



St Hilary's School

Medical and First Aid Policy

Including EYFS

INTRODUCTION

St Hilary's School recognises the responsibility to provide safe and effective first aid to pupils, staff and visitors in a timely and competent manner through effective implementation of this policy. This policy gives an overview of how first aid will be provisioned. Additionally, parents are reminded to keep children at home if they are ill or infectious, and to phone the school Office on the first day, and every subsequent day, that s/he is ill. An ill child will not be happy in school and may infect others. The school will, therefore, telephone parents and ask them to collect their child if s/he becomes unwell during the day.

The School ensures compliance with the relevant legislation with regard to provision of first aid to all employees, pupils and visitors who may also be affected by the School's activities or injured on the School premises. This policy is written as an extension of the School's Policy for Health and Safety which is endorsed by St Hilary's Governors.

AIMS

This policy will be achieved by ensuring that:

- there are a sufficient number of trained First Aiders on duty and available for the numbers and risks on the premises.
- there are suitable and sufficient facilities and equipment available to administer first aid and access to first aid kits.
- the above provisions are transparent and clear to all who may require them.
- first aid provision is available at all times, while people (pupils and adults) are on school premises, and also off the premises whilst on school visits and residential trips. This excludes lettings which fall outside of school operating hours.

OBJECTIVES

At St Hilary's School, all staff will provide reassurance to a child suffering from a minor accident and when necessary administer first aid treatment. There are a number of trained First Aiders at Work and appointed people who have specific roles. Many of our staff have completed either basic first aid training or the 12 hour paediatric first aid training to cover the needs of our EYFS children. Training in either basic first aid or 12-hour paediatric first aid is provided annually and all qualified staff are re-qualified every 3 years. Furthermore, St Hilary's will:

- ensure that there is adequate provision of appropriate first aid at all times.
- provide sufficient and appropriate first aid resources and facilities.

- keep accident records and report to the Health and Safety Executive (HSE) as required under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013.

ROLES & RESPONSIBILITIES

The Governors are ultimately responsible for the health and safety of the employees and anyone else on the premises under the Health and Safety at Work etc. 1974 (HSWA) legislation. The Bursar will ensure that insurance arrangements provide full cover for claims arising from actions of staff acting within the scope of their employment. The Headmistress and Senior Leadership Team (SLT) will ensure that risk assessments of the school are undertaken and that the appointments, training and resources for first aid arrangements are appropriate. The Headmistress is responsible for ensuring that this policy is put into practice and reviewed annually by the Deputy Head.

All Staff (teaching and non-teaching) are expected to do all they can to secure the welfare of the pupils.

The Lead First Aider: The Deputy Head will ensure that the Lead First Aider remains fully trained in the provision of first aid. When on duty, the Lead First Aider (or other paediatric first aid trained member of staff) should be the first point of contact for the provision of all first aid assessment and treatment. In the case of a child needing further medical assistance or treatment, the child's parents will be contacted, and in the case of a medical emergency, an ambulance will be called.

In addition they will:

- maintain and register the first aid equipment (the contents of the first aid boxes are in accordance with the guidance given in the HSE document, 'Basic Advice on first aid at work (INDG 347)').
- restock the permanent first aid boxes and ensure that all First Aid kits prepared for trips are suitable and sufficient for the number of participants.
- check all first aid kits every half term.
- ensure that all first aid treatments are recorded.
- ensure that the policy is followed and first aid arrangements are catered for on educational visits.
- inform the Head of CPD and the Bursar of all requirements for First Aid Qualification and refresher training needed for staff.
- take charge when someone becomes ill or is injured.
- ensure that an ambulance or other professional medical help is called when appropriate.
- display a list of Paediatric first aiders in school.

First Aiders at Work (please see Appendix 1): will support the staff member dealing with any first aid situation by:

- giving immediate help to casualties with common injuries or illnesses and escort those individuals with a more serious injury or illness to the Lead First Aider in the Medical Room.
- responding immediately to an emergency when needed.
- assisting with any subsequent risk assessments when requested.
- when necessary, ensuring that an ambulance or other professional medical help is called.

First Aiders will also:

- accompany pupils on visits out of school and to matches/fixtures.

All Staff: are trained to summon medical help in an emergency and when organising a school trip will:

- check the contents of first aid kits prior to departing the school grounds.

The Deputy Head: will ensure that there is an on-going cycle of training to meet the requirements of:

- Early Years –Paediatric First Aid
- First aid at work and for schools

And will arrange and record all first aid training.

The Deputy Head will maintain a list of all qualified First Aiders and Paediatric First Aiders' in school (A list of all First Aiders and their qualifications are contained in Appendix 1). The school recognises that first aid training must be updated every three years.

Furthermore, the Deputy Head will ensure that:

- the Medical and First Aid Policy and procedures are reviewed annually.
- at least the minimum number of First Aiders required will be provided.
- First-Aiders are offered training to a competent standard, which includes refresher training.
- audits are carried out periodically to ensure the effectiveness of first aid arrangements.
- when inducting new staff, medical information is provided on the location of first aid equipment, facilities and first-aid personnel.

The Bursar will ensure that:

- arrangements are in place for a suitable budget for training and re-training of First Aiders.
- the school has adequate insurance cover for claims that may arise from actions of staff acting within the scope of their employment.

The Bursar will also:

- chair the Health and Safety Committee.
- assist with risk assessments that are to be reviewed.
- take consideration of the following in order to assess first aid needs:

- size of the school
- location
- specific hazards and risks on site
- staff or pupils with special health needs or disabilities
- previous record of accidents/incidents in school
- provision for lunchtimes and breaks
- provision for leave / absence of First Aiders
- off site activities, including trips
- practical departments such as Science, DT and PE
- out of hours activities
- contractors on site and agreed arrangements.

The Governing Body and/or Headmistress will:

- regularly review the school's first aid needs, particularly after any changes, to ensure the provision is adequate.

PROVISION

There are approximately 270 pupils based at the school, with approximately 69 of these based in the Nursery/Kindergarten, and 73 members of staff (including kitchen staff but excluding peripatetic staff). There are often visitors in school, generally in small numbers, but on occasions this will increase during school functions such as school plays and PTA events.

The School is a low risk environment, but the Lead First Aider, Site Manager and Heads of Department will consider the needs of specific activities, places and times when deciding on their provision.

In particular, they will consider:

- school play times, the playground and school grounds.
- off-site PE.
- school trips (see Appendix 2 for the residential trips health consent form).
- the science laboratory.
- the Art Room.
- the DT room.
- the kitchen (staffed by contractors).
- the Hiorns Centre.
- adequate provision in case of absence, including trips.
- out-of-hours provision e.g. clubs, before and after-school care.
- arrangements to ensure that there is an adequate level of First Aiders.

PROCEDURES

Minor accidents

The staff member will initially assess whether the injured child requires first aid treatment. If treatment is deemed necessary, s/he should be treated by a first aid trained member of staff using the medical packs distributed around school. If the injury is deemed more serious, or where a second opinion is required, the pupil will be escorted/sent to the Lead First Aider who will escort them to the Medical Room. In the absence of the Lead First Aider, they should be sent to the School Office.

In instances where an additional medical opinion is required, 111 (the NHS non-emergency number) can be dialled. This number will allow the staff member to speak to a highly trained adviser who is supported by healthcare professionals.

Serious accidents

The Lead First Aider or a qualified First Aider must be called immediately and the child should not be left unattended at any time. The Lead First Aider or First Aider must assess the extent of the child's injury to the best of his/her ability and act accordingly. If the Lead First Aider or First Aider deems an ambulance is necessary, this should be called without hesitation. The Lead First Aider or member of staff will always stay with a child in the ambulance or in hospital and their parents/carer will be contacted. If an ambulance is not deemed necessary, but the Lead First Aider or First Aider feels that the child should be checked over at hospital or be sent home from school for the rest of the day, the child's parents or carer should be contacted and asked to come and collect the child and take them home or to hospital.

Emergency Procedure for Major Incidents

In the event of an emergency, or if an 'at risk' pupil falls ill then the member of staff at the incident must:

1. Call 999.
2. Summon the Lead First Aider and get the relevant medication.
3. Deliver emergency treatment.

If phoning 999, the following information must be given. Staff should try and speak clearly and slowly:

- School Telephone Number: 01483 416 551.
- School Address: St Hilary's School, Holloway Hill, Godalming, Surrey, GU7 1RZ.
- Your name.
- Name of casualty and symptoms/any known medical condition.
- Where possible, the casualty's date of birth and GP surgery details should also be made available.

If an ambulance is called, the Office staff, Senior Leadership Team (SLT) and Site Manager should be informed. The Site Manager/a member of Office staff will go to the entrance to give directions to the ambulance crew and ensure access is clear.

The Lead First Aider or a member of SLT must accompany the casualty to hospital.

If the emergency services are called, the parent of the casualty will be telephoned by a member of SLT as soon as is practicable.

Silent Alarm

Each room in the school, used by the children, has an emergency bat (table tennis bat) situated by the door labelled with its location. In an emergency, where a member of staff needs immediate assistance and is conscious in this location but cannot leave, for any reason, they must send a child to the Office with this bat. This bat will alert the Office that immediate assistance is required and they will ensure that an adult comes to the location immediately to deal with whatever emergency has occurred. Class/Form teachers educate all the children in the importance of this bat.

Head Injuries

Where a pupil has received a head injury, they will immediately be taken to a Paediatric First Aider or the Lead First Aider. All pupils who have suffered a head injury wear a sticker which informs all staff. Parents are phoned to notify them of the injury.

Injury caused by inappropriate behaviour

If the cause of an injury is the result of inappropriate behaviour (e.g. biting, kicking, pinching) from another pupil, parents of both children will be informed before the end of the school day. The school's behaviour policy will be adhered to in such an instance.

FIRST AID MATERIALS and EQUIPMENT

St Hilary's have arrangements in place for:

- dealing with pupils who have special educational needs or specialist medical needs.
- holding medical records.
- dealing with medicines and treatments brought to school for pupils.

The Lead First Aider will ensure that:

- all first-aid containers are marked with a white cross on a green background.
- the first aid kits around the school (Appendix 3) are stocked accordingly.
- all the coaches/mini buses used by the school carry a first-aid container.
- first aid containers accompany PE teachers off-site.
- spare stock is kept in the Medical Room.

MEDICINES

Prescribed medicines

Pupils who require medication generally fall into three categories:

- pupils completing a course of prescribed treatment;
- pupils that have long term medical conditions or
- pupils with conditions that can require swift emergency medication e.g. allergic reactions or asthma attacks.

Prescribed medicines are only issued by nominated members of staff and only when a Parental Agreement for St Hilary's School to Administer Medicine (Appendix 4) has been completed by the parent. Medicines are only accepted if they have been prescribed by a doctor, dentist, nurse prescriber or pharmacist provider. All medicines must be received in their original container as dispensed by the pharmacist and include the prescriber's instructions for administration.

When appointed, all staff complete a confidential medical form which is then held in their personnel files. Staff are obliged to inform the Bursar of any changes to their medication. All medication should be stored appropriately and away from pupil access e.g. locked drawer, the medical room.

Record Keeping

A Pupil Medication Administration Record (Appendix 5) is completed following administration of medication. This includes the pupil's name, date, signatures, method, dose, medicine, time and staff initial. In accepting a place at St Hilary's, parents are required to give their consent for the Headmistress or other nominated representative to provide, on the advice of qualified medical opinion, emergency medical treatment (including general anaesthetic and surgical procedure under the NHS) if the school is unable to contact the parent.

The following staff are able to administer prescribed medicines:

- Lead First Aider
- Nursery/Kindergarten Leaders & Head of EYFS
- Office First Aiders
- Paediatric trained staff
- First Aid trained personnel on residential trips

Non prescribed medicines

When a pupil registers with the school, parents are requested to complete a detailed Medical Register Form which requires a signed declaration regarding the administration of non-prescriptive medicines such as Paracetamol, antihistamines, Wasp Eze, Ibuprofen etc. (Appendix 6). This information is recorded on the School Management System (3Sys) and all forms are checked for signed authority before this information is entered and any medicines are administered.

Under no circumstances will Aspirin be administered to ANY child or ibuprofen administered to pupils diagnosed with Asthma.

Storage of medicines

All medicines are controlled as follows:

- The Lead First Aider ensures the correct storage of medication at the school.
- All drugs are kept in the medicines' fridge or locked in the cupboards in the Medical Room. The Medical Room is securely closed by using a hook at the top of the door, allowing access for adults only. Pupils are only permitted access the Medical Room when ill or injured and must be accompanied by either the Lead First Aider or a member of the Office staff.
- A list of over the counter medicines is kept with indications for use, contraindications, dosages, side-effects and the duration of treatment before nursing or medical advice is sought.
- In the Nursery/Kindergarten, medicines are kept in a locked fridge or in the medicines' cabinet. Medicines for Reception to Year 6 are stored in the Medical Room.
- During each term, the Lead First Aider checks the expiry dates for all medication stored at the school.
- All medicines are stored in accordance with the instructions.
- All medicines are stored in their original containers, clearly indicating the child's name, the dosage and the frequency of the dose.
- Some medicines need to be refrigerated and these are stored in the medicines' fridge in the Medical Room, which is always supervised via CCTV to the School Office.
- All medicines required for long term medical needs are sent home at the end of the academic year.
- It is the parent's responsibility to ensure that new and in date medication is brought into school at the start of the academic year and subsequently checked each term.
- Parents are responsible for ensuring that date expired medicines are returned to the pharmacy for safe disposal. They will be reminded by the Lead First Aider to collect all medicines. Where a parent fails to collect the medicine, then this will be taken by the Lead First Aider to the pharmacy for safe disposal.

LONG TERM MEDICAL NEEDS

Where a pupil has long term medical needs, the school has individual health care and treatment plans completed by the pupil's parent/guardian. A treatment plan records important details of the pupils' medical needs at the school, their medical triggers and signs and symptoms (Appendix 7).

Pupils with significant medical needs, including those with serious allergies which have a risk of anaphylaxis shock, are recorded on a list and staff must be aware of these pupils. This list is displayed in the staff room and in the Pepper Pot kitchen. All medical needs can also be viewed on the School Management System.

Medical details are provided for all pupils and can be accessed on the School Management System. All staff should be aware of pupils with medical conditions that they teach and must ensure that these details are contained on risk assessments for visits or trips outside of school.

Parents are required to sign an Anaphylactic Parental Letter of Authorisation (Appendix 8). All pupils who are at risk of anaphylaxis have an Anaphylactic Shock Treatment Plan (Appendix 9). In the event of an auto-injector being administered, an Auto-Injector Administration Form will be completed (Appendix 10). St Hilary's staff have received training on administering auto-injectors through their first aid training (Appendix 1) or through internal anaphylaxis training sessions (Appendix 11).

Pupils at risk of anaphylaxis shock will have been prescribed two auto-injectors for school. Auto-injectors for Key Stage 1 and 2 are stored in the Medical Room. Auto-injectors for Kindergarten, Nursery and Reception are kept in the Early Years medical cupboard. Staff are given training in treatment required for dealing with a case of anaphylaxis shock. Staff are encouraged to see the Lead First Aider if they have any questions or concerns. Each pupil with a serious medical condition has an Individual Care Plan.

The school's defibrillator can also be accessed in the Medical Room. Key staff have been trained in the use of the defibrillator (Appendix 12), although it should be noted that a lack of training (or recent refresher training) should not be a barrier to someone using one. Clear, spoken instructions and visual illustrations guide users through the process. A locality information sheet is displayed around school.

Each pupil that requires long term medication has an individual pack containing their medication in the original container, clearly labelled with their name, class and photograph. The original dispensing label must not be altered. This will be stored in the Medical Room. This medication will only be administered to the pupil for whom it has been prescribed. St Hilary's does not permit self-medication, apart from for pupils who are able to administer their own inhalers.

St Hilary's protocol for the administration of prescribed and non-prescribed medication is as follows:

- Check the identity of the pupil.
- Match the administration sheet to the label on the drug.
- Immediately initial the administration sheet.
- Record a pupil's refusal to take medication and contact parents immediately.

ACCOMMODATION

The Medical Room is the main room used for medical treatment and care of children during school hours. It is situated along the rear corridor from the School Office. This is a secure yet accessible location for children who are unwell, and is monitored by a CCTV camera in the Office. In addition, the School Office is also accessible for emergency first aid if necessary.

The school's defibrillator is also located in the Medical Room.

Children in EYFS who are injured or feel unwell stay either in their classroom or in the Snug area of the Kindergarten and are looked after by a First Aid trained member or staff. In some circumstances, they will be taken to the Medical Room.

HYGIENE / INFECTION CONTROL

Basic hygiene procedures must be followed by staff and they will:

- Wear single-use disposable gloves when the incident involves the discharge of blood or other body fluids. A body fluids spill kit (containing disposable gloves, tissues, vomit bag, hand sanitiser and vomit cleaning agent) is located in the Medical Room.
- Dispose of all contaminated dressings or equipment in the yellow sacks within the Medical Room.
- Arrange for any spills to be contained and cleaned correctly by the Site Manager or a member of his team.

REPORTING ACCIDENTS

All accidents in school, whether involving adults or children, must be reported to the Lead First Aider, Site Manager, Headmistress, Deputy Head or Bursar. The incident will be recorded in the accident log and, if necessary, the Bursar will, if it is required, according to HSE guidelines, record and report the incident according to; The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR).

The HSE website details notifiable diseases and major injuries which have to be reported. RIDDOR reports must be completed by the Bursar. The Bursar is responsible for reporting serious accidents to the company insurers. Accident records are kept at St Hilary's for 7 years.

For EYFS pupils, Ofsted will also be notified and will be notified of any instance in connection to medicines which leads to such an event. A pupil's GP has the responsibility of reporting notifiable diseases and ensuring that a pupil is safe to return to school and not cause public health problems from infections. However, the school may also seek advice from the Health Protection Agency if a pupil is believed to be suffering from a notifiable disease as identified under the Health Protection (Notification) Regulations 2010. For pupils in our EYFS, notification will be made to Ofsted as soon as is reasonably practicable, but in any event within 14 days of the incident occurring. If St Hilary's School, without reasonable excuse, fails to comply with this requirement, we commit an offence. Contact details for Ofsted are as follows: www.ofsted.gov.uk or by telephone on 0300 123 4666.

EMERGENCY REPORTING

In the event of a serious accident, injury or death of a child, then OFSTED (for EYFS) and the local child protection agencies must be notified as soon as is practically possible, and at least within 14 days.

Procedure for calling an ambulance: see Procedures, Emergency Procedures for Major Incidents, page 5.

ACCIDENT RECORD KEEPING

The following new procedure is imminent but not yet in operation. Until such a time as the below is implemented, all accidents and injuries are recorded in The Accident Record book and the relevant attached forms are sent home and stored in the school records.

For accidents and head injuries in Key Stage 1 and Key Stage 2, the Medical Log on the School Management System (3Sys) must be filled in. A form will be generated (Appendix 13) and sent home with the pupil. The slip informs the teacher and the parent as to the nature of the injury and treatment given.

In EYFS, a paper Accident Record Book is completed and staff will give the form directly to the parent, where possible. Nursery and Kindergarten parents are asked to sign our records as evidence that an accident form has been given to them. If the form cannot be hand delivered to the parent, a phone call is made and the form is placed in the child's book bag.

In Key Stage 1, the slip is given to the class/form teacher. For Key Stage 2 children, the slips can be given directly to the child to take back to their teacher/parent.

Where the injury is more serious, the First Aider may feel it appropriate to accompany the child back to the classroom to speak directly with the class/form teacher and/or parent. This should be judged on a case by case basis and if, for any reason, the Medical Room has to be left unattended with a pupil in it, whilst the Lead First Aider speaks to the teacher, then the School Office should be informed and another member of staff should accompany the pupil.

If a phone call to the child's parents is necessary, this should be documented in the Medical log. The appropriate senior member of staff must also be informed of the accident. If a child is going to hospital after an accident at school, a copy of the accident report should be printed and sent with them either in the ambulance or given to the parents/carer for them to take to the hospital.

AUTHOR: Deputy Head

READ & APPROVED BY: The Headmistress and St Hilary's Senior Leadership Team.

READ & SHARED: with all staff at St Hilary's School.

UPDATED: May 2016

REVIEW DATE: May 2017

This policy is made available to parents on the school website and a paper copy is available in the school office upon request. All policies which are accessible to parents are specified in the 'Parent Handbook'.

This policy is made available to all staff through the school intranet.

Appendix 1 Qualified First Aiders

Name	Qualification	Expiry Date	Location
Charlotte Woodman	Paediatric First Aid	March-19	Nursery
Michele Marshall	First Aid at Work (3 days)	February-19	Catering Manger
Emma Chaplin	Schools First Aid	January-19	Teaching Assistant
Rhoda Bathe-Taylor	Schools First Aid	January-19	Learning Support
Aislinn Elder	Schools First Aid	January-19	KS2 Teacher/Deputy Head
Les Punter	Schools First Aid	January-19	Minibus driver
Becky Cannon	Schools First Aid	January-19	Nursery
Helen Hudson	Schools First Aid	January-19	1H
Linda Alcock	Schools First Aid	January-19	KS2 teacher/Head of Mathematics/5A
Becky Andrews	Schools First Aid	January-19	
Penny Hall	Schools First Aid	January-19	Sports Department
Ross Fairbairn	Schools First Aid	January-19	Sports Centre (Hiorns/Hall)/ICT
Natasha Linskey	Schools First Aid	January-19	Teaching Assistant
Abi Churaman	Schools First Aid	January-19	Office
Hannah Evans	Schools First Aid	January-19	Music
Becca Davidge	Schools First Aid	January-19	KS2 teacher
Jak Haughton	Schools First Aid	January-19	Minibus driver
Krystyna Sawicki	Schools First Aid	January-19	Office
Juliette Francis	Schools First Aid	January-19	
Jiotty Kaushal	Schools First Aid	January-19	Nursery
Amanda Cowley	Schools First Aid	January-19	Teaching Assistant
Dimi Aristidov	Schools First Aid	January-19	Site Manager
Lucy Streatfeild	Schools First Aid	January-19	Teaching Assistant
Jade McClune	Schools First Aid	January-19	Office
Laura Amies	Paediatric First Aid	June-19	Nursery
Grace Williams	Paediatric First Aid	November-18	Teaching Assistant
Jackie Trew	First Aid at Work (3 days)	September-18	Office/Lead First Aider
Sarah Jones	First Aid at Work (3 days)	March-18	Bursar
Ursula Hillery	Paediatric First Aid	January-18	Head of EYFS
Julia Verdoorn	Paediatric First Aid	January-18	Deputy EYFS Manger
Angela Slade	Paediatric First Aid	November-17	Office
Dawn Hook	Paediatric First Aid	November-17	Teaching Assistant
Louise Thornton	Paediatric First Aid	October-17	Head of Nursery Room and After School Care
Claire Emery	Schools First Aid	September-17	Teaching Assistant
Lucy Tapp	Schools First Aid	September-17	Reception
Becky Clemons	Schools First Aid	September-17	Head of Modern Languages/4BC
Mary Price	Schools First Aid	September-17	Head of History, Geography and RS/ 3P
Gemma Wilhelm	Schools First Aid	September-17	Reception/Year 2
Jess Brooker	Schools First Aid	September-17	Head of Art/4BC
Marie Lynn	Paediatric First Aid	June-17	Teaching Assistant

Emily Spooner	Paediatric First Aid	May-17	Nursery
Jenny Calverley	Paediatric First Aid	February-17	Deputy EYFS Manager
Gemma Mitchell	Schools First Aid	January-17	6M/Head of Pastoral and Safeguarding
Geri Hickman	Schools First Aid	January-17	Teaching Assistant
Fiona Thomson	Schools First Aid	January-17	Teaching Assistant
Joyce Dickenson	Schools First Aid	January-17	Office
Lorraine Wood	Schools First Aid	January-17	Music
Tara Bokota	Schools First Aid	January-17	Drama
Rosie Brogden	Schools First Aid	January-17	Head of PE and Games/3B
Clare Hicks	Schools First Aid	January-17	1H
Kerry Dodman	Schools First Aid	January-17	Head of Science/4DF
Penny Clements	Sports First Aid	June-15	Sports Department



Appendix 2 ST HILARY'S SCHOOL
RESIDENTIAL TRIPS HEALTH CONSENT FORM

Residential visit to from..... to

Child's Name Form

Date of Birth Age

Address .
.....

Home Tel No: Mobile:

Work No:

Emergency Contact Name & Tel No (for the duration of trip).....

Doctors Name & Telephone No
.....
.

Does your child suffer from any of the following: Answer YES or NO (if YES, medication & dose)

Asthma Food/Nut Allergy

Other Allergies Travel Sickness.....

Hay Fever Ezcema

Medication at time of trip:
.....

Special Dietary Needs (eg vegetarian, vegan)
.....

Did your daughter have her pre-school vaccinations? YES / NO (Please circle)

Any other information

.....
.....

DECLARATION

I consent to my child taking part in all aspects of the agreed programme.

I authorise that medical treatment be provided, should this become necessary during the course of the visit; further, that members of staff may act in loco-parentis over any decisions, should they be unable to contact me.

I agree to my daughter receiving medication as instructed and any emergency dental, medical or surgical treatment, including anaesthetic or blood transfusion, as considered necessary by the medical authorities present.

I DO / I DO NOT (please indicate) give permission for my child to be administered non prescriptive drugs (ie paracetamol, ibuprofen, antihistamines etc) should the need arise.

I understand that I must declare if any allergies exist. I will inform the trip organisers of any possible changes to my child's medical condition prior to the trip.

Signed Parent/Guardian

Date



Appendix 3
ST HILARY'S SCHOOL
Location of First Aid Kits 2016

Nursery / Kindergarten C & Kindergarten V:

On shelf in KC, Bathroom wall in Nursery and Kindergarten

Reception:

On shelf in stairwell outside classrooms, behind door on filing cabinet

1H & 1CH:

On wall opposite 1CH classroom

2J & JP:

In the Year 2 cloakroom

6H & 6M:

In blue cupboard opposite 6H

Year 3, 4 & 5:

Next to 5A classroom

Heads' PA:

On window sill in PA's office

Hall/Gym:

On the wall by the apparatus

Music Room:

In the entrance area to the Music Department

Art studio:

On shelf above sink

Science Room:

On wall above Emergency Eye Wash

Design & Technology:

On the shelf in the classroom

Sports Office/Hiorn Centre:

On wall in kitchen & travel bags for matches

Kitchen:

On wall in kitchen

Senior and Junior playground: *On window sill outside school office*

Outings & Sports First Aid: *Medical Room*

Site Manager: *In shed office*

Persons responsible for maintaining the first aid kits

The Lead First Aider checks and restocks the first aid kits on a termly basis (or sooner, if necessary).



Appendix 4
ST. HILARY'S SCHOOL

Medication Disclaimer

Child's Name Form

I request and authorise a nominated member of St. Hilary's School staff to administer to my child the prescription outlined below. I understand that the School will not accept responsibility for any adverse reaction to the drugs prescribed. I also understand that it is my responsibility to collect and deliver the medicine to the school office on a daily basis.

Medication..... Dosage

to be administered at..... for a period of days

Signed Date
Parent / Guardian



Appendix 5 ST HILARY'S SCHOOL
MEDICATION ADMINISTRATION RECORD

Date	Time	Pupil Name & Class	Medication	Purpose	Permission	Administered By

PRIVATE & CONFIDENTIAL



PHOTO OF CHILD

Appendix 6

St Hilary's School – Medical Registration Form

Pupil's Name:	
Date of birth:	
Age at entry:	
Female / Male	

Parent name:	
Address:	
Telephone Nos: Home / mobile / work	
Parent email:	

GP's Name & Address of Surgery	
Telephone No:	

MEDICAL CONDITIONS

Has your child been immunised against the following:-

Diphtheria / Whooping Cough / Tetanus	Yes / No	Date
Poliomyelitis	Yes / No	Date
Measles / Mumps / Rubella	Yes / No	Date
Pre School Booster	Yes / No	Date

Has your child suffered from any of the following:-

Food Allergy	Yes/No	
Nut Allergy	Yes/No	
Auto-injectors (eg: EpiPen)	Yes/No	Type and Expiry Date:
Asthma	Yes/No	
Inhaler	Yes/No	Expiry Date:
Hay Fever	Yes/No	
Other Allergies	Yes/No	

Has your child had any serious illness:

Yes / No	
----------	--

Has your child undergone any surgery:

Yes / No	
----------	--

Has your child suffered from deafness or recurrent ear infections:

Yes / No	
----------	--

SPECIAL DIETARY NEEDS: (eg, religious observances, vegetarian, vegan, coeliac)

Yes/No	
--------	--

Declaration

I authorise that medical treatment be provided, should this become necessary during the school day; and, further, that members of staff may act in loco-parentis over any decisions, should they be unable to contact me.

I agree to my child receiving medication as instructed and any emergency dental, medical or surgical treatment, including anaesthetic as considered necessary by the medical authorities present should the school be unable to contact a parent or emergency contact.

I give permission for my child to be administered non prescriptive drugs should the need arise: paracetamol ie: Calpol, ibuprofen (not to asthmatics), antihistamines, wasp-eze, arnica and throat lozenges. To my knowledge, my child has never shown an allergic reaction to any of these medicines.

I take full parental responsibility to replace any medication that has expired.

The following medicines should NOT be administered _____

I understand that I must declare any information that may be relevant to the health of my child whilst under the care of the school. I will inform the school immediately of any changes to my child's medical condition.

Signed _____
(Parent/Guardian)

Date _____



PHOTO OF CHILD

Appendix 7 Individual Healthcare Plan (IHP)

Date: _____ Review date: _____

Child's details

Name			
Group/class/form		Date of Birth	
Address			

Details of medical need:

What are the symptoms?

Action / emergency procedure to be taken:

--

Emergency medication

Name of medication	Dose:
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Any additional medication:

Name:	Dose:
Name:	Dose:

Side-effects of medication:

--

Family/guardian contact information

1. Contact name	
Relationship to child	
Phone number (work)	
(mobile)	
(home)	
2. Contact name	
Relationship to child	
Phone number (work)	
(mobile)	
(home)	
3. Contact name	
Relationship to child	
Phone number (work)	
(mobile)	

(home)	
--------	--

Clinic/hospital contact

Name	
Role	
Phone number	

GP

Name & Address	
Phone number	

Specific support or equipment required (for medical, educational, social, emotional needs)

--

Activities that require special precautions, and how to manage

--

Arrangement for school trips

--

Other information

--

This plan has been agreed by pupil, parent, carer, doctor/consultant and school:

Parent

Name:	Signature:
Role:	Contact number:

Pupil

Name:	Signature:
Role:	Contact number:

School

Name:	Signature:
Role:	Contact number:

Details of staff training required

--



Appendix 8- ST HILARY'S SCHOOL

Parental Letter of Authorisation

Dear

In the event of an anaphylactic attack, I request and authorise that _____

(full name of child) be given the following medication.

This medication has been prescribed for my child by our family doctor _____ whom you may contact for verification. I have provided the School with two auto-injectors in a clearly labelled box. The medication is also clearly labelled indicating the contents, dosage and the child's full name. **I understand that it is my responsibility to ensure that the medication is within its valid 'use by date'.**

I further authorise Mrs J Trew (Lead First Aider) or, in her absence, one of the trained staff to administer the injection as I am satisfied that they have been trained in the use of the injection and are competent in recognising the indications for its administration.

I fully understand that the medication will only be given if there is a suitably trained volunteer in school at that time and an ambulance will be called.

I confirm that I am the Parent/Person with Parental Responsibility in respect of the child and accordingly I am legally empowered to give authority for the administration of this medication.

Signed _____ (Parent/Guardian)

Date _____

Name _____

Address _____

GP Name _____

Address _____

One copy in child's file and one copy with the EpiPen in the Pupil's Personal Medical Box



Appendix 10- ST HILARY'S SCHOOL

AUTO-INJECTOR ADMINISTRATION FORM

CHILD'S NAME _____ DOB _____

CONTACT NUMBERS

Home Mother's Mobile

Mother's Work..... Father's Mobile

Fathers Work Emergency Tel

Doctor/Surgery

DATE : _____

CRITERIA	TIMES	STAFF INITIALS
Time of attack		
Symptoms (A,B,C)		
Time of calling ambulance		
Time of first Auto-Injector		
Time of contact with Parent		
Time of second Auto-Injector		

THIS FORM MUST ACCOMPANY THE CHILD TO HOSPITAL WITH THE USED AUTO-INJECTORS TO SHOW DOSAGE OF ADRENALINE ADMINISTERED

One copy in child's file and one copy with the Auto-Injector in the Pupil's Personal Medical Box

Appendix 11- 1 hour Anaphylaxis training through (ST4 Training)

Name	Training	Date of training	Location
Charlotte Woodman	The recognition and treatment of anaphylaxis	January 2016	Nursery
Rhoda Bathe-Taylor	The recognition and treatment of anaphylaxis	January 2016	Learning Support
Aislinn Elder	The recognition and treatment of anaphylaxis	January 2016	KS2 Teacher/Deputy Head
Helen Hudson	The recognition and treatment of anaphylaxis	January 2016	1H
Linda Alcock	The recognition and treatment of anaphylaxis	January 2016	KS2 teacher/Head of Mathematics/5A
Penny Hall	The recognition and treatment of anaphylaxis	January 2016	Sports Department
Ross Fairbairn	The recognition and treatment of anaphylaxis	January 2016	Sports Centre (Hiorns/Hall)/ICT
Natasha Linskey	The recognition and treatment of anaphylaxis	January 2016	Teaching Assistant
Abi Churaman	The recognition and treatment of anaphylaxis	January 2016	Office
Becca Davidge	The recognition and treatment of anaphylaxis	January 2016	KS2 teacher
Krystyna Sawicki	The recognition and treatment of anaphylaxis	January 2016	Office
Jade McClune	The recognition and treatment of anaphylaxis	January 2016	Office
Laura Amies	The recognition and treatment of anaphylaxis	January 2016	Nursery
Grace Williams	The recognition and treatment of anaphylaxis	January 2016	Teaching Assistant
Jackie Trew	The recognition and treatment of anaphylaxis	January 2016	Office/Lead First Aider

Sarah Jones	The recognition and treatment of anaphylaxis	January 2016	Bursar
Ursula Hillery	The recognition and treatment of anaphylaxis	January 2016	Head of EYFS
Julia Verdoorn	The recognition and treatment of anaphylaxis	January 2016	Deputy EYFS Manger
Angela Slade	The recognition and treatment of anaphylaxis	January 2016	Office
Dawn Hook	The recognition and treatment of anaphylaxis	January 2016	Teaching Assistant
Louise Thornton	The recognition and treatment of anaphylaxis	January 2016	Head of Nursery Room and After School Care
Claire Emery	The recognition and treatment of anaphylaxis	January 2016	Teaching Assistant
Lucy Tapp	The recognition and treatment of anaphylaxis	January 2016	Reception
Becky Clemons	The recognition and treatment of anaphylaxis	January 2016	Head of Modern Languages/4BC
Mary Price	The recognition and treatment of anaphylaxis	January 2016	Head of History, Geography and RS/ 3P
Gemma Wilhelm	The recognition and treatment of anaphylaxis	January 2016	Reception/Year 2
Marie Lynn	The recognition and treatment of anaphylaxis	January 2016	Teaching Assistant
Emily Spooner	The recognition and treatment of anaphylaxis	January 2016	Nursery
Jenny Calverley	The recognition and treatment of anaphylaxis	January 2016	Deputy EYFS Manager
Gemma Mitchell	The recognition and treatment of anaphylaxis	January 2016	6M/Head of Pastoral and Safeguarding
Fiona Thomson	The recognition and treatment of anaphylaxis	January 2016	Teaching Assistant

Joyce Dickenson	The recognition and treatment of anaphylaxis	January 2016	Office
Rosie Brogden	The recognition and treatment of anaphylaxis	January 2016	Head of PE and Games/3B
Clare Hicks	The recognition and treatment of anaphylaxis	January 2016	1H
Kerry Dodman	The recognition and treatment of anaphylaxis	January 2016	Head of Science/4DF
Kayley Higgins	The recognition and treatment of anaphylaxis	January 2016	Nursery
Jane Whittingham	The recognition and treatment of anaphylaxis	January 2016	Headmistress
Rebecca Cannon	The recognition and treatment of anaphylaxis	January 2016	Nursery
Katie Hilder	The recognition and treatment of anaphylaxis	January 2016	Head of English/6H
Rachel Churchley Cook	The recognition and treatment of anaphylaxis	January 2016	Head of Enrichment/2J
Jan Price	The recognition and treatment of anaphylaxis	January 2016	Head of KS1
Annie Warlow	The recognition and treatment of anaphylaxis	January 2016	Reception

Appendix 12- Defibrillator Training

Name	Qualification	Training Date	Location
Aislinn Elder	Defibrillator Training	Autumn 2015	Deputy Head/KS2 teacher
Julia Verdoorn	Defibrillator Training	Autumn 2015	Nursery
Jackie Trew	Defibrillator Training	Autumn 2015	Office
Krystyna Sawicki	Defibrillator Training	Autumn 2015	Office
Jade McClune	Defibrillator Training	Autumn 2015	Office
Rosie Brogden	Defibrillator Training	Autumn 2015	Sports Department
Mary Price	Defibrillator Training	Autumn 2015	Head of History, Geography and RS
Jane Whittingham	Defibrillator Training	Autumn 2015	Headmistress
Louise Thornton	Defibrillator Training	Autumn 2015	Nursery
Kerry Dodman	Defibrillator Training	Autumn 2015	Head of Science/4DF
Angela Slade	Defibrillator Training	Autumn 2015	Office
Linda Alcock	Defibrillator Training	Autumn 2015	Head of Mathematics/5A
Ursula Hillery	Defibrillator Training	Autumn 2015	Head of EYFS
Ross Fairbairn	Defibrillator Training	Autumn 2015	Sports Department/Head of ICT and DT
Helen Hudson	Defibrillator Training	Autumn 2015	1H
Jan Price	Defibrillator Training	Autumn 2015	Head of KS1
Kayley Higgins	Defibrillator Training	Autumn 2015	Nursery



Appendix 13

Information from the School Office

St Hilary's School,
Holloway Hill,
Godalming,
GU7 1RZ
Tel: 01483 416551

Tuesday 1st December, 2015

Dear **Mr and Mrs Smith**,

Pupil: **Sarah Smith**

Time of visit: **10.20**

Reason for visit: **Headache**

Treatment given: **Calpol**

Administered by: **Miss Watson**

Comments:

Please do not hesitate to contact the school office if you have any queries or concerns.

Kind regards,

The School Office

office@sthilarysschool.com