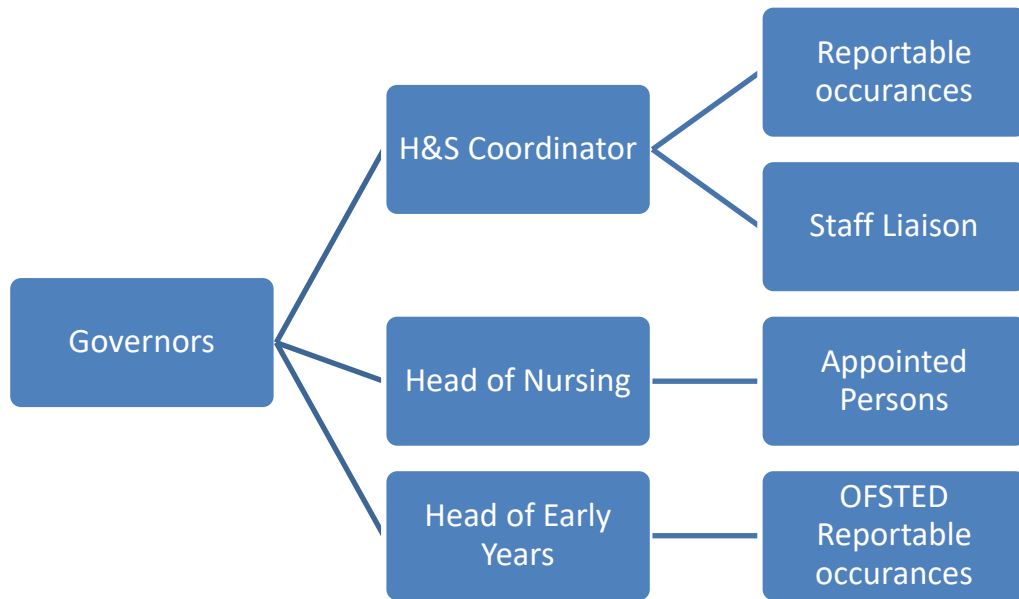
6.1 Responsibility for first aid ultimately lies with School Governors but is delegated through the Headmaster to the Health and Safety Co-ordinator and the Head of Nursing and Nursing Team. The Health and Safety Co-ordinator is responsible for ensuring that the school has adequate numbers of trained first aiders, and that their qualifications are in-date.

6.2 If immediate action is required then the nearest staff member should initiate first aid whilst concurrently calling for assistance from the Health Centre and/or emergency services. If immediate action is not required, then the Health Centre should be approached directly.

The Health Centre staff will also:

- (i) Liaise with the Appointed Persons (the Health and Safety Co-ordinator) who, together will provide the required number of trained personnel stipulated in the Regulations; and
 - (ii) Liaise with Departmental Heads holding the notified first aid equipment for their upkeep and replacement, termly.
 - (iii) Be responsible for the medical provision for boarders, including checking first aid kits in houses, undertaking weekly medication counts, offering a listening service, and providing out of hours telephone emergency support.
- 6.3 The Regulations also identify other Duties of the Employer to their employees, including:
- (i) Notification of the above provisions to all employees.
 - (ii) record-keeping of all actual and potential incidents and their evaluation.
 - (iii) Recording of all employee training and the need for refresher courses; and
 - (iv) Identification of areas of 'Specific Hazard' and ensuring that adequate training and facilities are available for these.

These duties are carried out by the Health and Safety Co-ordinator; the lines of responsibility are as follows:



6.4 During term time the following members of staff are appointed by the school to be the 'First Aiders' as required by the Health and Safety at Work Act. The school Doctor is Dr Louise Riches, and she can be contacted via the Health Centre.

Head of Nursing Alex Hampson RGN, SCPHN (School Nursing)
Nursing Team
Charlotte Oliver RGN
Kirsty Oaten RGN
Alex Bursey RGN
Jane Moczluski School Nurse Assistant

Nurses are all registered with the NMC (National Midwifery Council). This registration is checked on appointment and on an annual basis.

6.5 A list of first aid qualified staff is at Annex B.

6.6 Should any pupils have medical conditions that require personalised arrangements these will be co-ordinated by the Health Centre in conjunction with other parties as required (boarding houses, form tutors, etc.).

6.7 Staff should make their own arrangements for personal medical conditions. But they can access the Health Centre for advice/assistance during the school day.

7. Areas of Responsibility – Holiday Time

7.1 During holiday time the Health Centre is closed, and the school Doctor is unavailable. Responsibility for First Aid moves strictly into the preserve of Appointed Persons.

7.2 One Appointed Person will always be on duty during School holiday time holiday time from 0800 – 1600, or longer if works are being conducted.

7.3 When the Health Centre is closed, an Appointed Person will usually be on site during working hours and will ensure adequate provision as in the Regulations. The name of the Appointed Person will be available from reception. At times, staff may be working on site on their own or in small groups without an Appointed Person being present. In this case, staff must have access to a phone to call the emergency services.

Lines of responsibility:



The Governors
Headmaster
Health & Safety Co-ordinator
Official First Aiders
Appointed Persons

7.4 During holiday time the following members of staff are appointed by the school to be the Appointed Persons as required by the Health and Safety at Work Act.

- Rowenna Abel
- Anthony Nixon
- Akin Areeson
- Duncan Ricks

8. Emergency Procedures

8.1 Regardless of qualification pupils and staff must take ownership of emergency first aid issues whenever they are encountered. This will involve making difficult judgements in traumatic circumstances. Any pupil or member of staff are authorised to call the emergency services. They should satisfy themselves that they have made a sensible judgement. Typical consideration is given to life threatening issues, uncontrollable bleeding, extreme pain, and isolation of location.

8.2 Whenever possible someone should remain with the casualty until help arrives.

8.3 If an ambulance is called someone should go to the front of school to give directions to the ambulance crew. Any incident or accident that requires hospitalisation should ordinarily be reported to parents/next of kin as soon as is practicable and a responsible adult should accompany the casualty to hospital. Once identified, it is assumed that parents would come to the hospital immediately, if the incident or injury necessitates hospitalisation. Any stay in hospital that required a School chaperone (staff member) will be decided upon by the headmaster or a nominated deputy.

9. Non-Emergency Procedures

9.1 Day care (EY Setting). All unusual accidents and all illnesses are reported immediately to the parents or nominated responsible person. Responses are agreed with parents which would include:

- Immediately collecting their Child: Taking them to hospital, GP or home as appropriate.
- Asking the Nursery Team to Administer Calpol: This is done verbally and via either email or text message with authorisation paperwork being completed on collection of their child.
- Leaving their Child in the setting: This is done after discussion with the Nursery Team.

9.2 Senior School – during School hours: Depending on the severity of the injury or illness the casualty should proceed to the Health Centre at the next appropriate opportunity, e.g., break or lunchtime, or go immediately to Reception. Pupils should have a note signed by the teacher to excuse them from the lesson and be accompanied by a responsible friend if appropriate. In the event of severe illness or injury reception or an ambulance should be called to attend without delay (see above). If the Health Centre is unmanned, then reception staff can contact a qualified first aider.

9.3 If treatment is deemed necessary the Nurse will consider referring the child to their GP (in the case of boarders this is typically the school Doctor or a supporting GP from the same



practice), or other health advisor as appropriate. They will inform parents, guardians, and school pastoral staff as necessary.

- 9.4 **Senior School – Out of Hours:** Duty boarding staff are responsible for overseeing and administering ongoing treatment programmes. If there is a new issue that occurs during their duty, then they are responsible for taking appropriate action. The school nurse is available for telephone support 24/7 and if they are in any doubt then they should take the pupil to the A&E Department.
- 9.5 Duty staff will inform parents, guardians, and school management, as necessary. They will also ensure that the medical department are fully abreast of any developments and/or issues.

10. Reporting and Record Keeping

- 10.1 As per RIDDOR (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations, 2013) Ashford School must notify the Health and Safety Executive (HSE) of any reportable incidents. Details can be found in separate RIDDOR Procedure.
- 10.2 Injuries to Pupils: In all notifiable cases, the member of staff is to report an injury to a pupil to the Health Centre and complete an Accident Report Form on the UL online hub ARMS system.
- 10.3 **Injuries to Teaching and Support Staff, Visitors and Others:** Either the member of staff or a colleague should inform the Health Centre and must also complete an Accident Report Form as above.
- 10.4 All day-care reportable incidents are notified by the Head of Day care as per OFSTED Factsheet, "Serious accidents, injuries and deaths that registered providers must notify to Ofsted and local child protection agencies".
- 10.5 A record must be kept of any First Aid treatment given and should include:
- Date, time, and place of incident.
 - Name of casualty.
 - Details of the injury/illness.
 - Treatment and/or advice given.
 - Destination of the casualty after treatment (e.g., sent home, back to class, taken to hospital, etc.).
 - Name and signature of first aider or person dealing with the incident.
- 10.6 Documented treatment for all who attend confidentially are kept electronically using ISAMS.

11. Incident Management for Accidents, Injuries and Dangerous Occurrences anywhere in School and during Games and Trips, etc.

11.1 Life threatening:

- * Please see Annex E for the resuscitation information and follow procedure for basic life support.
- * In cases of suspected spinal injury, do not attempt to move the casualty.

11.2 Serious, but not life threatening:

- * Immediate First Aid, keep the injured person warm, insulating from below as well as above, reassure and keep the casualty calm.
- * In cases of suspected spinal injury, do not attempt to move the casualty.
- * Ask Reception to summon an ambulance, if necessary, otherwise call the duty nurse to the casualty location.



- * Please see Annex F for Guidance on Automatic Adrenaline Injectors.
- * Please see Annex G for Guidance on Head Injuries.
- * Please see Annex H for Guidance on Management of Pupils with Asthma.

11.3 In the case of all other injuries:

- * Immediate first aid.
- * Send or take the injured person to the Health Centre.

ALWAYS:

- * An injured pupil should be escorted to the Health Centre (except in the cases of grazed knees and minor scrapes).
- * Any pupil who has been concussed, even if only for a few seconds and is apparently fit, should always be assessed by the Nurse on duty at school.

9. Monitoring and Review of the Policy

12.1 First aid arrangements are continually monitored by Governors (Headmaster, Heads of School, Director of Finance and Operations, Estates Manager and Deputy Heads), the school nurses and the Compliance Officer and are formally reviewed annually to ensure the provision is adequate and effective. Reviews will be carried out following any significant changes in structure, such as new buildings, relocation, changes in pupil/staff numbers.

12.2 Any concerns regarding first aid should be reported without delay to the headmaster or a member of the SLT.

Date Document Updated	Document Updated by	Location of Saved File
October 2022	AH and AA	
October 2023	AH and AA	
November 2024	AH and AA	
December 2025	AH and AA	

Date Document Reviewed	Document Reviewed by	Date of next review
June 2023	LGB	October 2023
January 2024	LGB	November 2024
January 2025	LGB	March 2026

Annexes:

- A. Procedures for the Administration of Medicine
- B. Qualified Medicine Dispensers
- C-E. List of Qualified First Aiders
- F. First Aid Staffing Requirements
- G. Location of First Aid Kits
- H. Adult Basic Life Support
- I. Guidelines for Pupils with Automatic Adrenaline Injectors
- J. Procedures for Head Injuries
- K. Guidance for Schools for the Management of Pupils with Asthma



10. Annex A – Procedures for the administration of medicine

Policy Statement

The Local Governing Body and staff at Ashford School are committed to working in partnership with our parents and pupils to create an environment in line with our school aims and ethos where pupils feel safe, secure, and happy, and can maximise their learning opportunities. We promote a positive ethos that encourages and reinforces good behaviour and the fostering of positive attitudes.

We do not discriminate on grounds of race or creed: those intending to join Ashford School are expected to be comfortable with Christian values and character.

This policy applies to all members of our school community; boarders, day pupils and those in our EYFS setting. Ashford School is fully committed to ensuring that the application of this policy is non-discriminatory in line with the UK Equality Act (2010). Further details are available in the school's Equal Opportunity Policy document. Ashford School seeks to implement this policy through adherence to the procedures set out in the rest of this document.

Principles

- Every pupil has a fundamental right to be educated and pupils who require medication should be given the fullest possible education.
- Parents and staff have a duty to ensure their child's health and wellbeing.
- A pupil who is unwell should not be in school.
- Medication should be brought to school only, when necessary, only be used by the child it is prescribed for and be under the supervision of the Nursing team.

Aims

- To provide a safe, effective, and efficient system for monitoring the administration of medicines in school.
- To ensure appropriate staff are trained to administer medicines (TES on-line training).
- To ensure all medicines are stored and administered appropriately and safely.
- Prescribed medication is only given to the person for whom it is prescribed.
- To ensure that all pupils in school are well enough to be there.
- To ensure that all pupils in school receive the required medication to allow them maximum access to the curriculum.
- To ensure the safety and wellbeing of all pupils with severe allergies or medical conditions.
- To ensure that staff have access to a care plan for those pupils who require one.

The administration of medicines is carried out by members of the Nursing Team and boarding staff once relevant training has been completed.

Safety must come first, and common sense must always be used. If in doubt, parents or guardians will be consulted whenever possible before medications are given. All staff administering medicines must complete medication awareness training and have a certificate.

Whole School Procedure

- Pupils are encouraged to manage their own medicine if they have asthma or a life-threatening allergy, i.e., inhalers and EpiPen's. Any other medicines are stored in the Health Centre (HC) in a locked cupboard.



- Pupils who carry their own inhalers are advised to keep them on their person. The Health Centre keeps spare inhalers.
- Medicines are kept in a locked cupboard out of reach of pupils. Medicines which need to be kept in a fridge are only kept in the pharmaceutical fridge.
- Medicines are properly labelled and stored in their original containers.
- Unwanted or expired medicines are returned to parents or pharmacy.
- All staff have training (provided by the School Nurses OR first aid instructors) on use of Auto Adrenaline Injectors and inhalers and can ask for individual training at any time.
- A spare Epi-pen is kept in the office in the Refectory, Reception and Health Centre signage in place to direct staff and pupils at the senior school. They are accompanied by a red envelope that contains care plans including emergency contacts information for pupil that can have them administered.

EYFS/Prep Procedure

- Parental consent is needed for any medication (prescribed or non-prescribed) to be given to a pupil. A letter or school form is signed to this effect (On-Line Health Questionnaire).
- Medicine administered during the day, is also recorded on the pupils confidential medical file iSAMS -Parents are informed usually by phone or by email.
- In the Nursery and EYFS settings, any medicine administered during the day is recorded in a duplicate medical book and the copy is sent home to parents detailing the medication given, amount if applicable and time. Parents sign the book before retaining the top copy. Medication is not usually given to Nursery children unless parents have been spoken to before.
- Pupils who require emergency medication such as an EpiPen for extreme allergies have their medication in a labelled box kept on an open shelf in Brooke House, which is clearly labelled. Emergency medication should always be accessible, and staff made aware of its location.
- If an EpiPen is administered an ambulance will be called along with the parents. In the absence of the parent, the school Nurse or staff member will accompany the pupil to hospital.
- It is the responsibility of both the School Nurse Team and parents to check the expiry date of the EpiPen. This happens termly and is clearly recorded in the nurses' room.
- Those pupils with specific medical needs have a Care Plan. Staff are informed as necessary regarding the content of the plan, and any necessary training is given.

Senior School Procedure

- Written consent for medication to be administered while in School is obtained for every pupil via the On-Line Health Questionnaire.
- If a pupil is prescribed a short course of medication, they are asked to deliver and collect it from the Health Centre daily. They should attend the HC at the appropriate times during the day to take the medicine.
- Occasional over the counter (OTC) medicines (such as paracetamol) should NEVER be carried on the premises by pupils.
- **Boarders are asked to declare any medicines they bring from home on their arrival to the Health Centre staff.** Medication will only be kept by the student if they fulfil certain criteria, including the safe storage of medication. See Boarding handbook for further details.
- For day pupils, medication is only administered by the School Nurse Team.
- For boarding pupils, medication can also be administered by boarding staff, but only after completion of the administration of medication course. Training must be undertaken every 2 years and is organised by the



Compliance Officer. Each boarding house will have trained member of staff on duty after school and overnight.

- The administration of OTC medication is recorded electronically on the pupils ISAMS confidential medical file. This allows the other boarding houses and Nursing Team to see centrally when medication has been administered. Boarding staff can only view pupil's medication on the medical file, they cannot view any other information.

OVER THE COUNTER (OTC) MEDICATIONS

The Health Centre can provide various medications to pupils and staff that can normally be bought at a pharmacy (GSL, general sales list medications, previously known as OTC). A Drug Administration Protocol is in place for these medications ensuring all nursing staff are aware of the indications for use, dosage, and side-effects of specific, named GSL medications. Parents are made aware of the various medications that may be administered to pupils as these are listed in the joining information sent to parents. A parent then gives (or declines) consent for the nurse to administer medication when deemed appropriate. The nurse administering GSL medication is responsible for checking any allergies the pupil may have and that the medication is age appropriate. GSL medications are to be kept in locked cupboards.

Any medication given to a pupil is to be documented on the electronic pupil medical records 'medical centre module' (MCM). Both Nurses in the Health Centre and staff administering medications in Houses must check the students file on MCM to prevent over administration, before giving.

Storage and Stock

The Health Centre obtains general sales list medications for House staff to administer as well as for ordering for use in the Health Centre. The local pharmacy supplies these medications against a 'pharmacy order' which is requested by the nurse. When the pharmacy issues these stock medications, they are labelled as 'health centre stock'.

Administration of General Sales List medication

These medications are kept in a lockable medicine cabinet in the boarding houses.

They are kept in the locked medicine cabinets in the Health Centre at the senior school and in the Nurses locked medicine cabinet at the Prep School.

Any dosages given are based on the NICE Guidelines, (see appendix 1). If prescribed by a GP or the School Doctor, the prescription label is adhered to by the person who is administering the medication.

The actual dose of medication given to each pupil is recorded in the pupil's medication ISAMS record on the computer, and the stock is automatically reduced as it is entered into the system.

Before giving any medication to a pupil in their Boarding House, the member of staff administering it, must ask the pupil, 'when was the last time you had any medication?'. They should also check on ISAMs MCM (medical centre module) to see if a previous dose has been given in House or in the Health Centre. The dosage and time and name of medication given is then recorded on ISAMS medical centre module.

The exact dose and reason for the medication must also be recorded in the pupil's electronic file.

It is the responsibility of the House Parents to tally up the medications weekly in their house and check this against the ISAMS stock recorded.



The medicine cabinets and their contents are checked at least once a term by the Nursing Team who support the House Parents. It is the role of the Nurse Team in the Health Centre to offer support, help and advice to the Houses with regards any medical matters.

Boarding staff all have appropriate induction and training in the administration of medication; it is the Health and Safety Officer and Head of Boarding who ensure that this takes place as part of their induction into House procedures and protocols. All staff in houses will undertake online training on the safe administration and storage of medications. Nursing staff are available for support and any other training that is deemed appropriate for staff to carry out their duties safely and effectively. Boarding house staff also communicate through e-mail to the HC centre staff if there have been any concerns regarding medication or medical matters.

PRESCRIBED MEDICATION

Any medication prescribed by the doctor will be ordered for the pupil and collected by a staff member. When medications are ready for collection the pupil will be asked to see the nurse, who will check that the collecting pupil understands what his/her medication is for and knows how to administer the medicine. The nurse will ensure that the pupil is able and safe to self-medicate. The pupil signs to confirm that they are responsible for the medication and will keep their prescription in a safe place. Pupils are encouraged to inform their House parents about new medications, however due to confidentiality, they are not compelled to do so. If the pupil cannot self-medicate, the boarding staff will administer the medication as prescribed for the pupil and record it on the ISAMS medical module file for the student. They will then safely store the medication in the locked medicine cabinet in the house.

To promote a healthy attitude towards medications and general 'drug awareness', the pupil will be 'asked to read' the leaflet enclosed in any prescription drug, the first time (only) that they receive this medication.

Prescribed medicines that are not collected that same afternoon will remain in the locked cupboard in the Health Centre.

Certain medications, for example, immunisations and vaccines, need to be prescribed by the school Doctor for a specific patient. A Patient Specific Directive (PSD) is used for this purpose which documents the vaccine, the name of the pupil, the nurse giving the medication, the doctor signing, and details of travel planned, if appropriate.

Most immunisations are administered by the NHS Immunisation Team who come into School to deliver the vaccines. These are then recorded onto the child's electronic notes and copies are sent to 'Child Health' so that National Records are maintained.

Any student that misses a recommended vaccination will be offered this on a singular basis at the General Practice that the school registers its students with, (Kingsnorth Medical Practice).

Any prescribed medication that comes in from a day pupil should be accompanied by written information given by the parent. This should explain the reason for the medication needed. It needs to be in the original packaging with the pupil's name on the box or packet with a prescription instruction. This is stored, kept and administered by the Nursing Team during the day and recorded on the student's electronic medical notes when it has been administered.

Administration of Prescribed Medication in Houses

All medication stored in Houses for pupils needs to be in the original packaging with the pupil's name on the box or packet. Blister packs must be stored intact within the outer packaging.



Nursing staff in the Health Centre are available to advise and support Boarding staff with any issues dealing with the safe administration of medications.

Parents are asked to inform the Health Centre, either using the on the Online Health Questionnaire form, or by email if any new medication has been prescribed during the holidays.

Anti-depressant therapy

- Any pupil considered to be at risk of self-harm should not store and self-administer their anti-depressant therapy. This will be assessed by the prescribing Doctor.
- Pupils deemed competent to self-administer and who are over the age of 16 years, may have a week's supply of medication to self-administer, the rest being stored in the locked medication cabinet.
- Pupils under the age of 16 years should have their medication administered daily by the Boarding staff or Health Centre Nurses.

ADMINISTRATION, STORAGE & DISPOSAL OF MEDICINES

NON-ROUTINE PROCEDURES

Disposal of Medication

Any uncollected prescribed medications should be returned to the pharmacy and disposed of. Any unused medication from day pupils is returned to the parents or disposed of if parents' have given consent.

Controlled Drugs (CD)

It is unlikely that the Health Centre will need to store Controlled Drugs. If a pupil or member of staff is prescribed CDs or that they are returned to the Health Centre for disposal, the following should be adhered to:

- Until removed from the premises, the CDs need to be stored in the double-locked medicines cupboard. Medicines will need to be 'signed in' and 'signed out' by a qualified nurse, if 2 nurses are available this is deemed best practice but not necessary. All medications received or administered must be recorded in the controlled Drug book and signed by the person administering this including ensuring the correct number is recorded in the CD record book. The balance needs to be checked by two nurses at each administration and monthly (and on arrival and disposal). CDs being returned to the pharmacy must be recorded as such in the Controlled Drug book and be signed for by two nurses on exit. Controlled Drugs should be rendered irretrievable before disposal; denaturing kits are used in the Health Centre- these are then signed and disposed of at the nearest available pharmacy.

ADHD Medications

As for Controlled Drugs, these medications must be stored in a double-locked cupboard or in a lockable storage box within a locked cupboard. Any ordered Methylphenidate or other controlled medication prescribed for ADHD must be collected by the House parent on behalf of the pupil, who will then maintain the same storage conditions in House. Each pupil will have their own record of Methylphenidate administration in house held by the boarding staff.

All boarding pupils who have been prescribed Methylphenidate and/or other ADHD medication should have a letter in their medical notes from the prescribing psychiatrist, detailing the prescription. Each pupil on these medications will have a personal plan/directive for the medication – a copy of which is kept in the Health Centre. The pupil's height, weight and blood pressure are recorded six monthly and, after any increase in dosage, this is because these



medications can have serious side-effects. As well as this monitoring, all pupils who have ADHD medications supplied by the school GP under a 'shared care' agreement with the psychiatrist, will need to have a Full Blood Count (FBC) blood test six monthly also.

Any day student who has ADHD medication that needs to be administered by the school Nurses have a personal medication regime in their notes. They are then administered as prescribed. It is the responsibility of the parents to inform the Nursing team of any treatment regime changes accompanied by the psychiatrist or prescribing Doctors letter informing of the changes.

OTHER MEDICATIONS

Foreign Medication

The Health Centre cannot take responsibility for medications purchased and used abroad. Pupils are instructed not to bring non-UK medications to school in the information pack sent prior to entry. UK equivalent medication can be available on prescription once seen by the doctor. Parents of international students receive a letter detailing this and requesting that no foreign medication is brought to school. As part of the health assessment process with the Nurses and the school Doctor ask the students to declare any medications that they may have brought over. Boarding staff are also vigilant and emphasize the importance of declaring unauthorised medications on arrival.

Homeopathic Medication

The Health Centre does not stock or give advice on homeopathic medication and pupils and parents will be advised not to bring homeopathic medicines into School. Parents of international students receive a supporting letter, detailing the same and requesting that no homeopathic medication is brought to School.

Personal medication

Since both the House parents and the Health Centre can administer general sales list medication such as Paracetamol, we ask that pupils/parents do not purchase their own GSL medicines and bring them into school. Pupils are not permitted to store their own Paracetamol or Ibuprofen unless it is prescribed for them. Any medication that is 'prescription only' must be labelled with the pupil's name and kept either by the House parent or in the pupil's locked drawer.

Pupils' Storage of Medication

As previously mentioned in this policy, pupils receiving prescribed medication will be assessed by the nurse and or Doctor if deemed competent to administer and safely store their medication, if appropriate.

Pupils may bring in correctly labelled and named prescribed medication from home if prescribed by another doctor. This must also be kept in their lockable drawer. Each month during house meetings the house parent will ask all pupils to check that their lockable drawer for any medication that has been prescribed and/or is no longer required. This will be returned to the Health Centre for disposal. They will also be reminded that Paracetamol and Ibuprofen are not permitted in pupil rooms and that they are accessible from both the health centre and the boarding staff in their house.



Appendix 1

Dosage of Paracetamol: as Set out by the NICE guidelines.

Used to control Pain and Pyrexia (with discomfort)

By mouth (younger children at Nursery and Prep school)

For Child 6–23 months	120 mg every 4–6 hours; maximum 4 doses per day
For Child 2–3 years	180 mg every 4–6 hours; maximum 4 doses per day
For Child 4–5 years	240 mg every 4–6 hours; maximum 4 doses per day
For Child 6–7 years	240–250 mg every 4–6 hours; maximum 4 doses per day
For Child 8–9 years	360–375 mg every 4–6 hours; maximum 4 doses per day
For Child 10–11 years	480–500 mg every 4–6 hours; maximum 4 doses per day
For Child 12–15 years	480–750 mg every 4–6 hours; maximum 4 doses per day
For Child 16–17 years	0.5–1 g every 4–6 hours; maximum 4 doses per day

Dosage of Ibuprofen: as set out by the NICE guidelines.

Mild to Moderate Pain

Pain and inflammation of soft-tissue injuries

Pyrexia with discomfort

By mouth using immediate-release medicines

For Child 3–5 months

50 mg 3 times a day, maximum daily dose to be given in 3–4 divided doses: maximum 30 mg/kg per day.

For Child 6–11 months

50 mg 3–4 times a day, maximum daily dose to be given in 3–4 divided doses: maximum 30 mg/kg per day.

For Child 1–3 years

100 mg 3 times a day, maximum daily dose to be given in 3–4 divided doses: maximum 30 mg/kg per day.

For Child 4–6 years

150 mg 3 times a day, maximum daily dose to be given in 3–4 divided doses: maximum 30 mg/kg per day.

For Child 7–9 years

200 mg 3 times a day, maximum daily dose to be given in 3–4 divided doses; maximum 30 mg/kg per day; maximum 2.4 g per day.

For Child 10–11 years

300 mg 3 times a day, maximum daily dose to be given in 3–4 divided doses; maximum 30 mg/kg per day; maximum 2.4 g per day.

For Child 12–17 years

Initially 300–400 mg 3–4 times a day; increased, if necessary, up to 600 mg 4 times a day; maintenance 200–400 mg 3 times a day, may be adequate.

Pain and inflammation

By mouth using modified-release medicines

For Child 12–17 years

1.6 g once daily, dose preferably taken in the early evening, increased to 2.4 g daily in 2 divided doses, dose to be increased only in severe cases.



11. Annex B - List of Qualified Medicine Dispensers

Bridge Nursery, Nightingale Nursery, Prep Nursery, The Stables Nursery, After School Club, Holiday Club, Boarding Staff and Nursing Team

Department	Surname	Forename	Renewal Date
Bridge Nursery	Arnup	Hannah	12.02.2026
Bridge Nursery	Brown	Alice	16.08.2026
Bridge Nursery	Ciccione	Leila	25.08.2028
Bridge Nursery	Clulow	Naomi	01.01.2026
Bridge Nursery	Cocks	Lily	13.08.2026
Bridge Nursery	Davis	Amy	11.01.2026
Bridge Nursery	Dickson	Abbey	21.01.2027
Bridge Nursery	Divall	Kay	20.01.2027
Bridge Nursery	Gilham	Emma	02.02.2026
Bridge Nursery	Gomez	Michelle	22.10.2026
Bridge Nursery	Hill	Lucinda	06.04.2026
Bridge Nursery	Hills	Keelie	19.02.2026
Bridge Nursery	Hodson	Jodi	22.02.2026
Bridge Nursery	Houlihan	Paula	02.02.2026
Bridge Nursery	Lapish	Chloe	16.02.2026
Bridge Nursery	Lancaster	Daisy	09.12.2026
Bridge Nursery	Marsh	Chloe	16.02.2026
Bridge Nursery	Marsh	Shannon	16.02.2026
Bridge Nursery	Monk	Phoebe	13.09.2026
Bridge Nursery	Nevell	Olivia	05.01.2027
Bridge Nursery	Pepper	Lisa	08.01.2026
Bridge Nursery	Phillips	Constance	08.03.2026
Bridge Nursery	Purse	Rachel	16.02.2026
Bridge Nursery	Russell	Fran	13.05.2026
Bridge Nursery	Samson	Sarah	03.02.2027
Bridge Nursery	Sharpe	Emily	08.09.2025
Bridge Nursery	Tolhurst	Mia	07.12.2027
Bridge Nursery	Wakefield	Emma	30.01.2026
Bridge Nursery	Willing	Helen	04.01.2026
Prep Nursery	Board	Mikaela	19.02.2027
Prep Nursery	Crossley Roberts	Laura	12.12.2024
Prep Nursery	Gibbins	Zoe	20.01.2025
Prep Nursery	Mapstone	Suzie	06.02.2027
Prep Nursery	Pratt	Sarah	08.03.2027
Prep Nursery	Wisdom	Katherine	29.10.2028
Prep/Holiday Club	Hardy	Jessica	17.06.2026
Prep/Holiday Club	Holness	Trish	28.09.2026
Prep/Holiday Club	Stone	Harriet	13.06.2023
Prep	Ciesielska	Monika	27.01.2027



After School Club	Benson	Lauren	20.01.2025
CCF/DofE	Burke	Simon	02.10.2025
Enrichment	Ghaemian	Emma	12.03.2026
Boarding	Barton	Adam	22.11.2028
Boarding	Bourne	Lauren	03.03.2027
Boarding	Buck	Matt	27.09.2026
Boarding	Cook	Ashley	25.03.2024
Boarding	Davidge	Donna	05.06.2027
Boarding	Egan	King	11.05.2027
Boarding	Foy Philp	Stephen	11.12.2024
Boarding	Grech	Ashley	09.09.2026
Boarding	Hall	Mike	29.01.2027
Boarding	McConnell	Marie	20.05.2027
Boarding	McCracken	Brittany	19.11.2026
Boarding	Rayner	Nicole	11.03.2027
Boarding	Ross	Megan	09.06.2026
Boarding	Russen	Matt	03.01.2027
Boarding	Stirling	Keara	24.02.2027
Nightingale Nursery	Cheung	Michelle	17.01.2027
Nightingale Nursery	Hurley	Susie	07.10.2026
Nightingale Nursery	Maynard	Hannah	22.09.2028
Nightingale Nursery	Walker	Bethany	24.01.2027
Holiday Club	Schneider-Smith	Connor	13.06.2027
Nursing Team	Bursey	Alex	21.11.2026
Nursing Team	Hampson	Alex	09.09.2026
Nursing Team	Moczulski	Jane	24.04.2027
Nursing Team	Oaten	Kirsty	01.10.2026
Nursing Team	Oliver	Charlotte	04.09.2026
Stables Nursery	Andrews	Zoe	19.09.2026
Stables Nursery	Brisley	Amy	17.06.2026
Stables Nursery	Brown	Georgia-Rae	03.04.2026
Stables Nursery	Busby	Jasmine	20.03.2025
Stables Nursery	Chapman	Kristy	11.08.2028
Stables Nursery	Cole	Olivia	15.02.2026
Stables Nursery	Davis	Amy	11.01.2026
Stables Nursery	Dominy	Karen	28.07.2028
Stables Nursery	Ford	Emma	24.11.2025
Stables Nursery	Fowler	Charley-Ann	31.10.2024
Stables Nursery	Goode	Misha	18.11.2026
Stables Nursery	Hart	Lesley-Ann	11.08.2028
Stables Nursery	Hazeldine	Amy	27.10.2025
Stables Nursery	House	Sarah	22.01.2026
Stables Nursery	Humphreys	Bethany	31.05.2026
Stables Nursery	Juden	Kayleigh	29.01.2027
Stables Nursery	Juniper	Michelle	29.01.2026



Stables Nursery	Kates	Jade	01.12.2028
Stables Nursery	Limongi	Paola	12.09.2026
Stables Nursery	McKee	Joanne	05.01.2027
Stables Nursery	Othen	Remy	18.02.2027
Stables Nursery	O'Bray	Kerry	26.08.2028
Stables Nursery	Prytherch	Eleanor	12.08.2028
Stables Nursery	Raciene	Sandra	05.09.2026
Stables Nursery	Sokhi	Yolanda	26.01.2025
Stables Nursery	Striugaite	Emilija	16.06.2027
Stables Nursery	Tumbahangphe	Nanda	25.05.2025
Stables Nursery	Venner	Isobel	22.03.2025
Stables Nursery	Wood	Gabby	20.11.2028
Teaching staff	Furnival Brown	Clare	12.02.2027
Teaching staff	Heppeler	Suze	27.01.2027
Teaching staff	Morris	Caroline	25.01.2027
Teaching staff	Timms	Nicola	01.10.2026

New course required.



12. Annex C - List of Qualified Paediatric First Aiders

Bridge Nursery, Nightingale Nursery, Prep Nursery, The Stables Nursery, After School Club, Holiday Club, Reception Teaching Staff and Nursing Team

Department	Surname	Forename	Renewal Date	Paediatric 1 st Aid
Bridge Nursery	Arnup	Hannah	20.01.2027	YES
Bridge Nursery	Brown	Alice	13.10.2027	YES
Bridge Nursery	Cheung	Ka Man	25.09.2028	YES
Bridge Nursery	Cicccone	Leila	10.11.2026	YES
Bridge Nursery	Clulow	Naomi	15.12.2026	YES
Bridge Nursery	Cocks	Lily	09.03.2026	YES
Bridge Nursery	Davies	Amy	10.11.2026	YES
Bridge Nursery	Dickson	Abbey	25.09.2028	YES
Bridge Nursery	Divall	Kay	10.11.2026	YES
Bridge Nursery	Gilham	Emma	20.01.2027	YES
Bridge Nursery	Gomez	Michelle	07.01.2027	YES
Bridge Nursery	Gruszka	Magdalena	27.07.2028	YES
Bridge Nursery	Hill	Lucinda	13.10.2027	YES
Bridge Nursery	Hills	Keelie	07.01.2027	YES
Bridge Nursery	Hodson	Jodi	15.12.2026	YES
Bridge Nursery	Houlihan	Paula	15.12.2026	YES
Bridge Nursery	Jefferson-Pillai	Ruby	15.10.2028	YES
Bridge Nursery	Lancaster	Daisy	13.10.2027	YES
Bridge Nursery	Lapish	Chloe	10.11.2026	YES
Bridge Nursery	Marsh	Chloe	24.11.2026	YES
Bridge Nursery	Marsh	Shannon	24.11.2026	YES
Bridge Nursery	Monk	Phoebe	15.10.2028	YES
Bridge Nursery	Nash	Jessica	16.05.2027	YES
Bridge Nursery	Nevell	Olivia	17.11.2026	YES
Bridge Nursery	Pepper	Lisa	24.11.2026	YES
Bridge Nursery	Phillips	Constance	20.01.2027	YES
Bridge Nursery	Purse	Rachel	10.11.2026	YES
Bridge Nursery	Russell	Fran	10.11.2026	YES
Bridge Nursery	Samson	Sarah	07.01.2027	YES
Bridge Nursery	Sharpe	Emily	10.11.2026	YES
Bridge Nursery	Striugaite	Emilija	20.01.2027	YES
Bridge Nursery	Wakefield	Emma	17.11.2026	YES
Bridge Nursery	Walker	Bethany	10.11.2026	YES
Bridge Nursery	Willing	Helen	15.12.2026	YES
Games/PE	Rimmer	Millie	08.10.2028	YES
Games/PE	Williams	Otis	15.10.2028	YES
Holiday Club	Collins	Gwendoline	15.10.2028	YES
Holiday Club	Wilton	Jessica	08.10.2028	YES
Nightingale Nursery	Hurley	Susie	13.12.2027	YES
Prep Nursery	Benson	Lauren	07.01.2027	YES



Prep Nursery	Board	Mikaela	27.07.2028	YES
Prep Nursery	Crossley Roberts	Laura	12.11.2026	YES
Prep/ASC/Holiday C	Hardy	Jessica	04.02.2026	YES
Prep Nursery	Holness	Trish	07.01.2027	YES
Prep Nursery	Gibbins	Zoe	07.01.2027	YES
Prep Nursery	Mapstone	Suzie	07.01.2027	YES
Prep Nursery	Pratt	Sarah	07.01.2027	YES
Prep Nursery	Record	Emma	15.10.2028	YES
Prep Nursery	Sharpe	Jane	07.01.2027	YES
Prep Nursery	Stone	Harriet	27.07.2028	YES
Prep Nursery	Wisdom	Katherine	07.01.2027	YES
Reception	Cameron	Jacqui	08.10.2028	YES
Reception	Cridland	Katie	15.10.2028	YES
Reception	England	Emma	15.10.2028	YES
Reception	Gutridge	Sarah	08.10.2028	YES
Reception	Orr	Steph	08.10.2028	YES
Reception	Romero Jaramilla	Maria Teresa	15.10.2028	YES
Reception	Salter	Rebecca	15.10.2028	YES
Reception	Sampaio	Michelle	15.10.2028	YES
Reception	Williams	Rebecca	15.10.2028	YES
The Stables	Andrews	Zoe	27.07.2028	YES
The Stables	Brisley	Amy	13.10.2027	YES
The Stables	Brazil	Ellie-May	27.07.2028	YES
The Stables	Brown	Georgia-Rae (Mat L)	23.01.2025	YES
The Stables	Busby	Jasmine	20.01.2027	YES
The Stables	Chapman	Kirsty	13.10.2027	YES
The Stables	Colaluca	Sophie	13.10.2027	YES
The Stables	Cole	Olivia	12.11.2026	YES
The Stables	Dominy	Karen	12.11.2026	YES
The Stables	Ford	Emma	27.07.2028	YES
The Stables	Goode	Misha	24.11.2026	YES
The Stables	Hart	Lesley-Ann	20.01.2027	YES
The Stables	Hazeldine	Amy	20.01.2027	YES
The Stables	House	Sarah	17.11.2026	YES
The Stables	Juden	Kayleigh	20.01.2027	YES
The Stables	Juniper	Michelle	15.12.2026	YES
The Stables	Kates	Jade	12.11.2026	YES
The Stables	Limongi	Paola	12.11.2026	YES
The Stables	Loxton	Tara	12.11.2026	YES
The Stables	O'Bray	Kerry	12.11.2026	YES
The Stables	Othen	Remy	17.11.2026	YES
The Stables	Pavletic	Matea	10.11.2026	YES
The Stables	Pearce	Megan	27.07.2028	YES
The Stables	Prytherch	Eleanor	13.10.2027	YES
The Stables	Raciene	Sandra	13.10.2027	YES
The Stables	Sokhi	Yolanda	12.11.2026	YES
The Stables	Tumbahangphe	Nanda	12.11.2026	YES
The Stables	Venner	Isobel	20.01.2027	YES
The Stables	Wood	Gabby	13.10.2027	YES
Transport	Halls	Laura	08.10.2028	YES



Transport	Mattingly	Lesley	08.10.2028	YES
Nursing Team	Burse	Alex	17.11.2026	YES
Nursing Team	Hampson	Alex	24.11.2026	YES
Nursing Team	Moczulski	Jane	17.11.2026	YES
Nursing Team	Oaten	Kirsty	04.12.2027	YES
Nursing Team	Oliver	Charlotte	04.12.2027	YES
Nursing Team	Shaw	Jennifer	24.11.2026	YES
Enrichments	Ghaemian	Emma	27.07.2028	YES
CCF/DofE	Davidge	Donna	27.07.2028	YES

New course required



13. Annex D - List of Qualified First Aiders

Emergency First Aid at Work Trained Personnel – Prep School, Holiday Club and Nursing Team

Department	Surname	Forename	Renewal Date	EFAW
Nursing Team	Bursey	Alex	23.01.2026	YES
Learning support	Ciesielska	Monica	22.09.2026	YES
Grounds	Charles	Harry	17.06.2028	YES
Teaching	Claridge	Rebecca	12.10.2027	YES
Teaching	Clifford	Rosie	24.02.2026	YES
Teaching	Coombes	John	22.09.2026	YES
Teaching	Daynes	Rebecca	08.11.2027	YES
Teaching/PE	Estcourt	Kristen	08.11.2027	YES
Prep School	Ford	Emma	07.06.2024	YES
Teaching	Foreman	Lewis	08.11.2027	YES
Teaching	Furnival-Brown	Claire	05.10.2027	YES
Holiday Club	Gant	Emily	24.02.2026	YES
Enrichment	Ghaemian	Emma	23.05.2025	YES
Teaching	Garsed-Bennet	Helen	24.02.2026	YES
Bus supervisor	Halls	Laura	27.01.2026	YES
Nursing Team	Hampson	Alex	20.01.2025	YES
Teaching	Harris Prior	Corinna	24.02.2026	YES
Teaching	Heppeler	Suze	24.02.2026	YES
Teaching	Instance	Rebecca	22.09.2026	YES
Teaching/PE	Jenkins	Elizabeth	22.09.2026	YES
Teaching	Leyden	Paula	22.09.2026	YES
Facilities	Marks	Steve	07.06.2024	YES
Teaching	Moore	Sarah	08.11.2027	YES
Teaching/PE	Morris	Caroline	11.01.2026	YES
Prep School	Mullaly	Lorraine	03.09.2025	YES
Grounds	Myers	Nick	23.01.2026	YES
Teaching	Neesham	Chris	24.02.2026	YES
Nursing Team	Oaten	Kirsty	15.10.2027	YES
Nursing Team	Oliver	Charlotte	08.11.2027	YES
Teaching/PE	Orr	Stephanie	22.09.2026	YES
Games/PE	Putland	Paul	21.11.2026	YES
Library	Royle	Leeann	08.11.2027	YES
After School Club	Saunders	Joanne	08.11.2027	YES
Catering	Taylor	Donna	23.05.2025	YES
Teaching	Tiltman	Alison	24.02.2026	YES
Teaching	Tiltman	Linda	22.09.2026	YES
Prep School	Williams	Rebecca	22.09.2026	YES



14. Annex E - List of Qualified First Aiders

Emergency First Aid at Work Trained Personnel – Senior School and Nursing Team

Department	Surname	Forename	Renewal Date	EFAW
Reception	Arslan	Asiye	07.02.2028	YES
PE/Boarding	Barton	Adam	20.05.2028	YES
Teaching	Bates	Carrie Ann	23.01.2026	YES
Atrium	Boorman	Karen	27.01.2026	YES
Science Technician	Brennan	Richard	20.05.2028	YES
Admissions	Byatt	Dee	07.02.2028	YES
CCF/OEAP	Burke	Simon	18.09.2028	YES
Nursing Team	Bursey	Alex	23.01.2026	YES
Performing Arts	Cannovan	Sophie	23.01.2026	YES
Grounds	Charles	Harry	17.06.2028	YES
PE/Boarding	Cook	Ashley	23.01.2026	YES
Grounds	Crow	Dave	20.05.2028	YES
Sports Caretaker	Dack	Shaun	27.01.2026	YES
Librarian/CCF	Davidge	Donna	20.05.2028	YES
Cleaner	Dovey	Elaine	27.01.2026	YES
Driver	Fenwick	Trevor	27.01.2026	YES
Driver	Gilbert	Elaine	14.12.2025	FAA
Boarding	Hall	Mike	07.02.2028	YES
Nursing Team	Hampson	Alexandra	20.01.2025	YES
Cleaner/Bus Supr	Hannah	Louise	27.01.2026	YES
Teaching	Hiatt-Gipson	Glyn	07.02.2028	YES
Science Technician	Higgins	Tracey	15.10.2027	YES
PE	Hyams	Hannah	24.05.2024	YES
DT Technician	Kearns	David	15.10.2027	YES
Food Technician	Loader	Colleen	23.01.2026	YES
Bus Driver	Maddison	Ian	27.01.2026	YES
Cleaning supervisor	Maden-Khayakhim	Lalita	15.10.2027	YES
Cleaner/Bus Supr	Mattingly	Lesley	27.01.2026	YES
Boarding	McCracken	Brittany	07.02.2028	YES
Atrium	McDermott	Michaela	07.02.2028	YES
Nursing Team	Moczulski	Jane	07.02.2028	YES
Facilities	Murphy	Kieran	15.10.2027	YES
Nursing Team	Oaten	Kirsty	15.10.2027	YES
Teaching/Boarding	Rayner	Nicole	15.10.2027	YES
PE	Rea	Sue	07.02.2028	YES
ICT/CCF	Ricks	Duncan	20.05.2028	YES
Boarding	Ross	Megan	20.05.2028	YES
Boarding/PE	Russen	Matt	15.10.2027	YES
Teaching/DT	Stew	Adam	20.05.2028	YES
Teaching/PE	Stirling	Keara	08.03.2028	YES
Admin	Stuart	Fiona	20.05.2028	YES



Bus Driver	Symonds	Bruce	27.01.2026	YES
Facilities	Temerel	Traian	17.01.2025	YES
Grounds	Williams	Daniel	23.01.2026	YES
Teaching	Worrell	Matt	20.05.2028	YES

New course required



15. Annex F - Staff requirements

Term Time: 0800 – 1730

School Unit	Personnel			Requirement		Staffed		Balance		Remarks
	Staff	Pupils	Paediatric	Normal	Paediatric	Normal	Paediatric	Normal	Paediatric	
Senior	180	426	0	2	0	3	0	1	0	Activities run until 1730, cleaners, lets, swimming maybe on site
Prep	110	310	29	2	2	2	6	4	0	Activities till 1730, clean, swim
Bridge/Stables	62	197	197	1	62	1	62	0	0	1830 finish

Term Time: 1730 – 2100

School Unit	Personnel			Requirement		Staffed		Balance		Remarks
	Staff	Pupils	Paediatric	Normal	Paediatric	Normal	Paediatric	Normal	Paediatric	
Senior	40	100	0	1	0	1	0	0	0	Boarding activities, swimming, support staff, lets and cleaners
Prep	20	30	0	1	1	1	1	0	0	Includes EYFS, KS1, KS2, support staff, swimming and ASC
Bridge/Stables	30	40	40	1	12	1	12	0	0	Staff (1830 close) and Cleaners work until 2100, lets

Term Time: 2100 – 0800

School Unit	Personnel			Requirement		Staffed		Balance		Remarks
	Staff	Pupils	Paediatric	Normal	Paediatric	Normal	Paediatric	Normal	Paediatric	
Senior	20	70	0	1	0	1	0	0	0	Boarders and staff living on site, swim school, caterers, cleaners and support staff
Prep	20	20	0	1	4	1	4	0	0	Staff living on site, swim squad starts at 0700, breakfast club
Bridge/Stables	30	30	30	1	5	1	5	0	0	Nursery opens 0730

16. Annex G - First Aid Kits location

First Aid Kits location – Senior School

Judith Webb House
Alfred Boarding House
Brabourne Boarding House
Atrium (Coronation)
Brooke House
Art Department/photography (2) + eyewash station
Brake Hall (tamper bag) + static cupboard
DT rooms (2) + eyewash station
Fitness Suite
Food Studies Lab
Jubilee Science ground floor + eyewash station
Jubilee Science 1 st floor + eyewash station
Senior Staff Room + static cupboard
PE office (staff have their own bags)
Refectory + eyewash station
Senior Reception
Coronation Hall
Swimming Pool (2)
New Sports Hall (2)

First Aid Kits location – Prep School

Mountbatten ground floor (corridor outside STEM 1)
Mountbatten 1 st floor (corridor between of DT & HE)
New building ground floor (corridor outside the Nursery)
New building 1 st floor (corridor outside the “Library Corner”)
Nursery (2)
Refectory kitchen
School reception
Sports Hall (outside in the lobby)
Swimming pool (outside in the lobby)
Pavilion
The Stables Nursery

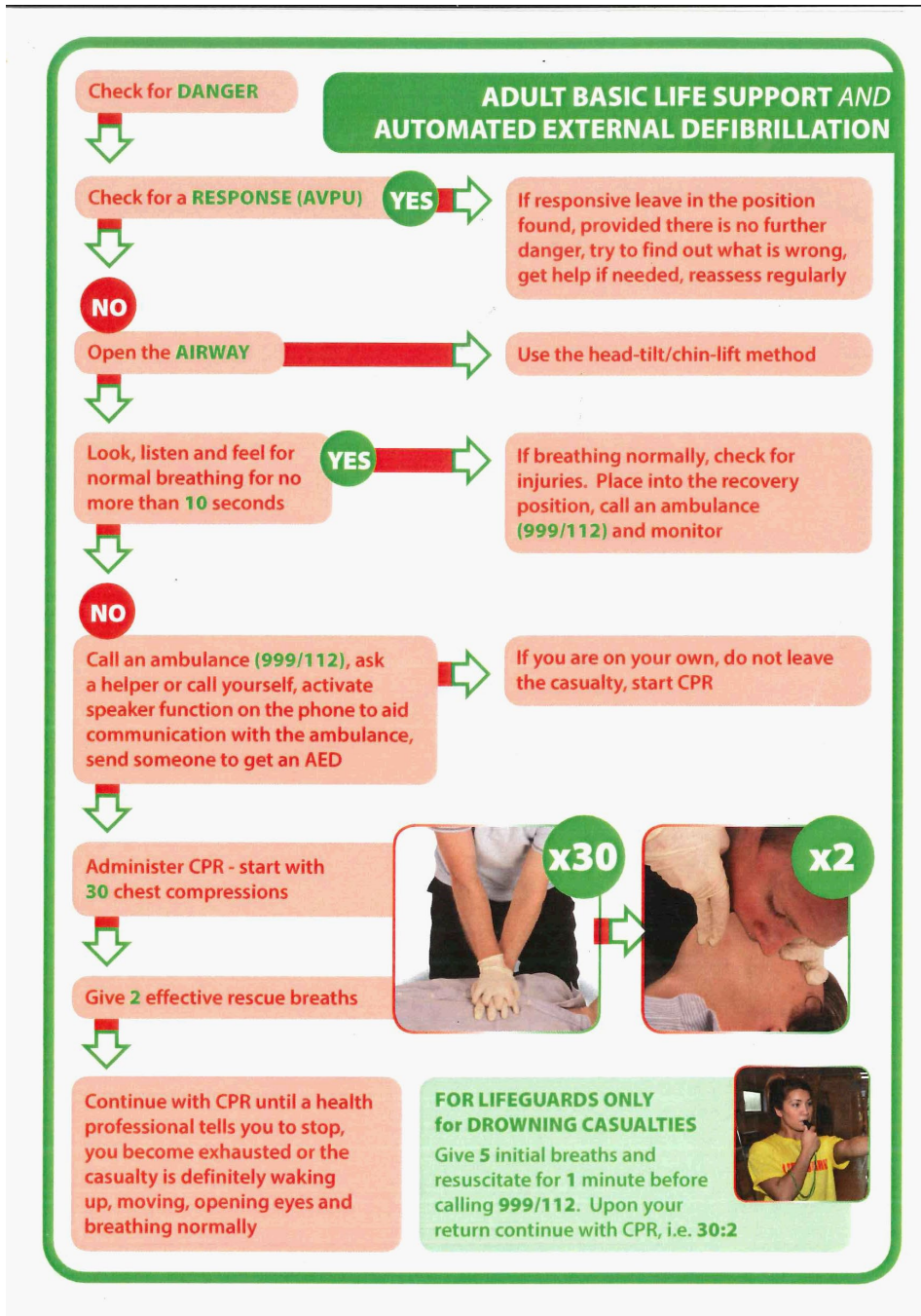
First Aid Kits location – Bridge Pre-Nursery (5)

Reception area
End of the corridor (ground floor)
Toddler Toilet Area
Dragonfly Room
Dining Hall

Green Emergency Asthma Bags location

Senior School: Reception, Sports Centre (lower level), Swimming Pool, Brooke, Brabourne; Alfred
Prep School: First Aid Room cupboard, Swimming Pool

17. Annex H – Basic Life Support



AED (defibrillator)

Prep School (2) – one located in the main school reception area and one in the Sports Pavilion.

Senior School (2) – one located on an external wall under the archway entrance to Coronation building, and one in the sports hall ground floor foyer.

All defibrillators are serviced annually.



18. Annex I - Automatic Adrenaline Injectors

Guidelines for Pupils with Automatic Adrenaline Injectors

For each new pupil:

- The school Nurse will contact the parents and arrange a meeting to discuss their allergy and any previous history.
- A copy of the NHS Consultant's Management Plan should be available for the Nursing Team and an annual update requested from parents.
- If no NHS Management Plan available a GP letter should be requested to outline the individual plan of care, in the event of allergy/anaphylaxis.
- A student's management plan is kept in the Nurses Room\Health Centre with their EpiPen. Updates are made as required.
- All staff are made aware of how to access emergency details, emergency meds and emergency treatments.
- Staff are made aware of pupil allergies using a red flag on ISAMS. This can be seen by the pupil's name by all staff.
- All staff are trained to deal with allergies/anaphylaxis as necessary and is offered annually. Staff can access the Health Care team at any time for training.
- All sharps/used EpiPen's will be disposed of safely, in line with the H&S guidelines.



19. Annex J - Head Injury Policy

Aims

The Local Governing Body and Staff at Ashford School are committed to ensuring the safety and physical wellbeing of all our pupils. This policy is designed to promote a safe environment and prevent harm for all pupils at Ashford School.

Aims of Policy

1. To assess those suffering from a HI, ensuring immediate safety of the pupil and advising any further management.
2. To limit the effect of the injury by giving prompt and appropriate treatment.
3. To detect any deterioration and refer for medical advice where necessary.
4. Staff to refer to Return2Play as required for head injury/concussion guidance- this is not in place of emergency medical treatment if required at the time of injury.
5. To ensure every member of staff (MOS) is aware of and follows the same guidelines and is appropriately educated to achieve the best prognosis post injury. Specifically, the medical and sports staff having knowledge Graduated Return to Play (GRTP) protocol.

General Guidelines

If a pupil is seen to sustain or reports a head injury (HI), they should be reviewed by the Health Centre (HC) staff or the PE staff (if the injury occurred during a sports activity).

Any pupil sent to the HC for review must always be accompanied by a member of staff (MOS). Pupils will be assessed as per the HC assessment (see below). Written HI advice sheet will be given to all pupils following a head injury.

In case of serious injury, fit or loss of consciousness staff should call 999 for emergency services first, then contact the HC and wait with the pupil until help arrives. At no point should the pupil be left alone.

Day pupils will be accompanied to hospital by a MOS who will stay with them until parents arrive and take responsibility for care. For boarding pupils, where possible a MOS will stay with them until they are discharged back to the boarding house or guardians/parents take over the care.

The nurse will only be able to attend the scene of the injury after organising staff cover for the HC, in her absence. On the occasion that 2 nurses are on duty, there should not be a delay in attending the scene.

The MOS to whom the HI was first reported (or who witnessed the accident) should complete an accident form for all HI's.

Sports injuries sustained at school

Staff should make a sound decision, not an emotional one about stopping play and returning to play sport.

Staff should be aware that any impact to the head may result in a neck/spinal injury, and this must be ruled out before any assessment of an isolated head injury. If in doubt, DO NOT MOVE the pupil and call for emergency services (999).

If the pupil has more than one symptom, they must be removed from area of play and not take any further part in that game. In these cases, the pupil should be referred to the school nurse, a medical practitioner or hospital for further assessment.

If the pupil is unable to walk to the HC, the nurse should be contacted by phone. In these cases, it may be more appropriate to call for an ambulance than wait for the nurse to arrive on the scene (for example, if off site but still at a school venue). However, the nurse will always try to attend if this in the pupils' best interests.



If the MOS is solely responsible for a group of children, that activity/game may need to be stopped while the injured pupil receives treatment.

HC assessment

The HC Nurse will

- Take a full history from the pupil and MOS.
- Perform baseline observations of BP, P, RR and pupil reaction and document any symptoms.
- Observe the pupil for a minimum of 30 minutes in the HC, repeating observations if their condition warrants this.

If the pupil is recovered, they will be allowed to leave the HC after 30 minutes and return to class. The pupil will be instructed to return to the HC at any time or inform a MOS if they develop more symptoms, or they feel their condition has worsened. The nurse may decide to keep the pupil in the HC for longer for observation.

Parents/ Boarding staff will be informed of the injury by telephone (when possible) or email and written HI advice will also be given directly to the pupil.

If concussion is suspected

A MOS will speak to the parents and advise them and the pupil that he/she will be:

- Referred to Return2play
- advised not to drive (if applicable).
- not be left alone for 24 hours after the injury.

The pupil will remain in the HC until collected by parents (day pupils) or taken to hospital by a MOS. For boarding pupils, where possible a MOS will stay with the pupil until they are discharged back to the boarding house, guardians/parents or into the care of hospital staff if admitted.

Ashford School have engaged the services of *Return2Play*. They provide specialist head injury and concussion care service seven days a week and unlimited access to a team of highly experienced clinicians who are experts in their field. Their doctor-led medical team comprises over 60 professionals who are on hand to ensure that every pupil receives prompt attention and guidance throughout their recovery journey. They follow the most current protocols and best practices to promote a safe return to sport.

Return2Play provides online injury management systems that will enable Ashford School to document injuries, automatically communicate with parents and coaches, and track a player's recovery. All appointments are accessed via their webcam clinic system to allow maximum convenience.

Return to sport

Following a minor HI with no suspected or diagnosed concussion, pupils may return to play if they have no further symptoms.

For those pupils who wish to return to sport following **medically diagnosed concussion**, the school follows the principles laid out by the International Rugby Board (IRB) concussion guidelines which is all handled by Return2Play.

Staff Training

All pitch side staff responsible for **overseeing rugby activities** (whether PE staff, teachers, or gap students) will have been asked to undertake the appropriate IRB or RFU online training modules.

- First Aid in Rugby
- Concussion Management
- Headcase

For all other sporting activities, staff are advised to complete the Concussion Management module, plus any other training more specific to their sport (to liaise with MB for training needs).

At least one first aid trained MOS will be available at each activity/fixture.



20. Annex K – Asthma Policy

This policy has been written with advice from Asthma UK, Department of Health Guidance, Kent Community Health NHS Trust, local healthcare professionals and the School SLT, Medical Officer, and nursing staff.

Ashford School recognises that asthma is a widespread, serious but controllable condition affecting many pupils. We positively welcome pupils with asthma and encourage full participation in all aspects of School life, while supporting these pupils with a clear policy that is understood by staff, their employers, and the pupils. Supply teachers and new staff should all be made aware of this policy and be provided with appropriate training on asthma. The School Health Team will gain expert advice from the Kent Community Specialist Asthma Team if required. The Children's Respiratory Team are available to contact: Monday to Friday 9am – 5pm. Tel 0300 123 3028.

kcht.childrensrespiratoryteam@nhs.net

Asthma medications

- Pupils with asthma are encouraged to carry their reliever inhaler as soon as the parent/carer, doctor or nurse and teacher agree they are mature enough to do so.
- Parents/carers are asked to supply School with a labelled spare reliever inhaler, kept accessible in a safe and central location.
- School staff are not required to administer asthma medicines to pupils (except in an emergency) however, many may be happy to do this.
- School staff will allow the pupil to take their medicines when they need to.

School staff

All staff have a responsibility to understand the School Asthma Policy and to know which pupils they meet have asthma. Pupils who are asthmatic are highlighted by the RED flag system on ISAMS.

All staff who meet a child with asthma will know what to do in the event of an asthma attack. NHS/D of H Information describing what to do in an emergency is displayed around the school site (e.g., in the staff room and with each emergency inhaler). Staff are also encouraged to print this information and display it in their area of work.

Teachers are covered by the School Indemnity Insurance if they volunteer to administer medicine to pupils with asthma who need help.

Annual updates are offered to staff, who may also speak to the school Nurse at any other time if they have an individual question or concern.

The school Health team will be responsible for ensuring all boarding pupils have written personal asthma action plans. They will also liaise with day pupils' parents to ensure they are regularly seen by their own asthma doctor/nurse and ask parents to provide copies of their child's asthma plans for School staff.

Exercise and activity

All PE teachers should know which children in their individual class have asthma and understand the impact this can have on them.



PE teachers should remind pupils to take their reliever inhaler before exercise if this triggers their symptoms.

Pupils with asthma will not be forced to take part in activities if they are unwell but should not be excluded if they wish to take part and are well controlled.

Pupils will be encouraged to use their inhaler during a lesson if they need to do so.

PE staff should check pupils have their inhalers before leaving the school site for a match/activity. In the case of a lost or empty inhaler, the pupil or teacher can collect the spare inhaler from the Health Centre to take on the trip. This should be returned by the teacher sometime after the match.

Classroom teachers will follow the same principles as described above for PE/games lessons.

Staff and sports coaches (including out of hours' sports coaches) are offered training/updates from the school nurse.

Asthma attack/emergency care and medication

All schools are now legally allowed to keep salbutamol inhalers for use in emergencies, at their discretion (The Human Medicines-Amendment-No2- Regulations, 2014) and Ashford School now has emergency inhalers situated at key areas on both Prep and Senior sites. The storage and maintenance of these will be overseen by the school nurses.

The inhaler can be used if the pupil's prescribed inhaler is not available; for example, because it has been lost or is empty.

Emergency inhalers and spacers (devices for the most effective administration of salbutamol) are currently situated:

- In the Health Centre /Nurses Room (at Prep)
- In the sports hall at Senior School.
- In all boarding houses
- In the main school receptions
- Pavillion at Prep school

The emergency inhaler should-only be used by children for whom written parental consent has been given and by pupils diagnosed with asthma who have been prescribed a regular inhaler or an inhaler as a reliever.

Parents/Carers

It is the responsibility of the parents/carers to provide school with

- Details of medicines their child takes.
- Details of any changes in treatment.
- An up-to-date school asthma card/ or an asthma action plan.
- Details of any changes in their child's symptoms.
- A reliever inhaler, if prescribed, is to be carried by the pupil in school on senior site. For younger years' arrangements will be made for safe storage and open access to inhaler.
- Signed consent for emergency treatment and use of generic School inhaler.

References

Asthma in children and young people; Kent Community Health NHS Trust, Nov 2013

Guidance on the use of emergency salbutamol inhalers in Schools; Department of Health, Sept 2014

School policy Guidelines; Asthma UK, 2006