



AYSGARTH SCHOOL

CARE OF PUPILS AND BOARDERS AND MEDICAL AND FIRST AID POLICIES INCLUDING ADMINISTRATION OF MEDICINE (13a & 13b & 13d)

Reviewed September 2021

Member of Staff responsible for this policy: Lottie Morse

To be reviewed September 2022

Following the outbreak of Covid-19 a number of measures have been implemented into the boarding house and surgery/sickbay that allow the school to still fulfil its mission statement and statement of purpose whilst following the current guidance from the Department for Education. These changes can be found in the Covid-19 information published by the school.

Medical and First Aid Policies

Personnel responsible for Medical Provision:

School Nurses
Headmaster's wife

Introduction

Aysgarth School is a boarding school for boys aged 8-13 and it has a Pre-Prep and Nursery for boys and girls. It is an educational establishment and a place of work. This Medical Policy is designed to comply with best practice and meet the legal requirements of the school. We aim to take the best possible medical and pastoral care of our pupils, efficiently and sympathetically. The staff are 'in loco parentis' with regard to pastoral care of the boarders, and pupils will receive medication in the event of illness or injury at the discretion of the School Nurses or Matron (see parental consent).

This Medical Policy is for the care of those who are unwell. This is a whole school policy and informs the practice in the Early Years Foundation Stage, Pre-Prep, before and after School care in the Pre-Prep, the Prep School day boys and boarders, and staff.

The Policy includes First Aid, care of those with chronic conditions and disabilities, dealing with medical emergencies and the use of household remedies. The school is aware of its responsibilities for the mental health and emotional well-being of our pupils.

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1. Parental Consent for Medical Care

Parents are required to complete a Health Questionnaire giving full details of medical and health issues. (See New Boys' Health Questionnaire and Pre-Prep and EYFS Health Questionnaire which is combined with the Pre-Prep and EYFS admissions form).

In the School's terms and conditions (Appendix 1 of Parents' contract, as copied below), signed by the parents before their child enters the school, consent is given for staff to administer any medication to children at the school. This consent authorises emergency first aid, medical or dental treatment, when required. Parents are asked to sign a consent form when they bring medication into school (see below). This consent applies for the child's time at the school.

Any particular medical concerns will involve a discussion between the parents and the school nurses, along with the Headmaster or his wife. Any special arrangements for the care of that child, or any staff training for any particular chronic condition will be arranged (for example, the use of an Epipen).

Parents of pupils in EYFS, Pre-Prep and Prep give us written permission to administer Epipens or inhalers as an emergency procedure without first making contact with them.

In the Pre-Prep and EYFS parents sign a consent form for staff to administer over the counter or prescribed medication (see copy below). In cases where parents are unable to give written permission (for example in the middle of the day) and both the First Aider and parent are in agreement that to delay medication would be to the detriment of the health or comfort of the child, consent by email will be accepted. A record is made of the conversation and an email must be sent by the parent stating the time of last dose and giving permission to medicate the child. Copies of the medication record are sent home and kept in the child's file.

Appendix i.

Parents' Contract (for Prep, Pre-Prep and EYFS)
CONSENT FOR MEDICAL TREATMENT FOR A CHILD AT THE
SCHOOL

CONSENT FOR MEDICAL TREATMENT FOR A CHILD AT THE
SCHOOL

In order to comply with Health and Safety legislation, parental consent is required before staff are permitted to administer any medication to children at the School. Consent must also be given prior to first aid, and emergency medical and dental treatment. Although the School will inform you when your child has seen a doctor or is admitted to sick bay, the School often needs to give 'homely remedies' for minor symptoms. Therefore you are asked to give 'blanket consent' for these treatments and for the administration of prescribed medicines should your child have seen a doctor. (Separate consent will be sought prior to emergency surgery).

The medicines most likely to be given are the 'over the counter' remedies for mild problems such as coughs and colds, aches and pains, cold sores, warts, verrucae, skin rashes, insect stings, allergies, and stomach disorders. Sun-cream also requires parental consent.

We do not use chemical head lice preparations without obtaining prior consent from parents.

Medicines sent in by parents that have been prescribed must be in the original dispensary container and labelled stating name, dose and frequency.

If over the counter medicines are brought in, a separate consent form is to be signed by a parent to enable these medicines to be given at school.



HEALTH QUESTIONNAIRE (For the guidance of the school doctor)

PLEASE COMPLETE THE FOLLOWING SECTION

Name of Pupil _____

Date and Place of birth _____

Current Family Doctor's name and address _____

Does he suffer from any ongoing medical condition (Asthma/Eczema/ Hayfever)? _____

Does he have any allergies? (e.g. Drugs/Lactose/Horses) _____

Has he been immunized against:

DATE

Diphtheria, Tetanus, Whooping Cough (Triple Vaccine)

YES/NO

Polio

YES/NO

Hib

YES/NO

M.M.R

YES/NO

M.M.R. booster

YES/NO

Pre-school booster

YES/NO

Meningitis C

YES/NO

Has he had any serious illnesses or operations? Yes/No

If yes, please give details and dates: _____

Does he take any medication? Yes/No

If yes, please give details/reasons/duration _____

Does he wear glasses/brace/orthotic insoles? _____

Does he have problems with: bedwetting/sleepwalking/night terrors? _____

Does he have any hearing/eyesight problems? _____

In emergencies, children are admitted under the NHS. If you would then prefer to use your private health cover, please indicate.

NHS/PRIVATE (Scheme/No.) _____

Any :- Please state any concerns you think we should know about your son:-

If your son is full or weekly boarding then you have the option to register him with the School Doctor:-

Dr R Bigham: Glebe House Surgery, Firby Road, Bedale. N Yorks. DL8 2AT Tel: 01677 422616
(Foreign boys staying with us for a single term will be treated at the surgery as a “Temporary Resident”)

Please indicate whether you would like to register your child with the School Doctor. Please circle.

Yes **No**

Please sign the consent for a school medical:

I give consent forto have an initial Doctor’s medical examination, and vision, hearing, height and weight screening checks by the school nurse as appropriate.

I consent to the results being discussed with the Teacher if relevant.

Signatures of Both Parents or Guardian: _____

Date _____

Please print names: _____

Date _____

iii Prep School administration of medication form



AYSGARTH SCHOOL

CONSENT FOR ADMINISTRATION OF MEDICATION FROM HOME

Name of Child

.....

Date

.....

I give permission for my child to be administered his medication by Aysgarth staff.

The medication is

..... and

is to be given as prescribed on the container. This is the original container.

Time and date that the last dose of this medication was administered by parent

.....

Signed

Parent/Guardian

Administration of the medication will continue until the course is completed, in the case of antibiotics, or until further discussion with the School Nurses. A record of administration of this medication will be kept by the school in the day book.

AYSGARTH SCHOOL

iv Pre-Prep Medical Questionnaire form New Children

CHILD'S NAME:	
IMMUNISATIONS Has your child been immunised against tetanus? (Please circle): YES NO	
ALLERGIES Does your child suffer from an allergic reaction to any of the following? Please circle, if yes, please give details.	
Wasp stings: YES NO NOT KNOWN	Hay fever: YES NO
Bee stings: YES NO NOT KNOWN	Sun cream: YES NO NOT KNOWN
Milk/Dairy: YES NO NOT KNOWN	Plasters: YES NO NOT KNOWN
Peanuts: YES NO NOT KNOWN	Antiseptic cream: YES NO NOT KNOWN
Other nuts: YES NO NOT KNOWN	Any other allergies: YES NO
OTHER MEDICAL ISSUES Does your child have any other medical conditions that staff need to know about, e.g. asthma, seizures, hearing or speech difficulties, sight difficulties? Please give details below. 	
MEDICINES Does your child need to receive medicine during school time, e.g. asthma inhaler? Please give details below. You may provide the school with medication, such as an inhaler, for your child to use in school. Please ensure that it is clearly labelled in the original container and that all original instructions are sent to school with medicine.	
EMERGENCY CONTACT	
Name of family doctor:	Telephone Number:
<i>Thank you for completing this form. Please let the Pre-Prep Secretary know if there are any changes.</i>	

Signed:

v. Parents of Pre-Prep and EYFS children complete a form giving permission for medication to be administered (as below). When medicine is given to a Pre-Prep or EYFS child a note is made, a copy is sent home and a copy kept in the child's file.

Personnel responsible for medical provision in the Pre Prep:

School Nurses

Paediatric first aid trained staff



I give permission for my child:

to be administered his/her current medication by Aysgarth Pre-Prep staff
(Mrs Barlow/Miss Phillips/Mrs Brown/Mrs Rawson)

The medication is:

and is to be given as prescribed on the container. This is the original
container.

Time and date that the last dose of this medication was administered by
parent:

Amount to be given:

Time to be given:

Signed

Parent/Guardian

STAFF USE:

Medication given:

[Grey bar for medication name]

Amount:

[Grey bar for amount]

Date:

[Grey bar for date]

Time:

[Grey bar for time]

Signed:

[Grey bar for staff signature]

I acknowledge receiving a copy of this form detailing when my child's
medication was administered.

Signed

Parent/Guardian

2.

Personnel and Procedure

School Nurses We employ two school nurses who 'job share'. They are both Registered Nurses who hold current NMC registration, are revalidated every three years and keep professionally updated. One of them attends daily from Monday to Friday and Saturday matches as required. They are responsible for the provision of healthcare to all pupils and visiting pupils.

Matrons All matrons hold FAW qualifications and Paediatric First Aid qualification.

The School Doctor The School Doctor is Dr. R. Bigham, a GP based at Glebe House Surgery, in Bedale. Boys are also seen by other doctors at Glebe House. All boarders (weekly and full) are given the option to be registered with the School Doctor, with the exception of foreign boys if they are only at the school for a short period of time. Foreign boys and boys who are registered with their family GP will be seen by the school doctor as a "Temporary resident". Boys are escorted to appointments by a member of staff, usually a School Nurse or Matron. If a boy has seen the doctor the parents are informed as soon as possible, by telephone.

Dentist Taking children for routine dental appointments is not the responsibility of Aysgarth School staff, and parents are encouraged to arrange these during the school holidays or exets where possible. When a child needs to see a dentist urgently we will take him to the Bedale Dental Surgery, and the parents will be informed.

Optician As with dental appointments, parents are encouraged to arrange these in the holidays, but in emergencies, for example getting glasses repaired, we use Mr. Rutter in Bedale.

Harrogate and District School Nurses Ongoing screening of sight and hearing in EYFS
Year 6 screening of weight and height

Staff who are Paediatric First Aid trained

Pre Prep

Alison Gaven
Joanna Rawson
Anna Brown
Charlotte Philips
Emma Barlow

Prep School
Boarding Team

Paul Barlow
 Anne Armstrong
 Sarah Simpson
 Paula Waterhouse
 Vincent Irwin
 Andrew Chadwick
 Michelle Jameson

Prep School

Ed Canning
 John Tomlinson

Maintenance Team

John Park
 Andrew Francis
 Chris Hughes

3. Health Assessments

All new entrants to the Prep school are seen by the School Doctor in September and a medical examination is carried out. The School Nurses assess height and weight. Any problems are referred to the appropriate practitioner in consultation with the parent. All screening information is recorded in the Pupil's Health File. All parents receive the Department of Health Healthy Child programme questionnaire with their registration pack and services are accessed if required.

The school doctor is not involved with the Pre-Prep children except in emergencies and for consultation regarding school health issues. In EYFS Reception class, every child is given a vision test by the Harrogate District School Nurses and in Year 1 receive a hearing test.

A separate Health Questionnaire is given to new members of staff prior to commencement of employment.

4. Pupil Health Records

Once a boy in the Prep School is registered with the school doctor, the school will receive his Lloyd George notes which will be kept in the school surgery. They are returned to the Bedale surgery when the pupil leaves Aysgarth School. Any visit to a health professional or to hospital is recorded on School Base or documented in the nursing care notes.

Records of all visits to the School Nurse or Matron are kept in a Day Book, all interactions with the school nurses are recorded on School Base. The day book is for communication purposes only and may be written in brief. This will state name, date, time, medication, reason, and initials of responsible member of staff. All records are kept in the school archives until a child is 25, when they will be securely destroyed. A separate book is kept for medication given to staff.

Lloyd George notes are kept in a locked cupboard in Surgery along with the signed consent forms, health questionnaires and any letters from parents or other health-related information, confidentiality is preserved at all times. Nursing documentation is kept in the locked cabinet in surgery.

Prescribed treatments are recorded in a Medicine Administration Record file. The boy's name, the date and time, the dose, and signature of staff, are recorded. Sample signatures of staff designated to administer medication are stored in the Medication Administration File, kept in Surgery.

Pre-Prep and EYFS Record keeping - A record is made each time medication is given. This is copied and given to the parents or adult collecting the child, and a copy is kept in the child's file in the office. Medication doses are checked by the school nurses.

5. Medical Alerts

A list of Pre-Prep pupils with specific medical conditions is kept in the Pre-Prep office and in every Pre-Prep first aid box. Pre-Prep teachers and the school kitchen have a copy of this. This is updated every term, or more often if necessary. A list of boys in the Prep School is displayed in the staff room (See 21 Chronic Conditions).

In Pre-Prep and EYFS any child with a chronic or long-term medical condition that requires a specific need will have a Welfare plan. This will be written with parents and will include details of the condition, special requirements (for example dietary needs), pre-activity precautions and any side effects of the medicines. Children with a medical need will have a pre-printed Care plan.

6. Surgeries in the Prep School & Trips

Surgeries are held three times a day for regular medication and other ailments are attended to. These are held by the School Nurses or the Head Matron in their absence. Queries may be referred to the school doctor or a boy will be taken by a member of staff to the Doctor's surgery or to Accident and Emergency at the Friarage Hospital in Northallerton. Alternatively an ambulance will be called.

The School Nurses or a Senior Matron is available at other times (during Prep School hours) to attend to accidents or emergencies (also for EYFS and Pre-Prep), and to look after pupils who are unwell. The School Nurses will decide if a boy is unfit to play games. A list of boys in the Prep School who are “off games” is displayed in the staff room.

The School Nurses work in the Surgery but when they are not there but on site, they will keep a walkie talkie on their person. When they are off site a Matron will be on call on the walkie talkie. If a boy needs medical attention, either he will go to Surgery, accompanied by another boy or adult, or someone else will go to get the Nurse/Matron. When the Surgery is not manned, another walkie talkie will be in the docking station outside the matron’s room. The boys are to contact the Nurse/Matron on the walkie talkie. A notice is displayed showing the location of staff on duty and reminding boys to use the walkie talkie if necessary. At least one qualified person is on the school & EYFS premises at all times when children are present and a qualified Paediatric first aider always accompanies pupils on outings.

The right of a boarder as a patient to confidentiality is respected. This includes the right of a boarder deemed to be “Gillick competent”, to give or withhold consent for his treatment.

7. Medical Treatment received during the Holidays

Parents are asked to inform the School Nurses, or Head Matron, at the start of term or the end of an exeat if their child has received any significant medical treatment or any immunisations whilst at home.

In the Pre-Prep and EYFS setting the parents must inform the class teacher.

8. Welfare Plans and Care Plans

In the Prep, Pre-Prep and EYFS, **Welfare plans** are put in place, in consultation with the parents and, when appropriate, the child. These are put in place for children requiring particular care and management methods beyond normal practice. These plans are designed to suit each child as an individual. These are signed by the parent and the headmaster and kept on the database. Staff are informed, as appropriate. Paper copies are held in surgery and in the child’s file in the school office.

A **Care Plan** is put in place for every child in the Prep School, Pre-Prep and EYFS who is on regular medication eg. Asthma, or has particular needs for example a sleeping problem, dietary requirements or religious reasons. These are filed in the Surgery and electronically on a Care and

Welfare Plan spreadsheet and each case will be discussed in a boarding meeting. The Care Plan contains an outline of the medical condition or concern and any remedial action in place. (See Spiritual, Moral and Personal and Social Welfare in A Guide to Boarding)
Care plans are regularly updated and evaluated by the School Nurses.

9. Provision for Special Dietary Requirements

The school makes provision for special requirements, whether for medical reasons, eg. Coeliac disease, or religious reasons. See our Catering Policy for allergen information. The School Nurse liaises with the Catering department providing up to date information about the boys dietary needs each term. She also liaises with other School Nurses regarding visiting teams.

10. Provision for Disabilities

The school will endeavour to implement plans to meet the needs of a child with disabilities. It may be, for example, that a boy has a broken leg, provision would then be made for him to be located on a lower floor and in a single bed.

11. Off Games Policy

The School Nurses, or a Senior Matron, will decide if a boy should be “off games”. The School Nurses display a note of “off games” boys in the staff room.

Alternatively, at shorter notice, if she deems a boy is unfit for a specific activity they will tell the relevant member of staff. The School Nurses will decide when a boy is fit to resume some, or any activities. When appropriate a boy will be encouraged to take some fresh air, perhaps a walk outside during games time. Alternatively, he may exercise in the boys’ rehabilitation room. Again, the School Nurses will determine which form of exercise is appropriate for the boy.

In the Pre-Prep and EYFS, a parent or a member of staff will decide if a child is fit to play games.

12. Prep School Sick Bay Policy

Boys who are unwell in the Prep School, both in the week and at weekends, in the daytime or overnight, are cared for in the sick bay, next to Surgery.

Boys who are feeling ill or who may be infectious must be admitted to Sick Bay where they can rest and recover from their illness. A room is provided

next to the Surgery where 3 boys can be nursed in a restful environment. We can accommodate up to 5 boys if we use camp beds. The Sick Bay has its own bathroom and lavatory.

- Cross infection is to be avoided; hence no other boys may visit those in Sick Bay, should an infectious disease be suspected.
- The Nurse/Matron will always be available in the building when Sick Bay is occupied. Should she need to go away temporarily, the patient must be informed.
- Boys in Sick Bay must be provided with a radio to call the Nurse/Matron in case they need urgent attention. If the boy is unwell and a cause for concern, a member of staff will remain within the boarding house at all times.
- Fresh water is to be provided to all boys in Sick Bay who are not to have restricted fluids.
- Disposable vomit bowls are to be provided. Tissues must also be available in the room.
- Frequent hand washing must be undertaken by patients and staff in Sick Bay.
- Boys may watch TV for short periods of time only. Reading, playing games and listening to story tapes must be encouraged to avoid prolonged TV viewing.
- Parents must be informed where possible if their son is kept in Sick Bay overnight. Telephone contact between boys and parents is possible using the surgery telephone, as long as precautions are taken to avoid cross-infection.
- Records are kept of all boys admitted to Sick Bay and of their condition. Progress is recorded in the Sick Bay File kept in Surgery.
- When boys are in Sick Bay, they must wash or shower, clean teeth etc daily, and also prior to returning to school.
- Boys with a temperature of over 38.0 are to be admitted to Sick Bay and given an age-appropriate dose of Paracetamol or Ibuprofen which will reduce the body temperature as well as relieving aches and symptoms of fever. During the daytime the temperature should then be checked 4 hourly. Fluids must be offered frequently.
- After an 8 hour period of normal temperatures since the last dose of analgesia, the boy may be discharged from Sick Bay if he is feeling well.
- In cases of viral vomiting and diarrhoea, 12 hours must elapse since the last episode, before the boy may get up and mix with other pupils. If the child suffers three episodes or more of vomiting and diarrhoea then refer to public health guidelines; 48 hours should elapse post symptoms if the vomiting and diarrhoea have been severe. Clear fluids should only be given during the period of symptoms.
- Food may only be offered when the School Nurses or Matron consider it appropriate. Dairy foods are not advisable after stomach upsets. Tea and toast are usually offered at the 3-4 hour stage. If

this is tolerated with no further vomiting or diarrhoea after 2 hours, a light meal may be taken.

- If more beds are required, a dormitory may be converted into a second Sick Bay.
- Occasionally, boys need to rest in their own beds in dormitories. Their details must be recorded on the Sick Bay File and their Health Record Database, as though they were in Sick Bay.
- When discharged from Sick Bay, boys may be 'off games' the following day, on the advice of the School Nurses.
- Parents are given the opportunity to take their child home if the illness becomes protracted. It is borne in mind however that distance and busy schedules may limit this option. Parents must always be reassured that we are more than happy to care for their sick child.
- If the number of patients is increasing and the disease is becoming a school epidemic, boys are to be sent home where possible, to limit the spread of infection. Public health should be informed.
- All bedding from Sick Bay is to be washed on a high heat i.e. 60 degrees.

13. Day Boys and Pre-Prep and EYFS Sick Child Policy

Parents or the responsible adult are contacted and asked to collect their child if he or she is unwell. The child will go to the Sick Bay or to the Pre-Prep office or a classroom with a member of staff to wait quietly until they are collected. NYCC advises that a child stays away from school for 48 hours after vomiting and diarrhoea.

14. Hygiene Procedures for dealing with the spillage of body fluids

Staff must wear disposable gloves when coming into contact with body fluids, handling vomit bowls or soiled linen. Vomit bowls must be double bagged for disposal. Soiled linen or clothing must be put into water soluble bags. Aprons are also provided. Gloves must be worn to mop body fluids and the mop head changed after use. Biohazard crystals can be used on large areas of body fluids.

15. Administration of Medicines

All medication must be licensed for Paediatric use.

i. Consent in the Prep

Written consent for the administration of all medicines, creams, and first-aid treatment, is obtained from parents when the boy joins the main

school (see copy of Parents' Contract and Consent form). Parents also sign a consent form when they bring medication from home (see copy of this form). Non-prescription medicines may then be given to boarders and day children where deemed appropriate by the School Nurses or Matrons (or staff members, on special occasions such as leavers' camp or out of school activities).

ii. **Pre-Prep and EYFS Administration of Medicines**

Parents of Pre-Prep and EYFS children complete a form giving consent (see Parental Consent for Medical Care). In EYFS parents must give written permission for each and every medicine before medication is given. In cases where parents are unable to give written permission (for example in the middle of the day) and the First Aider and parent are in agreement that to delay medication would be to the detriment of the health or comfort of the child, consent by email will be accepted. A record is made of the conversation and an email must be sent by the parent stating the time of last dose and giving permission to medicate the child. The school secretary or the child's form teacher will administer the medication, when necessary. If a child refused to take their medicine, parents would be informed.

iii. **Self-Medication**

The School Nurses will use their discretion as to when to allow a boy to self-medicate, for example allowing an asthmatic boy to carry his own Inhaler. Under "Gillick Competency" they may however decide not to allow a child to self-medicate. A boy may be encouraged towards independence with his own medication, for example a boy with diabetes; but all his medication will be administered by the School Nurses or Matron or by the boy himself under their supervision.

iv. **Prescribed Medication**

The surgery staff (those authorised by the School Nurses, and named in the Medical Administration Record file) may administer prescribed medication. If this has been prescribed by the school doctor, parents will be informed prior to administration, where possible.

Prescribed medication must only be given to the pupil for whom it has been prescribed. Prescribed medication must be kept in its original container and the label must not be altered. If a pupil shows an adverse reaction to any medication, it will be noted in the Day Book and the School Nurses will take appropriate action. All medicines brought into school by a parent are noted in the Medicine Administration Record File in Surgery, stating the dose and frequency required. (See Pupil Health Records

above). Parents must sign a consent form for the administering of this medication.

The School Nurses (or class teacher in the Pre-Prep and EYFS) are responsible for ensuring that a child on a trip or going home, takes his medication with him.

v. Administering Medication for boys from abroad

Under legislation from the GMC (Government Medical Council), with which we must comply, we can only administer medication that has been prescribed in the UK. However, for those boys on medication who are living abroad, we need to ensure continuity of medication whilst a boy is moving to and from home and school. Therefore, we need a letter from his family doctor with details of the medication that has been prescribed. This must be in English. We will administer this medication, but, at the earliest opportunity, the School Nurses will take the boy to our School Doctor and we will ask them to prescribe the same medication, having read the prescription and letter from the family doctor. Alternatively the school doctor may give us permission to administer the medication that has come from abroad. All medication brought into school must be sent in the original container with the original label.

If a boy from abroad requires any kind of medical treatment, or their family doctor makes a change to the dosage or medication, parents must inform the School Nurses who will take him to be seen by the School Doctor; medicines will then be prescribed and dispensed from the doctor's surgery. Once again, we will require a letter or prescription from the family doctor, in English, with the details of the new medication or dosage. All boys joining the school from abroad will be registered as temporary visitors with the School Doctor, if their stay is for a year or under. Those staying for longer periods of time will be fully registered.

16. Homely Remedies ("over the counter" medications)

i. Safe Administration of Medicines

Although non-prescription medicines are available 'over the counter' and are used by non-qualified people, all Matrons and Pre-Prep and EYFS staff must have an assessment of competence in administration of medicines to children before they are allowed to give medication. This will

be carried out by the School Nurses after some elementary training has been provided and recorded.

All staff responsible for giving medicines must read the instructions on the label regarding usage, correct dose, frequency, instructions, drug interactions and side-effects.

It is not necessary to check the medication with another member of staff, but the child must be told the name of the medication he is about to receive. Parents in the Prep school are not usually informed of homely remedies administered to their child.

A list of boys' allergies is kept on the door of the medicine cupboard and is checked prior to administration of medication to check for allergies or any parental concerns.

The day book must be checked to establish any previous doses that day. For day boys no Analgesia will be given within four hours of the boy arriving in school.

Expiry dates must be checked and nothing used if past this date.

Pills or medicines must not be decanted from one container to another.

Medicines must not be mixed, even if apparently the same type and dose.

Eye drops, eye ointments, nasal sprays etc must not be used for more than one person, to maintain good hygiene and avoid cross infection, unless specific cross-infection precautions have been taken.

All containers must be labelled with the original unaltered label.

Treatments prescribed for individuals are not to be used for others or kept as stock.

All labels must be applied to the inner container, e.g. the ointment and not the box.

Medication must not be handled where possible, but given directly to the patient from the dispensing foil or bottle. Any tablets which are dropped must be discarded.

Constituents of each medication must be checked to avoid overdoses, e.g. giving Lemsip (contains Paracetamol) **and** giving Paracetamol together would result in an overdose for the child.

The School Nurses keep an inventory of the drugs kept in school. In the Pre-Prep the school secretary keeps a record of how much Calpol/Paracetamol is used.

ii. **Safe Storage of Medicines**

Ensuring safe storage of medicines is the overall responsibility of the School Nurses. In the Prep school all medicines are kept in a locked cupboard. Asthma Inhalers are also accessible for urgent requirements. A lockable refrigerator is available for the storage of certain medicines.

Asthma inhalers are also kept locked other than when the School Nurses deem it appropriate for a boy to self-medicate.

In the Pre-Prep building, medicines are either kept in a locked box in the fridge, in the staff kitchen or a locked cupboard in the staff kitchen. Inhalers are kept in the school office. The only medicine kept in the Pre-Prep building are Paracetamol and specific medications for individual children brought in from home.

iii. Specific Medication

Analgesia (treatment of pain, swelling and temperatures)

An ice pack will be applied to the affected area as soon as possible following an accident. Sprains and swellings should be treated with ice. Ibuprofen may be necessary for the first 24 hours as an Anti-Inflammatory. In moderate to severe pain, Paracetamol may be given alongside Ibuprofen.

Analgesia may help relieve the chills and aches of a cold as well as bringing down a high temperature.

Ibuprofen medicine, whether tablets or capsules, should not be taken on an empty stomach. Frequent doses of Paracetamol and Ibuprofen must be avoided.

All analgesia is recorded in green in the day book to avoid any incorrect dosing.

Cough Medicines and Decongestants

If the cough is 'dry' (tickly), a soothing linctus e.g. Honey and Lemon may give relief. If the cough is 'chesty' (it could be productive or non-productive) an expectorant should be given (e.g. Chesty Cough Relief). An irritating night cough can be relieved with 'Drowsy' cough medicines but these should be avoided during the daytime.

If there is congestion, a 'blocked up nose' or pressure on the sinuses (usually causing headaches) a decongestant containing Pseudoephedrine (e.g. Sudafed /Meltus) may help. Runny noses are dried up by Sudafed, which is a decongestant. Steam Inhalations are helpful for a blocked nose. Olbas Oil aids relief.

Sore Throats

Throat lozenges are given for symptomatic relief of sore throats.

Gastrointestinal Remedies

Stomach ache is not relieved by medication. Constipation may be the cause, and water, fruit and a high fibre diet will aid relief.

Diarrhoea is treated with regular fluids. In cases of severe Gastrointestinal upset, Dioralyte drinks may be given.

Indigestion may be relieved by an antacid such as Milk of Magnesia.

All medications must be licensed for Paediatric use.

Antihistamines/Travel Pills

May be given as required. Cetirizine 10 mg (5mg if under 12 years of age) is given as a maximum daily dosage for hay fever symptom prevention and for treatment of allergic reactions, rashes etc. The school has 2 ionizing humidifiers which may be used in a dormitory.

Kwells and travel sickness pills can be administered, one tablet to be given six hourly.

Sleeping Tablets/Herbal Sleep Remedies

Herbal remedies (e.g. Bach Night Rescue) may be given if a boy has a constant problem sleeping.

Elastoplast

Plasters may be used with cuts but use of plasters must also be recorded in case of allergic reactions.

Sun Protection

The school provides a high factor sunscreen and these are included in First Aid Kits in the summer term, or as necessary. Children are encouraged to wear hats and drink water when it is hot and sunny. Two sun cream dispensers are available in the Prep school courtyard.

In Pre-Prep and EYFS children are requested to apply sunscreen before they arrive and the school provides high factor sunscreen in the first aid kit. Sun cream sent in by parents for staff to apply should be clearly labelled with the child's name, in the original packaging with the original instructions. An application consent form must be signed.

Steroids

Steroid cream (Hydrocortisone 1%) must be applied very thinly as it can cause friable skin. It must not be applied unless on prescription or under the direction of the School Nurse.

17. Head Lice and Remedies (Prep School)

The school policy is to use the Condition and Comb method of detection which proves to be the most effective. The best way to prevent head lice spreading is to regularly check heads, and treat them as soon as live lice

are found. ALL boys will have their hair checked every two weeks, by a school nurse or matron, using the conditioner and comb method, known as “Bug Busting”. Any boy found to have infestation will be treated with Hedrin and an application will be repeated in seven days. At exerts/end of terms, parents will be informed if their child has head lice and the treatment used and treatment needed at home.

Head lice policy Pre-Prep and EYFS The school nurse will check a child’s head if requested by the Pre-Prep staff. No medication is given but parents are informed if a case is found and a letter is sent to all parents asking them to check their child’s hair.

18. Controlled Drugs

Controlled drugs are kept in a locked cabinet within the locked cupboard. This inner cupboard is for the sole use of controlled drugs and only those with authorised access may have access to the keys. They are counted every time medication is administered and a random count is made by the School Nurses witnessed by another person. There is a separate book for recording the administration of controlled drugs. There is a Risk Assessment for Controlled Drugs.

19. Disposal of medicines and sharps

Needles are disposed of in a designated Sharps container which the School Nurse takes to the Health Centre for disposal. Unused medicines are returned to the chemist for disposal.

20. Insurance

Marsh Insurance Brokers provide cover for liability by staff for injury to children arising from prescribed and non-prescribed medicines, providing that the member of staff is exercising their duties on behalf of the school (ie. following school policy).

21. Errors in Administration of Medicines

In the case of an error made by staff during administration of medication which could potentially cause harm, a report must be completed and filed in the pupil’s health record, and the parents must be informed. The School Doctor will be informed.

22. Chronic Conditions (e.g. Asthma, Diabetes, Epilepsy, Anaphylaxis)

The School Nurses liaise with parents as to specific care requirements and medication for any boy suffering from a chronic condition. The School Nurses train the matrons to a greater degree and the other staff to a satisfactory level on any chronic condition that is present in any boy in the school and any action that would be necessary to take in the event of an attack (asthma, anaphylactic etc).

Training is given in use of Epipens, Inhalers, and Insulin injections for a diabetic. Training will also be given for any other administration of medication as deemed appropriate, for example the use of a nebuliser. A list of boys with chronic conditions is displayed on the staff room wall, and regularly updated by the School Nurses (see Pre-Prep and EYFS Medical Alerts).

Any child presenting symptoms of a chronic condition would be taken to a doctor, by parents or in consultation with parents.

The school aims to be Nut Free.

Asthma

Asthma is a chronic condition involving the respiratory system, in which the airway occasionally constricts and becomes inflamed. A condition that is most common in children. If treatment is not given in the early stages then it could lead to respiratory failure.

Signs and Symptoms of severe Asthma Attack

- Normal relief of medication does not work
- Pupil is breathless and having difficulty in speaking in full sentences
- Pulse rate is 120 per minute or more
- Rapid breathing over 30 breaths per minute

What to do if a child becomes breathless, wheezy or coughing continually:

- Keep calm
- Let the pupil sit in the position he/she finds most comfortable . DO NOT make the pupil lie down.
- Assist the pupil to take 2 puffs of his blue inhaler (Ventolin/Salbutamol)

If a child has an asthma attack Ventolin is to be given using a spacer.

Get assistance from the School Nurses/Matron or send someone to the surgery for help.

If the symptoms disappear/improve no further action is necessary but the pupil should be checked back at the surgery. If this is during a sports activity they may need to stop, taking no further part. If there is no improvement after 5-10 minutes after they have used the inhaler, it can be repeated but if there is still no effect, medical assistance should be called for immediately. If necessary call an ambulance.

Boys do not carry their own inhalers. These are kept in surgery and there is an emergency asthma box situated in the boys changing room.

Diabetes

Diabetes is a disorder caused by insufficient or absent production of the hormone insulin by the pancreas. Insulin is responsible for the absorption of glucose into the cells. A diabetic will carry his/her own Blood Monitor. A normal reading is between 4 – 7. A diabetic may suffer from

Hypoglycaemia which is when the reading has fallen below 4.

Hyperglycaemia is when the reading has risen above 7.

Child specific needs will be documented in an individual Welfare plan along with guidelines from a diabetes nurse specialist.

Signs and symptoms of **Hypoglycaemia** which is when their blood sugar is **low** (because they have too much insulin) are: hunger, sweating, trembling, shakiness, drowsiness, irritability or rapid pulse.

What to do:

- Keep calm
- Check the pupil's blood sugar with his/her Blood Monitor. Give the pupil his/her own glucose tablets or GlucoGel, which comes in a tube, if he is unable to take tablets.
- Emergency glucagon hypokit is located in the fridge in the surgery instructions for use located on the fridge door .
- Retest after 10 minutes if he is still low or feeling unwell. He/she must be accompanied to the surgery.
- If he is **unconscious** put him into the recovery position and get help immediately. **DO NOT LEAVE CHILD UNATTENDED.**
- Call emergency services.

Signs and symptoms of **hyperglycaemia** – which is when their blood sugar is **high** (because they have too little insulin) are: vomiting/nausea, deep rapid breathing, blurred vision, breath smells of acetone (nail polish remover).

What to do:

- Contact the School Nurses or Matron for advice
- Emergency prescribed insulin is kept in surgery.
- The child may need to have insulin
- Accompany the child to the surgery for monitoring.

Anaphylaxis

Anaphylactic shock is a life threatening allergic reaction that occurs in people with extreme sensitivity to a particular substance (allergen) often a food.

Signs and Symptoms are: Urticaria (nettle rash) over the body, difficulty in swallowing/speaking, breathing, swelling of lips/mouth/throat, asthma like symptoms, rapid pulse, nausea/vomiting, sense of impending doom, collapse/unconsciousness.

What to do:

- Keep calm and assess the situation.
- If the child/staff feels faint or weak, lie them down and elevate the legs.
- If signs of vomiting lie them in the recovery position.
- If having difficulty breathing, they might feel comfortable propped up in the sitting position.
- Administer an oral antihistamine.
- If symptoms are potentially life threatening - administer EPIPEN if carried. Note the time given and retain the pen.
- Seek medical attention. DO NOT LEAVE THEM UNATTENDED
- Call 999 stating anaphylaxis - DO NOT ALLOW CHILD/STAFF TO STAND UP.

Storage of Epipens

When we have pupils for whom Epipens are prescribed, the Epipens are kept in the main kitchen and on the wall in the Staff Room. Epipens are also kept in the Surgery. Whenever the pupils leave the school they MUST have their Epipens with them. A boy may carry his own Epipen. If a child in the Pre-Prep or EYFS has an Epipen, one is also kept in the Pre-Prep staff kitchen.

23. Smoking, Alcohol and Drugs Abuse

No boy is permitted to use, consume or possess alcohol, tobacco or drugs (other than those required for medical reasons). See Alcohol, Smoking and Substance policy and Parents' Handbook.

24. Well-being

The school is aware of its responsibilities for the mental health and emotional well-being of its pupils, ("well-being" as defined by the Children Act 2004, 10(2)) and realises that this is an area of increasing awareness and importance. The school has in place a strong, close knit boarding

team who meet each week to discuss any boys' concerns, and any action to be put in place (although they speak daily and would not delay to react immediately when necessary). There is good leadership under the Housemaster, and staff are all aware of the need to tell the Safeguarding Lead (Headmaster) in the event of any concern. We have an Independent Listener and a School Counsellor, to whom the boys may turn for help but they are also aware that they may talk to any member of staff. All staff have received training in Child Protection from the Headmaster. All staff complete Mental Health First Aid Training. There is an emphasis in the school on positive discipline: although sanctions are necessary we aim to give more rewards than sanctions. Form tutors monitor these and any behavioural issues would be raised with other pastoral staff. The school has combined Wellbeing with Religious Education lessons for every year group from Year 4 upwards and this is a forum in which emotional and behavioural issues are discussed alongside exploration of religious teaching, primarily Christian in line with the Christian values the school upholds (see REW Scheme of Work). The school has also implemented the Steer programme, this is an online tool to detect hidden pupil wellbeing, mental health and safeguarding risks in and out of school. This highlights any pupils at risk and enables staff to respond to any concerns early. We have also implemented their 'Footprints' lesson plans within the PSHE curriculum. The School Nurses are also available to discuss any concerns.

First Aid Policy

1. Provision of First Aid

Aysgarth School aims to provide timely and competent administration of First Aid and the effective implementation of this policy.

The Health & Safety Executive (HSE) legal requirement is that Aysgarth School must have a qualified First Aider on duty at all times. The First Aider must hold the HSE approved First Aid at Work (FAW) certificate. We have a qualified First Aider on duty at all times.

Currently there are approximately 20 First Aiders who hold a FAW and Paediatric First Aid qualification including: The School Nurses, all of our Matrons; Housemasters; Facilities Manager and our Finance and Estates Manager.

All our staff are encouraged to be First Aid competent and receive training as part of our regular staff insets.

In the Pre-Prep and EYFS, several members of staff are Paediatric First Aid trained. New legislation from the Department for Education requires all newly qualified level two and three child carers to have either an

emergency paediatric first aid or full paediatric first aid certificate. In EYFS children are treated by a paediatric first aider, whilst in the care of Aysgarth School. At least one person with a current paediatric first aid certificate will be on the premises or on outings when EYFS children are present. The School Nurses hold the certificates and monitor when they need to be updated. Staff in the Pre-Prep are aware of the duty to inform parents following an accident or injury. Parents are informed of any first aid treatment provided at collection time or sooner in the case of a more serious injury.

The School Nurses display lists of qualified First Aiders in the main building of the school and there are First Aid kits, which they stock and maintain appropriately. Prep school staff should inform the School Nurses of anything used from the First Aid kits (see Trips policy). The Pre-Prep make regular checks and ask the School Nurses for supplies as needed. Each bag contains a list of contents and instructions for administering First Aid.

Kits are located in the following places:

- Surgery
- Sports Pavilions x 3
- Swimming pool
- Staff Room (Prep)
- Secretary's Office (Prep)
- Minibuses
- Main Kitchen (Prep)
- New Hall Kitchen
- Changing Room (Prep)
- CDT/art department
- Science laboratory
- Touchline/Away Fixture kits x 5 kept in surgery
- Smaller kits for other activities x 2 kept in surgery
- Pre-Prep Art room
- Early Years area (hall shelf)
- Pre-Prep kitchen
- Pre-Prep office (portable kit)
- Pre-Prep staff bathroom
- Pre-Prep playground
- Maintenance workshops

2. Trips out of School

Aysgarth School staff in charge of outings are accountable for all children taken out of school and must ensure that the Risk Assessment has been adequate, and that they liaise with the School Nurses to ensure that all medical needs are considered (or, in the Pre-Prep and EYFS the member

of staff will refer to the Medical Alert sheet) and an appropriate First Aid kit is taken.

The School Nurses will inform relevant staff and other schools of any significant medical information. A medical list, relevant to the children on the trip should be attached to the Risk Assessment.

The School Nurses or Matron will provide First Aid kits for all school trips.

Pre-Prep and EYFS will take their own from the school office.

It is the responsibility of the member of staff taking the trip to ensure they take a First Aid kit with them and that it is carried with the group onto the sports field or to the area of the visit.

3. Children visiting from other schools

Aysgarth School has a duty of care to all visiting children. First Aid cover is provided at every home fixture or social function for all children on the premises. All details of treatment given to visiting pupils is recorded in the day book and communicated to the staff from the schools concerned. Medication is only administered to visiting pupils after authorisation is given from the member of staff from the visiting school. If an accident form is necessary, it will be completed and a copy will be given to the accompanying member of staff. A form for treatment on away matches will be in each First Aid Kit to record any injuries and resulting treatment, this information will be transcribed to the day book, school base and an accident form if required.

4. First Aid cover for matches

Cover is provided at all home rugby and football matches. The School Nurses or a First Aid trained Matron will be at the touchline for rugby and football matches. When a player is injured the First Aider will decide whether they are fit to continue, and must inform the referee of the reason to keep the injured child out of play.

With visiting teams, the First Aider must take responsibility for the child's welfare and advise the staff accordingly. If he/she deems their pupil is fit to continue play, against our advice, he/she is responsible for the occurrence of any medical problem which may ensue. Cricket matches are not attended by the First Aider. Aid can be summoned from the Duty Matron if required. A First Aid kit is kept in the Pavilion.

A treatment form is available for visiting students and staff and any treatment they receive from Aysgarth Staff will be recorded and a copy given to the visiting team staff member.

5. Use of Stretchers/Splints

A stretcher is located in the surgery. **This is only to be used when moving patients with non-serious injuries**, e.g. sprains, suspected ligament damage. A qualified FAW person must be present when using a stretcher.

Splints are kept in Surgery for use with suspected fractures whilst awaiting Paramedics.

Spinal Boards are stored in the Surgery and the Sports Hall. To be used by qualified first aiders only.

6. Procedure in the event of an accident:

IN ANY LIFE THREATENING SITUATION AN AMBULANCE SHOULD BE CALLED AT THE EARLIEST OPPORTUNITY WITHOUT WAITING FOR THE FIRST AIDER TO ARRIVE

- a) A child must find an adult quickly to inform him/her what has happened and where.
- b) The adult must assess the extent of the injury.
- c) If the casualty cannot be moved, send a child or another adult to summon a School Nurse/Matron. **Stay with the casualty.**
- d) If the casualty can be moved, he should be sent to the School Nurse/Matron accompanied:
 - i) if serious, by the member of staff in charge
 - ii) if slight, by a boy.
- e) An accident report form must be completed. See Accident Reporting below.

Procedure for Calling an Ambulance:

Ensure all staff who need to be aware are alerted that an ambulance has been called and the exact location it is required.

The ambulance should be directed to Aysgarth School, Newton-le-Willows, Bedale, Post code DL8 1TF

Telephone Number : 01677 450240

- **Give the exact location**
- **Caller's name**
- **Name of the person requiring help, age and a brief description of the injury**
- **If able to, suggest the best and most direct instructions for the ambulance to enter the school premises in order to get to the casualty quickly**
- **Inform the bursar and security**

When to call an Ambulance:

- **Significant head or neck injury**

- **Fitting, unconsciousness, concussion**
- **Difficulty breathing, severe asthma attack, chest pain**
- **Severe allergic reaction**
- **Severe burns or scald**
- **Serious fracture**

Parents and/or guardians must be informed of any incident requiring an ambulance call and before the student is taken from the site.

A detailed account of the injury/ incident must be recorded in the student's notes on schoolbase and in the day book for reference.

An accident form must be completed and filed.

7. Accident Recording and Reporting

All significant accidents should be reported in writing and on School Base. The School Nurses keep a record of all accidents in the **Accident Report Book** located in the surgery. The School Nurses are to be informed of any first aid administered to Prep boys and staff. Parents must be informed as soon as possible. RIDDOR must be informed by the School Nurses in the event of serious injury e.g. certain fractures. The Accident Report Book is evaluated at the termly Health and Safety meeting.

In the Pre-Prep and EYFS minor accidents are written up in the Pre-Prep Accident Book. All accidents are logged on the health and safety spreadsheets (on 's-drive') for the health and safety committee. Anything serious is dealt with by the School Nurses (or Matron in their absence) and recorded by them.

The North Yorkshire Children's Safeguarding Board will be notified in the event of any serious injury or the death of any child whilst in our care, and the school will act on any advice given.

8. Head Injuries

Should a boy sustain any bang to the head and require First Aid, they must be taken to the School Nurse on duty, or Matron, to be checked and observed to ensure there are no changes in the boy's level of consciousness or behaviour that may indicate concussion or require further investigation by a doctor. The boy will remain the responsibility of the staff in charge at the time of injury until handed over to the School

Nurse or Matron with an explanation of the incident. An accident report must be completed by the member of staff who reported the incident and the parents informed as soon as possible. Any head bang must be brought to the attention of the boarding staff so that the boy can be monitored overnight if necessary.

Concussion is a temporary impairment of brain function usually caused by a blow that has shaken the brain within the skull. If a boy has been concussed he will make a graduated return to sport seven days after the injury, if he is symptom free. He must not play or train for contact sports for a minimum of three weeks in accordance with RFU guidelines.

In the Pre-Prep and EYFS a qualified First Aider checks the child. The School Nurse on duty, or Matron, will be consulted if the First Aider considers it necessary. An accident record is completed and the child is given a 'bumped head' sticker to ensure all members of staff are aware of the injury. The adult collecting the child at the end of the day is informed of any head injury and asked to sign the completed accident form to acknowledge they have been informed.

9. Burns

Burns can be very serious. If the size of the burn is larger than a 50pence coin then the pupil must be seen by a medical professional for advice. Certain chemical burns may seriously irritate or damage the skin.

General treatment: Cool the affected area with cold water until the pain is relieved, this may take up to 10 minutes. Burnshield dressings are stored in surgery and in first aid kits .

10. Defibrillator

The school has a defibrillator that can be used to give one or more brief electric shocks to the heart, this is performed to return the heart back to sinus rhythm. The defibrillator is stored in the staff room and can only be used by a qualified/or competent person, the instructions inside the machine can be followed. Past first aid inset training has included use of the defibrillator.

11. Staff medicines

Staff must seek medical advice if they are taking medication which may affect their ability to care for children. In the Pre-Prep, staff must ensure that medicines are locked away and out of pupils' reach. Lockers in the staff toilets have been provided for this purpose. Alternatively, staff may store medicines in other locked secure places, such as the school medicine cabinet.

In the Prep school, staff should not leave medication in their classrooms unattended but may keep medication in the staff room or school medicine cabinet.