



## First Aid and Medication Policy

1	OVERVIEW .....	2
2	GUIDING PRINCIPLES .....	2
3	OBJECTIVES OF THIS POLICY .....	2
4	NURSES AND FIRST AID KITS .....	2
5	RESPONSIBILITIES OF PARENTS/CARERS.....	3
6	STUDENTS WITH MEDICAL CONDITIONS.....	3
7	PROCEDURE FOR SUPERVISING ADULTS IN THE EVENT OF AN ACCIDENT.....	4
8	PROCEDURE IN THE EVENT OF ILLNESS.....	4
9	FIRST AID IN THE PHYSICAL EDUCATION DEPARTMENT .....	5
10	FIRST AID IN THE OUTDOOR EDUCATION DEPARTMENT .....	5
APPENDIX 1: LOCATION OF FIRST AID BOXES; AUTOMATED EXTERNAL DEFIBRILLATORS; WHEELCHAIRS AND EVACUATION MATS.....		7

Prepared By	Approved By	Reviewed & Revised	Reviewed By	Next Review
Lead Nurse (SLG)	ESC – Mar 2020	Jan 2020	Lead Nurse and DOL	Feb 2022

## 1 Overview

- 1.1 The health, safety and physical wellbeing of every member of the Tanglin community is a primary concern. Tanglin Trust School has a dedicated Nursing Team which is able to support the community when there is a need for First Aid and who are also able to support students who require ongoing medication.
- 1.2 This policy sets out the responsibilities of the Nursing Team, other staff members in responding to medical incidents and when handling medications.
- 1.3 This policy is written in conjunction with the Tanglin Nursing Team Standard Operating Procedures, which can be found in each Health Centre.

## 2 Guiding Principles

- 2.1 The Nursing Team keep a central, secure record of any student medical issues and must be informed of any changes.
- 2.2. This policy will be shared with all parents and staff members of the School and must be adhered to.

## 3 Objectives of This Policy

- 3.1 To provide prompt and effective first aid in a supportive and nurturing environment while caring for students and staff holistically.
- 3.2 To ensure that all staff and students are aware of the procedures in the event of any illness, accident or injury.

## 4 Nurses and First Aid Kits

- 4.1 There is a qualified nurse on duty Monday to Friday in each health centre from 7.30 am until 2.30 pm, and until 6.30 pm in the Junior Health Centre.
- 4.2 The nurse is available to deal with any accidents, emergencies or illness.
- 4.3 There are also a number of staff who are First Aid trained.
- 4.4 First Aid boxes are located around the campus (see [Location of First Aid Box](#)) accessible to staff if necessary. These are monitored and replenished by the nursing team.

Prepared By	Approved By	Reviewed & Revised	Reviewed By	Next Review
Lead Nurse (SLG)	ESC – Mar 2020	Jan 2020	Lead Nurse and DOL	Feb 2022

## 5 Responsibilities of Parents/Carers

### 5.1 Parents should:

- 5.1.1 Inform the school of any changes in their child's medical history.
- 5.1.2 Ensure their child is free from flu-like symptoms and contagious infections, with a temperature 37.7°C or below, before coming to school or attending other school organised activities / trips.
- 5.1.3 Complete a 'Permission to Give Medication Form' for all prescribed medication to be administered during the school day. This is available on the Parent Portal.
- 5.1.4 Not allow students to carry their own medication in school unless permission has been granted by the Health Centre or Head of Year.
- 5.1.5 Ensure that any medication provided to be kept at school is within its use by date.
- 5.1.6 Conform to 'Management of Concussion Protocol' if a student has a history of a head injury and has been diagnosed with Concussion.

### 5.2 Students' Medical Information

- 5.2.1 Parents must complete a School Medical Form to include an independent Doctor's assessment before their child commences school. Failure to do this may result in a delayed start date for their child.
- 5.2.2 Each year, parents are also required to complete an Annual Update Form, electronically via the Parent Portal, which includes permission to administer First Aid as well as over-the-counter medication.
- 5.2.3 The nursing staff will update the student medical record with any information given by parents.
- 5.2.4 The nursing staff are responsible for reviewing the students' confidential medical records and providing essential medical information regarding allergies, recent accidents and illness on a 'need to know' basis to relevant members of the School staff.

## 6 Students with Medical Conditions

### 6.1 Students with Anaphylactic Allergies

- 6.1.1 An individual student's Adrenaline autoinjector (Epipen) is kept in a named zip-lock bag in the relevant Health Centre. Each bag displays a photo of the student and contact details of the parents. Inside the pack there will be a copy of the Student Care Plan along with the named medication. All Epipens are accessible and not locked away for ease of use.

#### 6.1.2 Diabetic Students

- 6.1.3 A student with diabetes has a named box with all the requirements for the student to take blood sugar (BS) readings, including ketone readings. This is to be provided by the parents and kept in the relevant health centre.
- 6.1.4 Insulin pens are to be kept in the fridge at the appropriate temperature.
- 6.1.5 Equipment for re-siting pump should be provided by the parents.
- 6.1.6 A care plan and BS monitoring documentation is to be developed with the parents and kept in the health centre for readings and plans to be recorded.

Prepared By	Approved By	Reviewed & Revised	Reviewed By	Next Review
Lead Nurse (SLG)	ESC – Mar 2020	Jan 2020	Lead Nurse and DOL	Feb 2022

### 6.1.7 Other Medication

- 6.1.8 Medications such as individually prescribed inhalers and routine oral medication are to be kept locked away in the relevant health centre.
- 6.1.9 All medication dispensed will be documented.

## 7 Procedure for Supervising Adults in the Event of an Accident

- 7.1 If there is an accident on site, the supervising adult should either call a Nurse ([see numbers below](#)) to the scene or take students to the appropriate health centre.
- 7.2 The nurse will assess the situation and decide on the next course of action, which may require calling immediately for an ambulance.
- 7.3 All accidents are taken seriously and are recorded separately. A staff member who witnesses an accident or the person supervising the area at the time of an accident must complete an accident form.
- 7.4 A nurse will decide whether the Head of School's presence is required at a Health Centre or at the scene of an accident.

## 8 Procedure in the Event of Illness

- 8.1 When a student is unwell while in school they will be sent to the health centre to be assessed, accompanied by a student or member of staff if appropriate.
- 8.2 If it is felt that a student cannot be taken to the medical centre, a School Nurse will be called to attend at the scene. Direct Telephone Extension Numbers:

Infant Health Centre: 67703120

Junior Health Centre: 67703141 / 67703166

Senior Health Centre: 67703160 / 67703593

- 8.3 If a student is unwell with a temperature of 37.8°C or above or any flu-like symptoms or deemed by the qualified nurse to be unfit to be in school, parents will be called promptly and requested to collect their child. The student will be cared for in the relevant Health Centre until a parent arrives. Teachers will be informed via the school management system that the student has gone home.
- 8.4 If a student is deemed fit to be back in the classroom, the nurse will use their professional judgement and will inform the class teacher if the injury or illness requires monitoring.
- 8.5 Tanglin Trust School, like all schools, is required to be in regular contact with the Ministry of Health and inform them of any student with a notifiable infectious disease. This is to enable us and the MOH to monitor outbreaks of illnesses and take appropriate infection control

Prepared By	Approved By	Reviewed & Revised	Reviewed By	Next Review
Lead Nurse (SLG)	ESC – Mar 2020	Jan 2020	Lead Nurse and DOL	Feb 2022

procedures to contain them. We fully adhere to any advice they give us regarding any contagious illness.

## **8.6 Calling an Ambulance**

- 8.6.1 During the nurses' duty hours, Nursing Staff will usually carry out an initial assessment and call ambulances, if required.
- 8.6.2 Any adult may call an ambulance in an emergency situation or when the Nursing Team are not available. When an ambulance has been called, the nurse or supervising adult should:
- Inform Security of the gate the ambulance is expected at so that they can ensure easy access.
  - Contact the parents to inform them of the accident or illness requiring an ambulance. Advise them to meet at the hospital or if near, at school.
  - Remain on standby for the ambulance and co-ordinate with security.
  - Travel with the student and stay until the parents arrive.

## **9 First Aid in the Physical Education Department**

- 9.1 When students travel offsite for PE, they will be accompanied by a member of staff who is First Aid trained. There is a First Aid box present at the TTS Training Ground. Any student requiring first aid treatment must be sent to the relevant Health Centre on returning to school for assessment and any further treatment. This should be documented on the student's Health Record.
- 9.2 A member of staff taking students off site will collect and sign out named Epipens and/ or diabetic boxes from the relevant Health Centre to accompany the child to the off-site location.
- 9.3 For a SRC and sporting fixtures offsite, parents will be informed of the timing and location through the activities management system (CHQ), so they can ensure that appropriate arrangements have been made, such as providing the student with adequate carbohydrate backup. The coach/teacher in charge will collect the students' epipens/ and or diabetic boxes, as above, unless alternative arrangements have been made by the parents.
- 9.4 Staff who go off site are to ensure they have the phone numbers of the Health Centres in their phones.
- 9.5 Should a child suffer trauma to the head through sport, the Concussion Protocol will be followed.

## **10 First Aid in the Outdoor Education Department**

- 10.1 There will be First Aid trained staff on all curriculum school trips. Trips for year-groups up to and including Year 9 will have a qualified nurse accompanying them, unless agreed with the Head of School.
- 10.2 Students should not carry their own medication unless in exceptional circumstances where permission has been given by the Nurse or the First Aider on the trip, following a discussion

Prepared By	Approved By	Reviewed & Revised	Reviewed By	Next Review
Lead Nurse (SLG)	ESC – Mar 2020	Jan 2020	Lead Nurse and DOL	Feb 2022

with their parent(s) e.g. EpiPen, sensitive medication. The duty manager will keep a record of any such arrangements.

10.3 Parents must complete a 'Permission to Give Medication' form for any prescription medication to be administered to their child while on a school trip.

**10.4 Communicating with parents**

10.4.1 Parents will be kept informed by the Trip Leader or Nurse, if their child is ill while on a trip and their symptoms have not improved.

10.4.2 Parents are to be called initially with a plan of action if a student requires a doctor's assessment. Further means of contact with the parent can be discussed once the student is stable, i.e daily text or contact with the Duty Manager.



Prepared By	Approved By	Reviewed & Revised	Reviewed By	Next Review
Lead Nurse (SLG)	ESC – Mar 2020	Jan 2020	Lead Nurse and DOL	Feb 2022

## Appendix 1: Location of First Aid Boxes; Automated External Defibrillators; Wheelchairs and Evacuation Mats

<b>FIRST AID BOX LOCATION</b>		<b>RESPONSIBILITY</b>
<b>NIXON BUILDING/INFANT SCHOOL</b>		
<b>1.</b>	Floor 7 Corporate Offices Central Pantry	<b>Infant Health Centre</b>
<b>2.</b>	Floor 6 CEO Office In Cupboard behind COO PA Desk	<b>Infant Health Centre</b>
<b>3.</b>	Floor 5 Film Studies Office	<b>Infant Health Centre</b>
<b>4.</b>	Floor 5 Moot near seating area and under Reception Desk	<b>Infant Health Centre</b>
<b>5.</b>	Floor 4 Operations Office Pantry – to the left of the door.	<b>Infant Health Centre</b>
<b>6.</b>	Floor 3 Jubilee Hall Infant Store	<b>Infant Health Centre</b>
<b>7.</b>	Floor 3 Chandran Hall Outside door near the Forest cafe	<b>Infant Health Centre</b>
<b>8.</b>	On the back wall between Curran Hall and Small Hall	<b>Infant Health Centre</b>
<b>9.</b>	Infant library – Under the desk counter	<b>Infant Health Centre</b>
<b>JUNIOR SCHOOL</b>		
<b>1.</b>	In the Drama office-near the right side of main door (level 3)	<b>Junior Health Centre</b>
<b>2.</b>	Berrick Sports Hall to the left of the main doors	<b>Junior Health Centre</b>
<b>3.</b>	Berrick performance Hall foyer, far right hand corner above drinking fountains.	<b>Junior Health Centre</b>
<b>4.</b>	Junior library to left of door.	<b>Junior Health Centre</b>
<b>5.</b>	Junior pantry	<b>Junior Health Centre</b>
<b>6.</b>	In the office of the Security Command Centre.	<b>Infant Health Centre</b>
<b>SENIOR SCHOOL</b>		
<b>1.</b>	Sixth Form Block Art Department Staff Room	<b>Senior Health Centre</b>
<b>2.</b>	Sixth Form Block English Floor between English 8 & English 9	<b>Senior Health Centre</b>
<b>3.</b>	On the wall, facing the swimming pool.	<b>Senior Health Centre</b>
<b>4.</b>	West Wing level 4 – Exam Hall in Year 11 Office	<b>Senior Health Centre</b>
<b>5.</b>	West Wing new science department ‘Preparation Room’	<b>Senior Health Centre</b>
<b>6.</b>	Design and Technology 2 kits – One in office and One in Main classroom	<b>Senior Health Centre</b>


Prepared By	Approved By	Reviewed & Revised	Reviewed By	Next Review
Lead Nurse (SLG)	ESC – Mar 2020	Jan 2020	Lead Nurse and DOL	Feb 2022

<b>Automated External Defibrillators</b>	
<b>Location</b>	<b>Responsibility</b>
Security Command Gate C	Operations
Operations Project Office Nixon Building Level 6	Operations
Infant Foyer Opposite Infant Health Centre	Operations
Berrick Building Level 2 Outside Sports Hall	Operations
Nixon Building Level 1 Near Fire Command (Bus Bay)	Operations
Nixon Building Near Forest Café Level 3	Operations
Nixon Building Roof Top Lobby B	Operations
Juniors School Ground Floor Lift	Health Centres Nursing Team
Swimming Pool opposite Smithson Hall	Health Centres Nursing Team
Senior Health Centre	Health Centres Nursing Team

<b>Emergency Evacuation Wheelchairs</b>	
<p><b>In the case of an evacuation, emergency use wheelchairs are located around the campus. Once a fire alarm is raised a wheelchair will be placed outside each health centre for the use of someone who has been evacuated via the stairs by a Res Q Mat</b></p> <p><b>Additional wheelchairs are also located at the below areas.</b></p>	
<b>Location</b>	
Nixon Building Lobby 1 (Senior School side)	
Senior School Annex stairway (near MPA, Senior school office)	

<b>Prepared By</b>	<b>Approved By</b>	<b>Reviewed &amp; Revised</b>	<b>Reviewed By</b>	<b>Next Review</b>
Lead Nurse (SLG)	ESC – Mar 2020	Jan 2020	Lead Nurse and DOL	Feb 2022



Berrick Building Near car park and between lifts	
--	--

<b>Res Q Mats</b>	
<b>Location</b>	<b>Responsibility</b>
<b>Infant School</b>	
Infant School Reception Level 2 near Lift shaft	Infant Health Centre
Infant School Year 1 Level 3 near Lift shaft	Infant Health Centre
Infant School Year 2 Level 4 near Lift shaft	Infant Health Centre
<b>Junior School</b>	
Junior School Year 3 Level 2 by lift door	Junior Health centre
Junior School Year 4 Level 3 by lift door	Junior Health centre
Junior School Year 5 Level 4 by lift door	Junior Health centre
Junior School Year 6 Level 5 by lift door	Junior Health centre
<b>Senior School</b>	
Senior School Level 2 outside lift EBT	Senior Health Centre
Senior School Level 3 outside lift Computer Science and ICT	Senior Health Centre
Senior School Level 4 outside lift Humanities, Business and Economics	Senior Health Centre
Senior School Annex outside lift Level 1 Science department	Senior Health Centre
Senior School Annex outside lift Level 2 PDC and music department	Senior Health Centre
Senior School Annex outside lift Level 3 Language department	Senior Health Centre
Senior School Annex outside lift Level 4 Exam Hall	Senior Health Centre
<b>Sixth Form Building</b>	
Senior School Sixth Form Building Outside Senior Library near lift	Senior Health Centre
Senior School Level 3 Sixth Form Building English department near lift	Senior Health Centre
Senior School Level 4 Sixth Form Centre near lift	Senior Health Centre
Senior School Level 5 Sixth Form Building Art department near lift	Senior Health Centre
<b>Nixon Building</b>	
Nixon Building Gate A side - Level 2 Lift shaft PWD holding point	Senior Health Centre
Nixon Building Gate A side - Level 3 Lift shaft PWD holding point	Senior Health Centre
Nixon Building Gate A side - Level 4 Lift shaft PWD holding point	Senior Health Centre
Nixon Building Gate A side - Level 5 Lift shaft PWD holding point	Senior Health Centre
Nixon Building Gate A side - Level 6 Lift shaft PWD holding point	Senior Health Centre
Nixon Building Gate A side - Level 7 Lift shaft PWD holding point	Senior Health Centre
Nixon Building Gate B side - Level 2 opposite Lift shaft PWD holding point	Infant Health Centre

Prepared By	Approved By	Reviewed & Revised	Reviewed By	Next Review
Lead Nurse (SLG)	ESC – Mar 2020	Jan 2020	Lead Nurse and DOL	Feb 2022

Nixon Building Gate B side - Level 3 opposite Lift shaft PWD holding point	Infant Health Centre
Nixon Building Gate B side - Level 4 opposite Lift shaft PWD holding point	Infant Health Centre
Nixon Building Gate B side - Level 5 opposite Lift shaft PWD holding point	Infant Health Centre
Nixon Building Gate B side - Level 6 opposite Lift shaft PWD holding point	Infant Health Centre
Nixon Building Gate B side - Level 7 opposite Lift shaft PWD holding point	Infant Health Centre

Prepared By	Approved By	Reviewed & Revised	Reviewed By	Next Review
Lead Nurse (SLG)	ESC – Mar 2020	Jan 2020	Lead Nurse and DOL	Feb 2022