

## **Policy and Procedures on First Aid and Administration of Medicines**

Rossall School is committed to providing adequate and appropriate First Aid raining throughout all areas of the school. Houseparents and sports coaches in the senior, junior, infant and nursery are required to complete basic First Aid training as part of a three-yearly cycle of Inset provision.

First Aid boxes are accessible in all areas of the school.

Provision for First Aid is included in all school trips and visits

The School nurses will administer routine medical treatment during the week and on Saturday morning.

The School Doctor will hold a surgery prior to morning school during the week and is available for emergencies at other times.

All accidents in school are recorded and records are kept in the Medical Centre and in the Health and Safety office.

### **General First Aiders 06/06/2011**

Name

Scott Beavers  
Scott Hadfield  
Bill Matthews  
Paula Cowell  
Heather Loughran  
Tim Hayes  
Anthony Brindle  
Doreen Crossley  
Carol Hartevedt  
Valerie Johnson  
Janine Walker  
Ann Jurczak  
Anna Kimmerle  
Encarna Marza  
Guy Emmett  
Helen Lockyear  
Jane Mercer  
Martin Metcalfe  
Michael Kelly  
Mungo Winkley  
Stuart Corrie  
Nicola Mason  
Lee Keegan  
Dale Stirzaker  
Christopher Wood  
Peter Graham

Matthew Woods  
Claire Fairhurst  
Lyn Kane  
Karen Pook  
Mary Butler  
Annette Murray  
Linda Walker  
Anne-Marie Wright  
Michele Metcalfe  
Daniel McGregor  
Joanne Park  
Mike Park  
Isobel Riley

**Next review date Michaelmas 2013**

## **First Aid Policy**

### **Principles**

First Aid can save lives and prevent minor injuries becoming major ones. The Governing Body accepts the responsibility to provide adequate and appropriate equipment and facilities for providing first aid in school.

The Governing Body is responsible for the health and safety of its employees and anyone else on the school premises. This includes:

- Arrangements for first aid
- Number of first aiders/appointed persons
- Number and locations of first aid containers
- Arrangements for off site activities and visits
- Out of school hours arrangements

**The Governing Body should ensure that insurance arrangements provide full cover for claims arising from actions of staff acting within the scope of their employment.**

In practice, most of the day to day functions are delegated to the Headmaster, who is responsible for ensuring that the policy is put into practice, and that parents are aware of the School's health and safety policy, including arrangements for first aid.

### **Responsibilities of school staff**

Staff are expected to use their best judgement at all times to secure the welfare of pupils at the school in the same way that parents might be expected to act towards their children.

The Headmaster must arrange for adequate and appropriate training and guidance for staff who volunteer to be first aiders and ensure that there are enough trained staff. In addition, the Headmaster will consider:

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

### **The Medical Centre (See Appendix 1)**

A School Nurse is on site from Monday to Friday, between 8.15am and 5.15pm and on Saturdays for a period of three hours. Advance notice of the exact timing of the medical cover on a Saturday will be given to all Boarding Houses and will be scheduled to coincide with school sports fixtures.

The School Nurse is the primary recourse in the event of illness or accident

Staff First Aiders complete a training course approved by the school. In the absence of the School Nurse, they give immediate help to casualties with injuries

or illnesses and those arising from specific hazards at school. When necessary, they ensure that an ambulance or other professional medical help is called. The Red Cross has been arranged to cover all rugby fixtures on the pitches at Rossall

### **Assessment of Need**

The School is required to provide first aid for employees and, in the light of legal responsibilities, considers the likely risks to pupils and visitors and makes allowances

for them when training first aiders. This is reviewed annually. The following factors are taken into consideration in the provision of first aid:

- The size and spatial arrangement of the school
- Any specific site hazards, for example in science laboratories
- Any specific need arising from the staff or pupils
- Accident statistics
- Provision at lunchtimes, or in the case of absence, or for out of hours activities

### **Providing Information**

All staff, pupils and visitors to the school are informed as appropriate of the first aid arrangements. Notices are clear and easily understood and displayed in prominent places. Induction programmes include first aid information and it is also included in staff and parent handbooks.

All staff, pupils and visitors should know how to contact a first aider from **any area** of the school.

### **First Aid Equipment and Facilities**

The Medical Centre includes two consulting rooms ( Doctor and Nurses), toilets, shower and washbasins. There are two beds in each of the two rest rooms, a lounge with TV and a kitchen. This self contained area houses the first aid equipment according to HSE recommended provision.

For off site visits, a travelling first aid kit is available. Basic first aid boxes are strategically positioned around the school and restocked regularly by the School Nurse.

### **Hygiene and Infection Control**

All staff are required to take precautions to avoid infection and must follow basic hygiene procedures. First Aiders have access to single use disposable gloves and hand washing facilities. The usual precautions are taken when dealing with blood and other body fluids, or disposing of dressings or equipment. The School Nurse liaises with the School Doctor in this matter.

## **Reporting Accidents and Record Keeping**

The School Nurse keeps appropriate medical records and the Health and Safety Officer reports relevant incidents to the HSE under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995. Relevant records are kept for a minimum of three years. Accident Report Records are kept by the Health and Safety Officer. All pupil accident reports are to be passed to the School Nurse. This is to enable them to be aware of any medical care which may be required. Reports are then passed to the Health and Safety Officer.

The school keeps a record of treatment given by first aiders including:

- The date, time and place of incident
- The name of the injured or ill person
- Details of the injury or illness and the first aid given
- What happened to the person immediately afterwards - for example, went back to class
- Name and signature of the first aider dealing with the incident.

In the case of any serious or significant incident, the parents are contacted by telephone.

## **Administration of Medicines**

### **Policy**

#### **General Principles**

The Governing Body recognises that many pupils will, at some time, need to take medication at school. The school acts in 'loco parentis' for all boarding pupils and has a duty of care to do all that is reasonably practicable to safeguard and promote the pupils welfare.

While parents of day children retain responsibility for their child's medication, the school has a duty of care whilst they are at school.

#### **Responsibilities**

The Governing Body takes responsibility for the administration of medicines during school time in accordance with the government's policies and guidelines. The Headmaster will implement this policy and report, as required, to the Governing Body.

Medication will normally be administered by the School Nurse, or in her absence, by Houseparents or designated staff.

All staff are expected to maintain professional standards of care, but have no contractual or legal duty to administer medication. The Governing Body does not require staff to administer medication. See *DfES Circular 14/96 Supporting Students with Medical Needs*. However, some specified staff, for example, the School Nurse, or staff taking educational visits who volunteer their services, will be given training to administer first aid and/or medication to pupils.

#### **Staff Indemnity**

The Governing Body fully indemnifies all staff against claims for any alleged negligence, providing they are acting within their conditions of service and following Governing Body guidelines. The indemnity covers situations where an incorrect dose is administered or where any other mistake in the procedure is made. The Governing Body will meet any claims in these circumstances.

## **PROCEDURES**

### **Admission Records (See Appendix 2)**

On admission of any pupil to school, all parents will be required to provide information giving full details of:

- medical conditions
- allergies
- regular medication
- emergency contact numbers
- name of family doctor/consultants

- special requirements (eg dietary)

At the beginning of each academic year, all parents will be required to up-date the medical form.

### **Administration of Medication**

Medication will normally be administered by the School Nurse or by the Houseparent outside the school day.

Prescription medications will be deposited with the Houseparent who will be given full directions on administration and dosage of medication. Pupils will not be allowed to have prescription medication in their possession, and every attempt should be made to limit the possession of other medication (e.g. Paracetamol, medication from home or abroad)

When the medical centre is closed it is acceptable for home remedies and Paracetamol supplied by the school nurse to be administered for particular ailments.

**Aspirin or aspirin based products should not be used by anyone under the age of 12yr.**

Lockable medicine cabinets are installed in each boarding house, where basic home remedies are kept. In the event of a pupil feeling unwell and when the medical centre is closed, it would be seen as negligent if these remedies are not offered to pupils. The medical centre has provided written guidelines 'Protocol for Medication in Houses'. **(See Appendix 3)**

All medicines have to be confiscated from pupils and checked by the Rossall School Medical Centre.

Only medicines prescribed by the Rossall School GP should be administered. This will be clearly labelled. with pupils name and dosage details.

In the event that medicines have been prescribed by a Doctor from another country, and documentation has been provided with it, a repeat prescription will be issued from Rossall with correct packaging details. However, there may be occasions when the exact English equivalent is not available. In cases where specialist have prescribed drugs, e.g. Ritalin, the responsibilities lies with the prescribing doctor.

Boarding pupils who are ill may need to be sent home to their parents/guardians, as facilities to care for them are limited in the medical centre.

### **Action to be taken by Houseparents**

Houseparents must make every effort to ensure Medicines are collected in from all pupils. It is a requirement that an up to date Medicine Log Book (issued by KML) is kept to record medicines taken by pupils.

This should log:

1. Pupils name
2. Medicine given
3. Dosage
4. Date and time given to pupil by houseparent/deputy
5. pupils signature
6. houseparent/deputy signature

At the end of each term the Medical Centre will check medicine cabinets and record books.

In the event of a medicine such as Ritalin, or Concerta, a ward Register of Drugs Controlled in the misuse of Drugs Act (DDA book) must be completed. The medicine must be clearly labeled and locked in the locked cabinet. The amount of tablets at the beginning of term must be counted and recorded in the book, each time they are dispensed they are counted and the balance recorded. The pupil and houseparent must both sign.

All staff are expected to maintain professional standards of care, but have no contractual or legal duty to administer medication. However House parents are in Loco Parentis whilst pupils are boarding, so therefore take on the parents responsibility.

Parents will be expected to notify any requests for the administration of medicines at the earliest opportunity. If there are difficulties or concerns, they will be invited to discuss with School Nurse what can be done before a decision can be made. The Headmaster, or person authorised by him, will decide whether any medication will be administered in school, and by whom (usually the School Nurse). In appropriate cases the School Nurse, Houseparents and parents, in consultation with the Headmaster and anyone else the Headmaster deems necessary, will draw up a healthcare plan.

### **Medical Care for Day Pupils**

During the school day the school nurse is available to day pupils for emergency care. Routine Medical care can not be arranged. Parents will be contacted if their child falls ill at school so they may be taken home as soon as possible.

If a day pupil requires medication during the day for a headache or a temperature, this will only be given if parental consent has been obtained on a pupil's admission to the school. Consent forms can be downloaded from the website . There are a list of over the counter remedies used by the medical centre (**See Appendix 4**) and as mentioned the parent is asked to sign for consent.

The school expects that normally parents will administer medication to their children. Any request for medicine to be administered must come from a parent in writing on the school medicine permission and consent form. (**See Appendix 5**) the form will include:

- Name of parent and contact number
- Name of child and class

- Name of medication
- How much to give
- How it is to be administered
- When to be given
- Any other instructions

A separate form must be completed for each medicine to be administered.

The medication must be in a container as prescribed by the Doctor and dispensed by a chemist with pupils name and instructions for administration printed clearly on the label. If the pupil has been given permission and is required and able to administer their own medicine, for example, an inhaler for asthma, where appropriate the School Nurse will check that the pupil fully understands what has to be done. The school nurse is able to administer non-prescription medicines in school for example, cough sweets and painkillers as detailed in the pupils' admission form on entry to the school. For day pupils, the school will not deal with any requests to renew the supply of the medication. This is entirely a matter for the parents.

### **Long-term Medical Needs**

The Governing Body and Headmaster will do all they reasonably can to assist students with long-term needs. Each case will be determined after discussion with the parents, and in most cases the family doctor. The Headmaster also reserves the right to discuss the matter with the School's Doctor.

### **Records of administered medicines**

The School Nurse and Houseparents will complete an entry in their daily log in every instance. It will be kept in the relevant office. The record will contain:

- name of the student
- date and time of the administration
- who supervised the administration
- which medication
- how much was given
- a note of any side-effects

The School Nurse will ensure that the medical record logs are filled in and checked regularly.

### **Vaccinations and Immunizations (See Appendix 6)**

No form of vaccination or immunization will take place unless the School Medical Officer has parental consent. Notification for Flu vaccination for the boarders are sent to parents at the beginning of every academic year. Primary Care School Nurses carry out routine immunizations in the school as and when indicated.

### **Training**

The Governing Body is committed to providing appropriate training for staff who volunteer to participate in the administration of medicines.

## **Monitoring and Review**

The implementation of the policy will be reviewed and reported annually to the Health and Safety committee.

### **APPENDIX 1 - The Medical Centre**

#### **The School Doctor**

Dr. Paul Carpenter  
Broadway Medical Centre,  
West View Health Village  
Broadway,  
Fleetwood, FY7 8GU.

Dr. Carpenter or a partner has a daily surgery prior to morning school. Dr Kirk usually attends on Wednesdays allowing pupils the choice to see a female Doctor.

The Medical Centre is located in Porritt Hall and is staffed by Registered General Nurses' working within defined "Codes of Practice". The School Nurse is therefore bound by certain codes of conduct including a pupil's right of confidentiality regardless of their age. There are currently two nurses who work complementary routines; they are Mrs Karen Pook and Mrs Lyn Kane.

#### **Medical Centre Opening Times**

Monday to Friday	0815 – 1715 hours
Saturday	Three Hours
	Times change in accordance with the sports fixture list.
	House notified each week.

#### **Surgery Times**

Monday – Friday	0830 – 0900 for those requiring the Doctor 0815 –17.15 for those requiring routine attention by the nurse.
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#### **Other times (including Sunday)**

Pupils requiring medical attention should see their House Parents who will either contact the Broadway Medical Centre or take the pupil directly to the Accident and Emergency at Victoria Hospital see useful numbers.

Any regular medication will be pre planned and administered through the house.

In the event of an epidemic or if a pupil needs constant supervision the School will arrange 'agency cover' through the night.

#### **Boarding Pupils**

The Doctor and nurse are available to boarding pupils for all aspects of their health care. **Dental care should be carried out during the holidays.**

## **Medicals**

There is a statutory requirement on schools to conduct medical examinations on all new pupils on entry. This will take place as soon as possible at the beginning of each term. All boarding pupils are then registered with the school Doctor. This service is free.

## **Leave Off Games Chit**

Boarders will only be given 'leave off' chits after seeing the School Nurse at the Medical Centre.

Day pupils will not be given permission to miss games at any time other than in an emergency. It is the parents' responsibility to provide an excuse letter.

## **USEFUL CONTACT NUMBERS**

Broadway Medical Centre 01253 657500

### **Same Day Appointment**

**Same Day Health Centre, Fleetwood Hospital Pharos Street.**

By appointment only. Open 8am – 8pm 7 days a week. 03001231144

### **Out of Hours**

**Fylde Coast Medical Centre, Whitegate Drive, Blackpool**

Urgent Medical Problems. Walk in centre 8am – 8pm 01253 953953  
01253 305895

**Accident and Emergency Blackpool Victoria Hospital** 01253 300000

### **NHS Direct telephone service**

Available 24 hours a day to give general advice and information about medical conditions, illnesses, treatment and self help. 08454647

## **Dental Care**

Emergency dental care can be arranged via Bispham Clinic 01253 655200

## **APPENDIX 2 - ADMISSION RECORDS**

Dear Parents

As we approach the new academic year we will be updating all our records.

In order for us to be aware of the medical needs for our pupils, please can you inform us of any medical conditions/allergies your child may have? Would you kindly answer the questions below in as much **detail** as possible and return to **The School Nurses, Medical Centre Rossall School.**

Please complete even if you have completed the forms many times before! Things change and it is vital for us to be aware of any medical conditions of your child

Name of Child:.....House/Yr.....Date of Birth.....

Name of Parent.....Signature

Contact Telephone Number.....  
Date.....

1. Is your child allergic to anything? Foods, medicines etc.  
NO YES

Please give details if answered yes.....

.....  
.....

2. Is your child asthmatic? NO YES

If your child uses an inhaler please can we have the names of them and when used.....

.....  
.....

Does your child carry an inhaler at school?  
NO YES

If your child uses a reliever often it **would** be beneficial for the school nurses to have a spare one please

3. Does your child have an ongoing medical condition? NO YES

Please give details if answered yes

.....  
.....  
.....

4. Any past medical history that the medical centre should be aware of  
NO YES

Please give details if answered yes. You can continue overleaf if required.

.....  
.....

All details will be treated in the strictest confidence

Although the Medical Centre is for the care of our Boarders, we are available for emergency care for ALL our pupils. For day pupils requiring prescriptive medications from the Dr. we can administer them providing we have the consent form completed by the parents. See attached form.

### **APPENDIX 3 - PROTOCOL FOR MEDICATION IN HOUSES**

As a Boarding School we are in a position of “Loco Parentis” for ALL pupils and welfare and health of each is paramount

#### **FIRST AID BOXES**

Small First Aid boxes with basic supplies are issued to each house (January 2007). In the event of supplies needing restocking, the Houseparent should contact the Medical Centre. At the beginning of each term the First Aid boxes will be replenished.

## **MEDICINES**

Lockable Medicine Cabinets have been installed in each Boarding House (December 2006). Each house will be given basic home remedies to be given in the event of a pupil feeling unwell when the Medical Centre is closed. It would be seen as negligent if these remedies are not offered to pupils. The Medical Centre has supplied written guidelines.

All Medications have to be confiscated from pupils and checked by the Rossall School Medical Centre.

Only medications prescribed by the Rossall School GP should be administered. This will be clearly labelled, with the pupils name and dosage details.

In the event that medicines have been prescribed by a GP other than the Rossall GP a repeat prescription will be issued from Rossall with correct packaging details, if this has come from overseas and we have a British version.

## **ACTION TO BE TAKEN BY HOUSEPARENTS**

Houseparents must make every effort to ensure Medicines are collected in from all pupils.

It is a requirement that an up to date Medicine Log Book is kept to record drugs taken by pupils.

This should log:

1. Pupils name
2. Drug given
3. Dosage
4. Date and time given to pupil by Houseparent/Deputy
5. Pupils signature
6. Houseparent/deputy signature

At the end of each term the Medical Centre will collect the medicine log book for checking

**FOR FURTHER ADVICE PLEASE CONTACT THE MEDICAL CENTRE on 01253 774287**

## **SIMPLE LINCTUS**

**USE:** Relief of cough. Soothes the airways  
**DOSE:** Over 12yr. and adults' one 5ml spoonful 3 – 4 times daily.

Not to be used in pregnancy, liver disease, epilepsy, brain injury or disease.

If accidentally taken too much, seek Doctor's advice. Discard any unused linctus 2 months after first opening bottle.

### **STREPSIL LOZENGES**

**USE:** Eases sore throat.  
**DOSE:** Dissolve one lozenge slowly in mouth every 2 – 3 hours

May occasionally cause allergic reaction including asthma.  
(This is more common if allergic to aspirin)

### **PARACETAMOL (500mg SOLUBLE TABLETS)**

**USE:** Headache, period pain, migraine, sore throat, toothache, rheumatic pains, fever aches and pains of cold/flu.  
**DOSE:** Children over 12yr and adults. 1 – 2 tablets dissolved in water every 4 – 6 hours as required. **Up to a maximum of 8 tablets in 24 hours.**

Consult DR first if any kidney/liver problems or known allergies to Paracetamol in past. Also if taking other medication containing Paracetamol. Or medication containing Non-steroid anti inflammatory agents. I.e. aspirin/Ibuprofen.  
If stated dose is exceeded seek Drs advice or contact A/E department on 01253 300000

### **CALPOL (JUNIOR LIQUID PARACETAMOL)**

**USE:** Pain relief – reduces temperature  
**DOSE:** Children 6 – 12 years. 5 – 10 mls every 4 – 6 hours  
Adults and children over 12yrs. 10 – 20 mls every 4 – 6 hours.  
Maximum 4 doses in 24 hours.

Consult Dr. if taking other Paracetamol based medicines history of kidney or liver problems or taking anticoagulants/anti convulsants.  
Seek immediate medical attention if overdosed

### **ANTHISAN CREAM**

**USE:** Relief of local pain from insect bites, stings and nettle rash.  
Ease itching and inflammation.  
Do not use if skin is broken or has a history of eczema  
Apply to affected part as soon as possible after sting/bite. Can apply 2 – 3 times a day for up to 3 days.

### **SAVLON ANTISEPTIC CREAM**

**USE:** Cleanses and helps prevent infection in first aid and minor skin problems. Mild skin healing cream. Cool and soothing  
Apply to affected are as needed.

**DEEP HEAT RUB**

**USE:** Relief from muscular aches, backache and sciatica. For bruises and sprains.  
Adults and children – gently massage into affected area until absorbed 2 – 3 times daily.  
Do not use on broken skin.

**RENNIES**

**USE:** Indigestion remedy. Also relieves heartburn, gastritis, flatulence, upset stomach and biliousness.

**DOSE:** Adults - 2 tablets sucked or chewed as required. Maximum 16 tablets a day.  
Children 6 – 12 yrs - 1 tablet when required. Maximum 8 tablets in 24hours

## **APPENDIX 4 LIST OF OVER THE COUNTER REMEDIES USED BY THE MEDICAL CENTRE**

### **Analgesics**

Paracetamol/Calpol  
Ibuprofen/nurofen

### **Antacids and Gastrointestinal**

Gaviscon  
Rennie Tablets  
Loperamide/Imodium

### **Coughs, Colds, Sore Throats and Hay fever**

Sudafed  
Simple Linctus  
Buttercup Cough Syrup  
Chlorpheniramine  
Cetirizine  
Bonjela  
Strepsils  
Karvol Capsules  
Vic Inhalers  
Olbas Oil  
Pholcodine Linctus  
Optrex

### **Skin Care**

Derbac M/Full Marks/Lyclear  
Canesten Cream  
Sudocrem  
Calamine Lotion  
E45  
Zovirax  
Blistex  
Diprobase

### **Travel Sickness**

Kwells/Joy-Rides

The above list is not exhaustive. If there is any further information that you would like to give or concerns that you may have regarding your child that has not been mentioned above please comment here:

**APPENDIX 5 - MEDICATION PERMISSION AND CONSENT FORM**

Pupil's Information

Name of School  
parent/guardian

Date medication provided by

---

Name of Pupil

Name of Medication

---

Year/house

Dose and method of administration

---

Any other information

Time of day to be given

---

Expiry Date

---

Medication must be in the correct container and packaging.

Pupil's name and dosage must be clearly written on package or bottle

School Nurse Signature

Parent's signature

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Print Name  
number

Print Name and contact telephone  
number

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Time given

Date Given

Signed by Nurse

**APPENDIX 6 - INFLUENZA VACCINATION**

**November 2011**

**To Parents/Guardians of all Boarders at Rossall School.**

We are again offering immunisation against influenza ("Flu") to all boarding Pupils

Although influenza vaccines are very specific and cannot be guaranteed to cover every strain of influenza virus, The Department of Health recommends immunisation for those at risk, and those living in residential homes and similar. We consider it wise to continue our recent policy of immunisation because of the special risk of infection within a boarding school community.

If you would like your child to receive the influenza vaccination, please complete the consent form below and return it to Rossall School Nurses, to the address below.

Thank You.

Dr.P.G. Carpenter  
School Medical Officer

Consent for vaccination;

**FOR THE ATTENTION OF the School Nurses  
Rossall School  
Medical Centre  
Fleetwood FY7 8JW UK  
Email: medical@rossall.org.uk**

I wish /do not wish my son/daughter to be immunised against influenza.  
Please delete as appropriate.

Pupil's Name  
.....

House/Year.....Date of  
Birth.....

Signed..... (Parent/Guardian)  
Date.....

**Updated November 2011**