ALDRO

First Aid and Healthcare for Boarders Policy

Author:	Head Nurse
Version:	Two
Last updated:	October 2025
Governor lead:	Carolyn Betts
Governor review:	January 2026 (DRE)

1. General aims and principles/policy statement

- The Governing body of Aldro, as the employer, accepts its' responsibility to ensure that there is a suitable and effective first aid policy in place.

- This policy is informed by the statutory guidance, including '*Supporting pupils at school with medical conditions*'[1]. The school recognises its duty to support all pupils with medical conditions, including chronic conditions and disabilities and to ensure that they can access education safely and as fully as possible.

- The school ensures all staff understand their duty of care to children and young people in the event of an emergency.

- The school ensures there will be a first aid qualified member of staff on duty at all times, when pupils are present, to deliver timely and competent administration of first aid. In addition there are allocated times when a qualified school nurse is on site.

- In the event of an accident requiring first aid, staff will immediately call for the school nurse, matron or other first aid qualified member of staff.

- The Bursar will be notified of any injuries to be reported to RIDDOR sustained by staff or pupils.

2. Assessment of need

The school has made a suitable and sufficient assessment of the risks to the health and safety of pupils, staff, visitors and contractors whilst on our site, to identify what measures are needed to prevent or control these risks.

All reportable accidents are discussed at regular Health and Safety meetings. This helps the school identify accident trends and possible areas for improvement in the control of health and safety risks.

3. FIRST AID PROVISION

A first aid risk assessment has been carried out and reviewed annually to determine the provision of first aiders.

The majority of the pupils and staff are fit and able-bodied, but a small number of children have special physical needs and occasionally are temporarily incapacitated through injury (i.e., use of crutches).

The school is primarily a network of interconnected buildings on one main site, although there are separate buildings for Art, Design and Technology, Science, Sport and Music. There are outside playgrounds (with a fort and a tree house) and sports pitches. There is a lake and a swimming pool within the grounds.

Most parts of the school are considered to be LOW risk due to the nature of classroom-based activities.

The following are classed as MEDIUM risk:

- Science laboratories
- Aston Sports Centre
- DT workshop
- Kitchen
- Sports pitches
- Playground

[1]Statutory Guidance for governing bodies of maintained schools and proprietors of Academies in England).

- Art room
- Maintenance workshop
- Swimming Pool

The following is considered to be HIGH risk:

- Shooting range

The majority of staff and pupils are on site between 8.00am and 6.00pm Monday to Friday and between 8.00am and 1.00pm on some Saturdays during term time. However, boarders and a reduced number of staff are on site 24 hours and throughout most weekends during term time. A first aider is on site all times there are pupils on site, including boarders.

Based on the information above, the school considers it requires as a minimum: ***7 fully qualified first aiders. Additionally, sports staff attend Sports First Aid courses every two years.***

The school regularly reviews its' first aid needs, and particularly after any changes (i.e., buildings, curriculum move to co-education), to ensure the provision is adequate. The members of the Health and Safety Committee meet half termly and review first aid provision annually.

4. First Aid Equipment/ Materials

All first aid containers are clearly marked with a white cross on a green background and are located in:

- Boys Boarding House x 1
- Girls Boarding House x 1
- Medical room x 2
- Staff Room
- Bursar's Office
- Kitchen
- Workshop
- Crispin Hill Centre (CHC)
- Design Technology
- Aston Sports Centre (ASC)
- Art Centre
- Science Laboratories (biology & physics)
- Swimming Pool
- 2 x Shooting Range
- Pavilion
- Library
- All minibuses

There are an additional 15 orange sports first aid kits used by the sports coaches. These kits can be signed out for use over the academic year or taken for individual matches home and away. It is the responsibility of the member of staff signing out the bag to inform the school nurses if stock has been used so it can be replaced immediately. If the sports bag is signed out for the year by an individual member of staff, it must be returned by the end of the summer term to enable the school nurses to check the contents prior to the start of new academic year.

The contents of each container (in the list above) may vary according to their locality.

5. **Eye wash stations are located at:**
   - Design Technology Room
   - Physics/Chemistry Laboratory
   - Biology Laboratory
   - Kitchen
   - Workshop

6. **Additional equipment** – whenever a pupil is taken off site the member of staff responsible takes (and signs for) any relevant inhaler or auto injector. It is that member of staff's responsibility to sign the equipment back in again. The Nursing Team check that the equipment has been returned each day and follow up with relevant staff to return the equipment where necessary.

7. **Defibrillator**
   There are three defibrillators (suitable for both adults and children) located in the staff room immediately on the right hand side wall as you enter, in the ASC foyer and in the pavilion. Information about their locations is available on all of the First Aid posters. Staff are periodically invited to training sessions about how to use the defibrillators, although the style of the device makes it accessible to all. The school Nurse is responsible for the maintenance of the devices and the purchase of the defibrillator pads prior to expiration.

8. **Facilities in the school**
   Medical provision is currently located on the first floor of the main building. First aid stores are found in a coded cupboard in the medical room. They are monitored, ordered and restocked by the school nurses. In the boys boarding house there is a two-bedded sick bay for pupils with injuries or illnesses to be monitored or awaiting their parents to pick them up. There is a toilet nearby which can be isolated temporarily if required. There is an additional sick bay located next to the girls boarding house for use overnight. During the school day the two bedded sick bay will be used in the first instance due to its close proximity to the medical room.

   Matrons room is situated on the first floor of the boarding house. There are two sets of toilets close to sick bay and Matrons room. One set is isolated (when necessary) for pupils with potentially infectious illnesses.

9. **Providing Information**
   First aid notices detailing current first aiders, the location of first aid containers and the location of the defibrillator are displayed outside the Medical Room, Matrons' Room, the Centenary Vestibule, staff room, Crispin Hill Centre, Aston Sports Centre, science prep room and the kitchen. It is the responsibility of the nursing team to keep this information up to date.

10. **Definition of a First Aider**
    A first aider has had basic first aid training as a minimum on a course approved by the Health and Safety Executive. The school arranges ongoing training as required. The Lead Nurse keeps records of all first aid qualifications and copies of certificates.

11. **Duties of a First Aider**
    - Give timely and competent assistance to casualties with common injuries or illnesses and those arising from specific hazards and accidents at the school;
    - The first aider will call an ambulance if in their opinion the injured person is:
      - Suspected of having sustained a serious head, neck, back or leg injury.
      - Unconscious.
      - Suspected of having had a stroke/heart attack.
      - Requiring immediate paramedic assistance.

The school's insurance arrangements provide full cover for claims arising from actions of staff acting within the scope of their employment and training.

The school recognises that first aid cover is not always part of a member of staff's contract of employment. Such staff, who agree to become first-aiders do so on a voluntary basis.

12. Precautions to Avoid Infection

All staff will take precautions to avoid infection and follow basic hygiene procedures. The school provides personal protective equipment. Disposable gloves will always be used when administering first aid. All blood soils will be placed in a biohazard bag and disposed of in the dressings bin (which is changed half termly by a contractor – PHS) in the Medical Room as soon as possible.

A sharps box is available in the Medical Room and is renewed half termly by a contractor (Constant Hygiene).

All spills of body fluids e.g. blood; faeces; nasal and eye discharge, saliva and vomit, are cleaned up immediately. Disposable gloves and, where necessary, *over- sleeves* and a disposable apron will be worn. Any surface on which the body fluid has been spilled will be cleaned and disinfected. Any material contaminated with any bodily fluid will be disposed of in a biohazard bag and disposed of in a sanitary bin as soon as possible. Where there are areas which require mopping down, the red 'matron's use only' mop and bucket will be used and will be disinfected in the cleaners' sink and left to air dry. Any soiled bedding is bagged separately by Matron and washed separately on a 90^0C cycle by the school's laundry.

13. Record Keeping

The school keeps a record on Medical Tracker of any first aid treatment given by first aiders to Aldro pupils. For any visiting student requiring first aid treatment, this will be recorded onto an accident form found in the medical room and school nurse/matrons first aid bags. A copy of this information will be handed to staff from the visiting school. In some cases, the visiting school's nurse will be contacted to inform them of the accident.

This includes:

- Date, time and place of the incident;
- Name (and form) of the injured or ill person;
- Nature of injury and circumstances which led up to the injury;
- What first aid treatment was given including any non-prescriptive medicines;
- What happened to the patient immediately afterwards (eg. went home, resumed normal duties, went back to class, went to hospital.)
- Name and signature of the first aider or person dealing with the incident.
- Contact with parents as necessary.

14. Head Injuries

Anyone sustaining a head injury must be reported to the school nurse. The head injury and concussion policy will be followed and Return to Play consulted.

15. Reporting of Accidents

Accidents which occur on the school site or whilst on a school trip requiring treatment will be entered as soon as possible onto Medical Tracker. If Medical Tracker cannot be accessed the accident may be entered into the accident book and later inputted into Medical Tracker retrospectively. Entries in the Accident Book/Medical Tracker are discussed at the next Health and Safety Meeting.

Under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR) some accidents are reported to the HSE by the bursar.

16. Notification to Parents

Parents of pupils will be notified as soon as possible following any serious or significant incidents. In the case of a pupil needing transportation to hospital by emergency ambulance the school will ensure a member of staff is available to accompany the patient if the parents are not contactable or available to attend immediately. Likewise, should a pupil require urgent hospital/dental treatment which does not warrant an emergency ambulance, the school will arrange transportation accompanied by a Matron (or member of staff) if the parents are not immediately available.

17. First Aid for Matches

Due to the nature of contact sports a significant proportion of the school's injuries (Aldro & visiting teams) occurs on the playing field. In view of this:

- Sports staff and matrons will regularly (approximately every two years) receive Sports Specific First Aid training.
- Professional first aid support will be brought in for rugby match days with high volume.
- The school subscribes to and pays for the Return to Play platform for all pupils and staff.
- In addition to the sports coaches carrying sports first aid kits, when matches with visiting teams are taking place on the premises, at least one school nurse stays pitch side and carries a portable first aid kit. They also carry their mobile phone and have a walkie talkie with them. The walkie talkie enables the school nurse to liaise directly with estate staff and/or bursar.

18. Off-site activities

Consideration has been given to off-site activities – away matches and trips. Any member of staff taking pupils on a journey of any kind will ensure that they carry with them a first aid kit, a medical information folder and any inhalers/auto injectors needed by the pupils in their care.

19. Additional Information

Arrangements for pupils with diagnosed medical conditions (asthma, allergies, epilepsy, etc) are overseen by the Head Nurse. The School recognises its duty to support pupils with long-term medical conditions and disabilities in line with statutory guidance, ensuring they can access education safely and as fully as possible.

Please refer to the confidential pupil medical information displayed on the staff room notice board and in the Medical & Matrons rooms, for details of individual pupils and their conditions or allergies. Detailed information can be found in the Individual Healthcare Plans on Medical Tracker which outline the support required, including day-to-day management and any necessary adjustments. Hardcopies of the Individual Healthcare Plans are stored in the locked confidential medical files cabinet, in the medical room.

20. Confidentiality

Medical confidentiality is respected. Staff (except the School Nurse and Matrons team) do not have access to pupil's healthcare records. If it is deemed necessary (by the School Nurse) to share health information, staff are given the information required to keep the pupil safe and no more.

HEALTHCARE OF BOARDERS POLICY

21. General aims and principles/policy statement

Aldro School is an inclusive community that aims to support and welcomes pupils with medical conditions. We aim to provide any pupil who has a medical condition with the same opportunities as others at school and to

do it in a way that keeps them safe yet does not compromise their learning or make them feel 'different' because of their medical needs.

This includes pupils with long-term or chronic medical conditions and disabilities, who are supported through appropriate care planning, staff training and reasonable adjustments both within the day school and boarding environment.

This policy has been written with reference to the document produced by the Department of Education and updated in August 2017 entitled '*Supporting pupils at school with medical conditions*'[2].

Aldro also recognises that some children with medical conditions may be disabled. Where this is the case, the governing body will comply with their duty under the Equality Act 2010.

Aldro understands that parents of children with medical conditions are often concerned that their child's health will deteriorate when they attend school. We aim to ensure that parents feel confident that Aldro will provide effective support for their child's medical condition and that pupils feel safe. Aldro listens to and values the views of parents and pupils.

Pupils at Aldro with medical conditions are properly supported by an experienced and qualified nurse and a team of staff who receive regular medical updates and training, as necessary. They have full access to education including school, trips, and physical education.

The governing body oversees arrangements are in place at Aldro to support pupils with medical conditions and ensures staff receive the appropriate level of training and support. This will often involve the medical and/or senior management team consulting with health and social care professionals as well as pupils and their parents.

We will help to ensure that all boys and girls can:

- Be healthy
- Stay safe
- Enjoy and achieve
- Make a positive contribution
- Achieve economic well-being

Aldro makes sure all staff understand their duty of care to children and young people in the event of an emergency and they feel confident in knowing what to do in an emergency.

Aldro understands the importance of medication and care being taken as directed by healthcare professionals and parents.

Our staff understand the medical conditions that affect individual pupils here at Aldro and receive appropriate training on the impact that these medical conditions can have on pupils.
The named member of staff responsible for this healthcare policy and relevant individual healthcare plans is: Georgia Barnard (Aldro Head Nurse).

22. Responsibility

The Headmaster accepts responsibility within the constraints laid out in this policy document for the administration of certain medication to pupils in order that they may continue their education with the

[2]Statutory Guidance for governing bodies of maintained schools and proprietors of Academies in England).

minimum of disruption during the school day. This document lays down the arrangements and procedures for undertaking this responsibility.

The Headmaster delegates this responsibility on a daily basis to the Aldro Nurse and the matrons' team, and for trips off site to other staff.

The governing body ensures that arrangements are in place to support pupils with medical conditions. In doing so, they ensure that such children can access and enjoy the same opportunities at school as any other child.

The governing body ensures that these arrangements give parents and pupils confidence in Aldro's ability to provide effective support for medical conditions in school. This includes communication between the academic staff and the medical staff, recognising how some medical conditions impact on a child's ability to learn.

The governing body ensures that staff are properly trained to provide the support that pupils need.

However, in line with their safeguarding duty, the governing body ensures that pupils health is not put at unnecessary risk from, for example, infectious diseases. We therefore do not always have to accept children in school at times where it would be detrimental to the health of that child or others to do so.

23. Confidentiality

Aldro ensures that confidentiality is adhered to at all times, regarding medical matters.

The school nurse will pass on any necessary medical information to the relevant school staff in agreement with parents and pupils. In a situation where the school nurse decides it is necessary to pass on information to staff and where parents and/or pupils do not wish it to be disclosed the school nurse will discuss the situation anonymously with another healthcare professional outside of the school. If necessary, legal advice will be sought and Gillick principles applied. The parents and pupil will then be informed of the outcome of that discussion.

Due to the ages of pupils at Aldro it is rare that a case of absolute confidentiality arises between a child and the medical team (matrons and school nurse). If this were to occur, the right to confidentiality would be respected * although the pupil would be encouraged to give permission to pass information on to the relevant person if deemed very important. In case of suspected child-abuse no absolute assurance of confidentiality would be given and the school nurse would have to assess if the school's Designated Safeguarding Lead should be alerted.

**Boarders' confidentiality, rights, privacy and dignity as patients is fundamental and is appropriately protected. This includes the right of a child deemed to be 'Gillick Competent' to give or withhold consent for their own treatment. (Gillick competence is used in medical law to decide whether a child (16 years or younger) is able to consent to his or her own medical treatment, without the need for parental permission or knowledge. A child is Gillick competent if he or she has 'sufficient understanding and intelligence to understand fully what is proposed.)*

When absolutely necessary (for the continuing health and welfare of the child) medical information will be passed on to other medical professionals, for example, during admission to A&E following an accident.

24. Personnel

School Nurse

Aldro has a qualified Head Nurse who is on site 30 hours a week. She is supported by a school nurse and a Health Care Assistant who provide an additional 30 hours of cover. When they are not on the premises there

is a matron who is responsible for all pupils on site and who is advised (by the Head Nurse) if there is a pupil with a medical condition who needs any extra care or monitoring.

School Matrons
Aldro has three matrons who are first aid qualified. The matrons all attend a three-day First Aid at Work (FAW) course. They receive their 3 yearly update training as required. They also attend specific medical training as and when the school assesses that additional training is required.

First Aiders
Aldro have a total of 15 First aid at work (FAW) trained staff. This includes the Head Nurse, Healthcare assistant, three matrons and 10 other members of staff. Ten of these level three trained members of staff also has paediatric first aid training. Much of the remaining staff at Aldro have completed a 1 day Appointed persons first aid training course which lasts 3 years.

Medical Officer - Boarders
Aldro has a working relationship with The Mill Medical Practice, Catteshall Road, Godalming, GU7 1NJ
Tel: 01483 239903

The on-call general practitioner at the Mill Medical Practice is the first contact for the school nurse if there is a non-emergency medical situation where the school nurse needs further medical input or collaboration.

In the event that a boarder needs to see the GP in the surgery in Godalming a member of staff (usually the school nurse or matron) will arrange this and take them to the appointment.

If it is practical, the school nurse or matrons' team will inform parents before a visit to the school medical officer. Parents will always be informed either by email or phone (usually they indicate which method of communication they prefer) when their child has been to see the medical officer and to convey the outcome of that appointment.

If matron is unsure about a boarder's medical condition out of normal surgery hours, they will contact the Surrey out of Hours Service via the NHS 111 call line for guidance.

Day Pupils
In the event that GP advice is recommended by either the school nurse or a member of the matrons' team, parents or carers are asked to collect the pupil and for them to be taken to their own family GP.

Only in very exceptional circumstances will a day pupil be seen by the Aldro medical officer.

For genuine medical emergencies 999 is called in the usual way.

25. Timings and Duty Cover
A member of the medical/matrons' team is on call 24 hours a day during term time and can usually be located in either the Medical Room or Matrons Room in the boarding house. If the nurse or matron has been called away; they will carry the doorbell for the medical room so that staff/pupils can get hold of them or they will leave a message on the door as to their whereabouts. In the boarding house, the message board next to the door to matrons' room advises where she can be found. In the medical room the message can be found on the door.

On certain occasions, as required, First Aid cover is provided by one of the school's other qualified First Aiders. This may involve them manning the matrons' room or providing clear information to all staff and pupils where First Aid can be found, and who the nominated First Aider is.

This whiteboard is also updated every evening stating which matron is on duty and which flat she can be located in.

26. Contact Details for Medical/Matrons team

School Nurse Team- 01483 813548 , 07949 041152
Matrons room telephone number – 01483 813549
Aldro landline – 01483 810266

If the school nurses are pitch side, they can be contacted by school staff either via the Bursar/Estates Manager on a walkie–talkie or by the medical duty phone 07949 041152 ..

Parents can contact the Matrons team via email on matrons@aldro.org or the school nurse on schoolnurse@aldro.org.

27. Pupils Taken Unwell at School

There is a two-bedded 'sick bay' located in the boarding house. If a pupil who is boarding has any type of potentially infectious illness their parents or guardians are informed, and they should be collected where at all possible to limit the spread of the infection to the boarding pupils and within the wider school community.

In the event that a pupil has to be isolated in sick bay due to an infectious illness there is a toilet and washbasin which will be designated for their sole use.

Pupils in 'sick bay' communicate with school nurses/matrons via a bell system which rings in the medical room or matrons' room. If a pupil is in 'sick bay' overnight the matron on overnight duty will take the bell with them to be easily contactable through the night.

At night, the whiteboard outside matrons' room indicates which matron is on duty and what flat they are in.

28. Medical documentation

Parents/guardians of prospective new pupils will be asked to complete the medical information onto the parent portal. They will also be asked to complete the Aldro Medical consent form. This must be completed and returned to school before they start to give the school nurse the opportunity to contact parents before the pupil starts, if necessary.

Individual healthcare plans (IHP)

Where a pupil has known medical needs such as asthma, allergy, diabetes or epilepsy, the school nurse will prepare an Individualised Healthcare Plan (IHP) in conjunction with the parent and pupil. If relevant, the hospital specialist responsible for their care will provide a treatment plan and the IHP will be written with reference to the hospital treatment plan.

The IHP will be reviewed regularly (usually annually) by the school nurse to ensure it is a relevant and evolving document which caters for the specific and changing needs of the pupil. Parents should update the school nurse during the school year if any changes to their child's medical needs occur.

Relevant staff will be notified of the contents of this plan and if necessary (for the safety and well-being of the child) the whole staff will also be informed usually via email by the school nurse whilst observing strict confidentiality.

Medical Information (*Parent Portal)*

This includes following details:

- Pupil's medical history
- Weight and Height
- Details of their registered general practitioner
- NHS number
- Immunisation history and dates
- Consents for administration of 'homely' medication at school and first aid treatment.

Medical consent form *(Form 1)*
The school nurse uses this information to assess specific medical needs for individual pupils and to establish an Individual Healthcare Plan for the pupil if necessary. It is also used for health surveillance and to inform the Aldro Medical Officer at the new pupil medicals.

29. Medical Information for staff

Pupils with Asthma
Please see the asthma policy.

Pupils with Allergies and Anaphylaxis
Pupils with allergies requiring auto-injectors will have an Anaphylaxis Allergy Action Plan completed by the school nurse and signed by parents.

Pupils will be provided with an orange adrenaline autoinjector (AAI) bag. The orange bag will contain two in-date AAI's, antihistamine and an allergy action plan for the specific autoinjector the child has been prescribed. There will be the pupil's photo, name and form displayed on the bag. The orange bags are kept on the right-hand side wall as you enter the staff room with individual sign in/out sheets.

- AAI bags must be signed out on the signed in and out. It is the responsibility of the nurse to check that all the AAI bags have been returned at the start of their shift. Any member of staff who hasn't returned the AAI bag will be emailed.

- The adult with parental responsibility is advised that the school needs to have two auto-injectors for each child who has been prescribed them. The school nurse will advise them in advance of the expiry date, and it is their responsibility to ensure Aldro has in date auto-injectors.

- A list of pupils who have auto-injectors is displayed in the medical room, the staff room, kitchen, girls and boys boarding houses.

- Pupils with allergies or intolerances will have a non-anaphylaxis allergy action plan completed by the school nurse and signed by the parent. A list of these pupils will be displayed in the medical room, the staffroom, kitchen, with the school secretaries and in the boys and girls boarding houses.

- There will be a pin board displaying photocards of each pupil with anaphylaxis, allergies and intolerances in the medical room, staffroom, kitchen and boys boarding house. It is the responsibility of the nursing team to ensure the photos and information are up to date.

- There are additional 'spare' AAI's for use in emergencies stored in orange bags located in the Medical Room, ASC and staff room. Each bag contains 2 AAI's. These orange bags are NOT to be signed in/out.

30. Record keeping

Record keeping complies with the NMC (Nursing & Midwifery Council) guidelines for record keeping.

In line with General Data Protection Regulation (GDPR), medical information (which is currently held in hard format – files in a locked filing cabinet) will be stored 25 years from the pupil's date of birth, after which it will be destroyed.

Any over the counter or prescribed medication dispensed to day pupils and boarders is recorded onto Medical Tracker.

Any serious incidents are recorded onto Medical Tracker and are discussed at the half termly Health and Safety meetings. Electronic accident forms are filled out on the Medical Tracker platform.

Any injury which results in a bone being broken (excluding fingers and toes) will be reported to the Health and Safety Executive (HSE) under RIDDOR by the Bursar. *(Form 6)*

The School Nurse/Matrons may inform parents of their child's visit to the medical room during the day, depending on the nature of the visit or severity of injury.

General
Medical information for pupils at Aldro is available to staff from the school nurse or matrons. Medical information is passed on to relevant staff while emphasising the need for strict confidentiality.

Head Injuries
See head injury and concussion policy

31. Control and administration of medicines

The responsibility for administering medication is normally confined to the school nurse and in her absence the duty matrons/housemaster/housemistress. On commencement of employment these staff will be required to complete the OPUS Medication Administration for Schools online course. For residential trips, a staff member must be allocated to lead the medical side. This member of staff must also complete the OPUS online training prior to departure of the trip.

A list of staff (and their signatures) who are eligible to give medications are kept with the school nursing team.

Ibuprofen is only administered by the school nurse/matron because it is known to be contraindicated in certain illnesses and diseases and certain criteria need to be met before it should be taken.

Records of all medications administered will be documented in the individual pupil's medical records on Medical Tracker.

Over the Counter (OTC) Medications
Over the counter medications are kept securely in a locked cupboard, in the medical or matrons' room which are both locked at all times when a member of staff is not present.

The school nurse checks all these medications in and logs them in the Medication Administration File. The expiry dates are also noted.

For a pupil to be given OTC medication a parent must have signed the Medical Consent Form *(form 1)* which gives permission for trained Aldro staff to administer OTC medicines (otherwise known as homely medications) such as paracetamol, antihistamines, and others, to be given.

Protocol for administration of Over-the-Counter Medications

- Establish a reason for giving the medication.
- Check whether the pupil is allergic to any medication, or the medication is contra indicated.
- Check when or if there has been any previous medication and at what time.
- Check whether the pupil has taken that medication before, and if so, whether there were any problems.
- Check the expiry or use by date on the medication package or container.
- Pupil should take the medication under the supervision of the person issuing it.
- Record the details, name of pupil, reason for medication, medication given and dose, date and time and signed by person giving it onto Medical Tracker under the Medication Administration tab. If the pupil is a day pupil, a notification must be sent to parents via Medical Tracker to ensure parents are aware of why, what and when a medication is given.
- If the pupil is a boarder, the matron on duty must be notified of why, what and when a medication is given.

If an error has been made inform the school nurse as soon as it is possible or phone The Royal Surrey County Hospital on 01483 571122 A&E department ext. 4156.

Prescribed medications

Medicines brought in from home to be dispensed during the school day should be handed to the school secretaries/nurses by a parent.

Prescribed medication and OTC medication brought into school must be recorded on an Administration of Medication form *(Form 8)* and signed for by the adult with parental responsibility. (If this person is not present the School Nurse or matron can sign on their behalf).

The medication will only be given to the pupil for whom it has been prescribed.

It must be handed into the medical room in the original container with the named pupil on it.

The school will only accept prescriptive medicines which are provided in the original container as dispensed by a pharmacist and include the pupil's name and prescriber's instructions for administration. The original dispensing label must not be altered.

Medications can only be administered where all the relevant information is written in English and are authorised for use in the United Kingdom.

Protocol for administration of prescribed medication

- Check identity of pupil.
- Check the consent form matches the label on the drug.
- Check expiry date.
- Pupil should take the medication under the supervision of the person issuing it.
- Immediately sign for the medication on Medical Tracker
- Record any adverse reactions or refusal to take the medication.
- If an error has been made inform the school nurse as soon as possible or phone The Royal Surrey County Hospital on 01483 571122, A&E department extension. 4156

Storage of Medication

- All medication is stored in the medical room and matrons' room for use of boarders.
- General stock, OTC or prescribed medicines are kept in a locked cupboard. Medication requiring refrigeration is stored in a locked refrigerator in the matron' room or medical room. The temperature of the refrigerator is recorded daily when it contains medication.
- Controlled drugs are kept in a locked cabinet in the locked medications cupboard in matrons' room or in the controlled drugs cabinet in the medical room for day pupils. They are counted in and out by two members of staff and are recorded in the Controlled Drugs Book.
- Keys to the locked medicine cabinet, medication refrigerator and controlled cabinet are held in the key box in matrons' room.
- Medication being taken home at the end of the day must be collected by a parent or responsible person.

Disposal of Medication

Medication not collected by parents or out-of-date medicine at the end of the school year will be returned to the pharmacy by the school nurse for disposal.

Medication held in the school stock will be checked regularly; any out-of-date stock will be returned to the pharmacy by the school nurse to be disposed of.

Needles should be disposed of in the sharps bin kept in the medical room. When this bin is full it is collected by a specialist waste disposal company (PHS) for safe disposal.

32. Administering drugs for long-term medical needs

All medication for long-term medical needs is clearly labelled and kept in the locked cabinet in the medical room or matrons' room, except for auto-injectors which are stored in the Staff Room/kitchen for ease of use in an emergency.

33. Staff Training

The matrons and the school nurse all complete the three-day First Aid at Work Course. Aldro has currently identified that the school requires a minimum of 7 First Aiders on site. Therefore, other members of staff are identified and asked if they would like to do the training.

The remainder of the staffing body attend an appointed person's course, this lasts 3 years and covers the use of autoinjectors and the defibrillator

The school nurse holds a current professional registration and undertakes training, when required, to keep revalidated.

All sports staff have 'First Aid for Sport' Training every two years.

Relevant staff have lifeguard training.

All training is recorded on the training Matrix held by the Head Nurse.

All staff should have completed the Tier 1 asthma training every two years

34. Self-Dispensing

Self-medication is encouraged for all pupils with asthma. Please see the asthma policy.

Pupils with diabetes usually have insulin pumps and the school nurse or matron will agree units of insulin to be administered at designated times. An individual healthcare plan will be agreed between the school nurse, parents and pupil.

35. Medical Arrangements for pupils off site

School Day journeys (see also Policy)

The outing leader is required to give the school nurse/matrons a list of pupils going on a school trip. This should be done a week before they go. A member of the medical team (usually the Head Nurse) will liaise with the leader and let them know if there are any pupils who require specific treatment or medication throughout the duration of the trip.

If it is necessary, parents will be contacted by either the matrons or the trip leader and the necessary arrangements will be made to ensure the pupil can safely participate in the trip.

The trip leader will be provided with a first aid kit which is suitable for the specific trip.

Overnight /residential trips

The group leader and the school nurse will liaise to discuss medical needs for overnight trips.

The school requires that all pupils (with or without medical needs) have full access to the whole curriculum, therefore all reasonably practicable steps are taken to ensure that no child is excluded on any healthcare or medical grounds.

School Matches & Off-site activities

Any member of staff taking a team for matches either home or away will take a numbered orange sports first aid kit. In addition, they are responsible for collecting/returning and signing in/out asthma inhalers from the medical room and auto-injectors from the staffroom.

There is a signing in/out board in the coded cupboard in the medical room for inhalers and first aid kits. Auto-injectors need to be signed out on the sign in/out form in the staff room. If there is any other medication needed for a child going to an away match either the school nurse or matrons will liaise with the relevant member of sports staff.

For all off-site activities, the trip leader will be provided with a green first aid kit which is suitable for the specific trip. In addition, they are responsible for collecting/returning asthma inhalers from the medical room and auto-

injectors from the staffroom. They must also take with them a medical information folder obtained from the school nurses.

36. Guidance on infectious (communicable) diseases

The school will follow the latest guidance from Public Health England on infectious diseases. This includes guidance on treatment and, where necessary, exclusion periods from school *(Form 9).*

37. Sunscreen

Advice will be issued to all parents regarding sunscreen, sun hats and the importance of carrying water bottles during warm weather.

Sun-cream will be kept in all medical sports bags and added to first aid kits for school outings. Pupils will be encouraged to apply sun-cream themselves.

38. Health Advice

Boys and girls at Aldro are encouraged to follow a healthy regime in the form of exercise and a good balanced diet, including the importance of hydration.

Pupils are encouraged to wash their hands before meals and there is a hand sanitiser located at the entrance to the dining room for everyone to use just before they eat.

Pupils are provided with freshly cooked food every day which includes a variety of vegetables, salad and fruit. Staff are on hand in the dining hall during mealtimes to provide advice and guidance on healthy eating.

Any other health advice is disseminated when it is required by the school nurse.

39. Access to dental care

All Boarders will be offered the option of registering with a local dentist as an NHS patient or as a private patient.

The nominated dental practice is:

Iosis Dental Clinic
52, Binscombe Cresent
Godalming
GU7 3RB

It is the responsibility of the matrons to ensure the boarders are taken to regular check-ups.

40. Covid-19

The school will follow the latest Covid-19 Government guidelines. This will include extra hygiene measures and the use of appropriate PPE. Please refer to the main 'Aldro Operating Procedures (Covid-19) A guide for Staff, Pupils & Parents' document for further details.

41. Provision for girls' sanitary health

We are aware that girls can start menstruating as young as 8 years old and therefore it is important to be prepared to be able to support them whilst at school when this happens, as this can be a very unsettling and sensitive topic. We will make sure there is always a female member of staff around to support a girl in this situation e.g., Head Nurse, Matrons, Head of Girls, Head of Girls' Sports, Headmaster's Wife, School Secretaries.

Sanitary products and spare underwear will be available in the sanitary boxes in the form 6 and 7 girls changing rooms. It is the responsibility of the nursing team to ensure these boxes are kept topped up. Further spares can be found in the medical room and use of the toilets in the boarding house where appropriate during school hours can be used for more privacy.

There is also information available in the medical room regarding menstruation (age appropriate), sanitary bins in the girls' toilets and menstruation education (age appropriate) in PSHE for girls and boys. It is important to inform and discuss the changes that occur during adolescence regarding both sexes with both sexes, this is to encourage the normality of these changes and empower pupils to be able to discuss this topic without shame in a safe and secure manner.

All orange sports first aid bags will contain a sanitary pack. This provides any girl who is away on a sports fixture with access to sanitary products if required.

Appendix 1
Current First Aiders

November 2025

Name	Position	Qualification	Date	Expiry
Georgia Barnard	Head Nurse	First Aid at Work	05/2024	05/2027
Gracie Southcombe	Healthcare Assistant	First Aid at Work & Paediatric First Aid	01/2023	05/2026
Nicole Brend	School Nurse	First Aid at Work & Paediatric First Aid	09/2023	09/2026
Sarah Allen	Matron	First Aid at Work	09/2023	09/2026
Emma Stovold	Matron	First Aid at Work & Paediatric First Aid	01/2023	05/2026
Terence Doyle	Estates Manager	First Aid at Work	11/2024	11/2027
Charlotte Barrett	Housemistress	First Aid at Work & Paediatric First Aid	01/2023	05/2026
Suzie Shaw	Head of Juniors	First Aid at Work & Paediatric First Aid	01/2023	05/2026
Tanya Richards	School Secretary	First Aid at Work & Paediatric First Aid	01/2023	05/2026
Gilbert Watson	Deputy Head	First Aid at Work & Paediatric First Aid	11/2024	11/2027
Clare Calow	School Secretary	First Aid at Work & Paediatric First Aid	11/2024	11/2027
Colin Russell	Housemaster	First Aid at Work & Paediatric First Aid	11/2024	11/2027