



# Medical Policy

**Member of staff responsible:**

**Health and Safety Advisor**

ISI Code 13

Last reviewed March 2026

Next review due March 2027

The policy requires Governor approval

Location: Office 365/Parent Portal/Website

## Definition of Terms

|         |                                                                                                                                                    |
|---------|----------------------------------------------------------------------------------------------------------------------------------------------------|
| AED     | Automated External Defibrillator                                                                                                                   |
| ATCC    | Approved Training Centre Coordinator                                                                                                               |
| College | Ashville College, including the Boarding Houses, Ashville Acorns Pre-Prep (including Reception) Prep School, Senior School, Sixth Form and Trading |
| EFAW    | Emergency First Aid at Work                                                                                                                        |
| FAW     | First Aid at Work                                                                                                                                  |
| HSE     | Health and Safety Executive                                                                                                                        |
| PASS    | Computerised system used to manage finance and human resources within the College                                                                  |
| ELT     | Executive Leadership Team                                                                                                                          |
| RIDDOR  | Reporting of Injuries Diseases & Dangerous Occurrences                                                                                             |

### 1. Introduction

- 1.1 This policy has been put in place to replace the previous First Aid Policy, Managing Allergies and Anaphylaxis Policy, Asthma Policy, Administration and Storage of Medication Policy and Diabetes Policy. Combining all named policies into one. This policy also addresses how the College will support pupils with medical conditions. The College has a separate Health and Safety Policy which can be found on Every.
- 1.2 First aiders will give immediate help to those with common injuries or illnesses and those arising from specific hazards, and where necessary ensure that an ambulance or other professional medical help is called. First Aid also includes the initial treatment of minor injuries, which will not need treatment by a medical practitioner.
- 1.3 This is the Medical policy for Ashville College, comprising of Prep School (Ashville Acorn Pre-Prep (for pupils aged 2-5), Prep School (for pupils aged 5-11 years), Senior School (for pupils aged 11-16 years) and Sixth Form (for pupils aged 16-18). Collectively referred to in this policy as the College unless otherwise stated. It also encompasses Ashville Sports Centre and Trading.
- 1.4 This policy is addressed to all staff and is available to parents on request. The College will ensure that all staff and pupils are provided with first aid information which details the location of equipment, facilities and details of first aiders or appointed persons.
- 1.5 The First Aid arrangements within this policy are based on the results of a First Aid requirements assessment carried out by the College regarding all staff, pupils and visitors. The policy is drawn up in light of DfE guidance 'Health and Safety: Responsibilities and Duties of Schools' (2022), and applicable law such as The Health and Safety at Work Act 1974 and subsequent regulations and guidance including the Health and Safety (First Aid)

Regulations 1981 and the Education (Independent School Standards) Regulations 2014. The HSE L74 guidance on First Aid Regulations amended in 2024.

- 1.6 The College also follows the Department for Education's statutory (and non-statutory) guidance "Supporting pupils at school with medical conditions" (last updated in August 2017) and adheres to the Early Years Foundation (EYFS) stage statutory Framework October 2024.

## **2. Aims and Objectives**

- 2.1 It is the aim of this policy to give guidance on the implementation of an effective system for ensuring the provision of suitable and sufficient medical support, facilities and trained personnel at individual workplaces and for offsite activities.
- 2.2 The College is committed to ensuring the health, safety and well-being of everyone in our school community, and we have put in place measures to protect people accordingly. Inevitably, as in any school or workplace, accidents and injuries may still arise. While we are not trained medical professionals, we will use reasonable endeavours to implement appropriate first aid.
- 2.3 The purpose of first aid is to:
- give immediate assistance to casualties; and/or
  - summon an ambulance or other professional help.
- 2.4 Nothing in this policy should affect the ability of any person to contact the emergency services in the event of an emergency.
- 2.5 This policy also outlines the College's approach to allergy management, including how the whole-school community works to reduce the risk of an allergic reaction happening and the procedures in place to respond if one does. It also sets out how we support our pupils with allergies to ensure their wellbeing and inclusion, as well as demonstrating our commitment to being an allergy aware school.
- 2.6 The College will maintain a focus on each individual child with a medical condition and seeks to give parents and pupils confidence in the College's ability to provide effective support for medical conditions in the College. The College will always aim to:
- have a good understanding of how medical conditions impact on a child's ability to learn
  - increase the child's confidence
  - promote self-care
  - ensure that all children with medical conditions, in terms of both physical and mental health, are properly supported in the College so that they can play a full and active role in school life, remain healthy and achieve their academic potential

## **3. Roles and Responsibilities**

- 3.1 **The Governors** are responsible for ensuring there is adequate provision of medical support across the College (including first aid), making arrangements to support pupils with

medical needs and making sure a medical policy is developed and effectively implemented. They must also ensure that:

- there is adequate budgetary provision to enable the policy to be put in place.
- sufficient staff have received suitable training and are competent before they take on responsibility to support children with medical conditions.
- staff have access to information and other teaching materials; and
- there are induction arrangements for new staff and all pupils are also given information on the provision of first aid in their induction.

3.2 **The Head** has overall responsibility for the development and implementation of this policy with partners, and should:

- make sure all staff are aware of the policy and understand their role in implementation.
- ensure all staff who need to know are aware of a particular child's medical condition.
- ensure sufficient staff are appropriately trained in First Aid.
- ensure that any member of staff providing support to a pupil with medical needs has received suitable training and, if appropriate, delegated responsibility from a registered nurse (both to be confirmed by healthcare professionals in pupils' Individual Healthcare Plans).
- ensure staff are aware that they must not give prescription medicines or undertake health care procedures without appropriate and appropriately updated training or having been properly delegated responsibility for such procedures (to be confirmed by healthcare professionals in pupils' Individual Healthcare Plan).
- ensure there is a mechanism for keeping training up to date as well as covering the initial training.
- have overall responsibility for the development of Individual Healthcare Plans.
- make sure the College has appropriate and adequate insurance cover in place which reflects the risks and covers all the activities of first aiders and any other activities which may arise in connection with this policy, including the support provided to pupils who have medical conditions, and that staff are made aware of cover; and
- make sure the College nurse is aware of pupils requiring support.

3.3 **The Deputy Head (Operations)** is responsible for the provision of First Aiders within the teaching staff and to allocate adequate time for staff to carry out First Aid training.

3.4 **The Bursar** is responsible for the provision of First Aiders within the support and administration staff and to allocate adequate time for staff to carry out First Aid training or training necessary to support pupils with medical conditions.

3.5 **The Health and Safety Advisor** is responsible for the following:

- Ensuring there is adequate provision of appropriate First Aid at all times and that where individuals are injured there are suitable mechanisms in place to provide remedial treatment.
- Undertaking a First Aid needs assessment on a bi-annual basis. This assessment includes consideration of the location and size of the school and whether it is on split sites / levels; specific hazards or risks on the site; staff or pupils with special health needs or disabilities; previous record of accidents / incidents at the College; provision for lunchtimes and breaks; provision for leave / absence of first aiders; off-site activities, including trips; practical departments, such as science, technology and PE; out of hours activities; and contractors on site and agreed arrangements.
- Organising training for staff to the appropriate First Aid level.
- Recording the training carried out by staff.
- Ensuring staff requalify their qualification when required and arrange refresher training as required so that there is suitable provision of First Aiders proportionate to the number of people at the College at any time.
- Collate the College accident report forms and place the information on the Accident and Near Miss Register. From this, accident trends will be identified and investigated.
- Report accidents and near misses where appropriate to Reporting of Injuries, Disease or Dangerous Occurrence Regulations (RIDDOR) 2013.

3.6 The College will at all times either have an employed nurse or access to school nursing services. **The Medical Centre Senior Nurse and nursing staff** are responsible for the following:

- Administering First Aid to casualties.
- Providing treatment to casualties.
- Contacting the emergency services when required.
- Deployment to assist First Aider in a medical emergency where required.
- Checking the First Aid kits around the College site periodically, restocking missing items and replacing out of date items as required. Recording the details of when the checks are carried out and that the First Aid kit is suitable and sufficient for the location it is located in. Items will be discarded safely after the expiry date has passed.
- Completing the College accident report forms and forwarding them to the Health and Safety Advisor.
- Where applicable the medical centre staff are responsible for informing parents about any injuries or illnesses that their child has been affected by whilst at the College.
- Liaising with parents and external medical staff to prepare, agree, update and implement suitable care plans for pupils.



- Ensuring all medications stored within the medical centre are done so in line with current guidance, regularly reviewed for expiry and arranging collection of any unused, expired or unneeded medication.
- Managing the College's stock of emergency medication such as Adrenalin Auto Injectors and Salbutamol Inhalers.
- Provide College staff with relevant bespoke training such as Asthma, Allergy, Choking and pupil specific.
- In relation to supporting pupils with medical conditions the Medical Centre Senior Nurse and nursing staff are responsible for:
  - Notifying the College when a child has been identified as having a medical condition which will require support in the College. Wherever possible, they should do this before the child starts at the College.
  - Supporting staff on implementing a child's Individual Healthcare Plan and provide advice and liaison, for example, on training.
  - Liaising with lead clinicians locally on appropriate support for the child and associated staff training needs.
  - Providing confirmation of the proficiency of staff in providing medication.

### 3.7 **First Aiders** are responsible for the following:

- Administering immediate First Aid to a casualty in line with the Emergency First Aid at Work (EFAW) or First Aid at Work (FAW) training they have received.
- Calling the emergency services for major injuries or calling out a nurse from the Medical Centre for minor casualties if required.
- Escorting walking minor casualties to the Medical Centre for further treatment if required.
- Cleaning after an emergency incident ensuring they comply with the College infection control procedures and dispose of bio-hazard material in the correct manner.
- Liaising with Medical Centre Staff to ensure First Aid equipment used is replenished as soon as possible.
- Completing the College accident report forms and forwarding them to the Health and Safety Advisor.
- For minor injuries, that don't require medical centre treatment, the first aider is responsible for informing the child's parent of any injuries or illness that they may have had whilst at the College.

### 3.8 **All staff** are responsible for ensuring they have an up to date understanding of the medical conditions of pupils in their care, including details of any allergy and/or care plans and actions to take to support the pupil during a medical emergency. In relation to pupils with an allergy or medical condition, the Head will ensure:



- All relevant staff will be made aware of a child's condition, including ensuring that any supply teachers, peripatetic teachers and other relevant individuals are aware.
- The College has arrangements in place in case of staff absence or staff turnover to ensure someone is always available.
- Risk assessments for College visits, holidays, and other College activities outside of the normal timetable include provision for pupils with an allergy or medical conditions. Risk assessments for trips will be overseen by the Deputy Head (Operations).
- Individual Healthcare Plans are reviewed at least annually, or earlier if evidence is presented that the child's needs have changed.

### 3.9 In relation to **all College staff**:

- All staff are responsible for practising allergy awareness across the College, and for being aware of pupils (and staff, when necessary) with allergies and what they are allergic to and being able to recognise and respond to an allergic reaction, including anaphylaxis, after appropriate training.
- All staff should consider the safety, inclusion and wellbeing of pupils with allergies at all times and consider the risk to pupils with allergies posed by any activities and assessing whether the use of any allergen in activity is necessary and/or appropriate.
- All staff should ensure pupils always have access to their medication or carrying it on their behalf depending on the age of the pupils and the management of adrenaline pens in the College.
- All staff should take part in training and anaphylaxis drills as required.
- All staff should forward any communication or information that comes directly to them from parents regarding medication, health or allergens to the College Medical Centre.
- All staff should ensure that pupils have their medication and their Individual Health Care Plan with them when leaving school site, for a match or school trip.
- Any member of College staff may be asked to provide support to pupils with medical conditions, including the administering of medicines, although they cannot be required to do so.
- Although administering medicines is not part of teachers' professional duties, they will take into account the needs of pupils with medical conditions that they teach.
- College staff should receive sufficient and suitable training and, if appropriate, delegated responsibility from a registered nurse to achieve the necessary level of competency before they take on responsibility to support children with medical conditions.
- Any member of College staff should know what to do and respond accordingly when they become aware that a pupil with a medical condition needs help.

### 3.10 **Pupils** will:

- be fully involved in discussions and contribute to their Individual Healthcare Plan (where applicable).
- understand the risks allergens might pose to their peers and respect measures to support them and for older pupils, learn how to recognise an allergic reaction and support their peers and staff in case of an emergency.
- learn how they can support their peers and be alert to allergy-related bullying.
- for those pupils with an allergy, knowing what their allergies are and how to mitigate personal risk (subject to their age and capability); avoiding their allergen as best as they can; understanding the importance of following the school specific processes of lunch and snack services and how that mitigates risk; understanding that they should notify a member of staff if they are not feeling well, or suspect they might be having an allergic reaction; carrying two adrenaline auto-injectors with them at all times, if age and capability appropriate and which must only be used for their intended purpose; raising concerns with staff if they experience any inappropriate behaviour in relation to their allergies; knowing what to do if they have an allergic reaction off school premises which should include how to treat themselves and raise the alarm to get help; and if age and capability appropriate, ensuring they have their medication with them on the journey to and from school.

### 3.11 **Parents and Guardians** are responsible for:

- Providing the College Medical Centre with sufficient up-to-date medical information relating to their child, including dietary requirements and allergies, history of their allergy, any previous allergic reactions or anaphylaxis and any changes in their medication or treatment during the school year and for providing copies of medical plans and any medication needed to support their child
- Being involved in development and review of any Individual Healthcare Plan and they should carry out any action they agree to as part of its implementation.
- Where their child has an allergy, work with the school to fill out an Individual Healthcare Plan which will include an accompanying allergy management plan; ensure medication is in-date and replaced at the appropriate time; ensure their child has access to their allergy medication, including two adrenaline pens if prescribed, on the journey to and from school; update school with any changes to their child's condition and ensure the relevant paperwork is updated too; and support their child to understand their allergy diagnosis and to advocate for themselves and to take reasonable steps to reduce the risk of an allergic reaction occurring e.g. not eating the food to which they are allergic.

3.12 **Staff responsible for trips and fixtures** are to ensure that there is sufficient First Aid provision during transport to and from their trip/fixture location and during the activities being carried out. For example, staff in charge of a field trip to the Yorkshire Dales all staff must have completed the College's Asthma, Allergy and Choking training and a minimum of one Outdoor First Aid qualified member of staff with their field trip due to the nature of the environment. Staff in charge of pupils at an away fixture must ensure adequate provision is available at the away location or provide it.

- 3.13 **The Site Manager** is responsible for ensuring that all College minibuses and transport have First Aid kits that comply with the appropriate regulations.
- 3.14 **The Sports Centre Manager and their deputies** are responsible for ensuring the lifeguards working at the Sports Centre are qualified and that qualification is in date. They must maintain a record of the lifeguard's qualification and any training carried out. The Sports Centre Manager is also responsible for checking and restocking the First Aid kits in the building on a weekly basis. These checks must be recorded.

#### 4. First Aid

##### Provision of First Aiders at the College

- 4.1 In determining the number of first aiders on the College premises, the College has considered the number of pupils, staff and the layout of College premises to ensure that an appropriately trained first aider is able to respond to emergencies quickly.
- 4.2 The College will ensure that there are appropriate numbers of trained first aiders on College premises and available at all times while pupils are present. The College will also ensure sufficient first aiders are available to cover other school activities, such as school trips.
- 4.3 The College's first aiders hold a valid first aid certificate, and the College arranges refresher training for its first aiders every three years (before the expiry of the first aiders' first aid certificates). The training courses are run by a competent training provider.
- 4.4 Due to the different activities, age groups, and working schedules at the College, there is a varied requirement of First Aid at the College. The College also conducts field trips and the Duke of Edinburgh Award which require staff to be trained in outdoor First Aid.

The table below from the HSE L74 Guidance on the First Aid regulations gives guidance on the number and qualification level of First Aiders required.

| Assessed Risk Level                            | Number of Staff | First Aid personnel required        | Previous illness or injury                                                                                                                                                                                                                  | Other factors affecting the provision of First Aid                                      |
|------------------------------------------------|-----------------|-------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------|
| <b>Low Hazard</b><br><br>Offices<br>Classrooms | Fewer than 25   | At least 1 appointed person         | Ensure any injury or illness that may occur can be dealt with by the First Aiders you provide<br><br>Where First Aiders may not seem necessary, there is still the possibility of an accident and qualified First Aiders must be considered | Inexperienced workers, disabled or workers with health issues                           |
|                                                | 25-50           | At least 1 EFAW                     |                                                                                                                                                                                                                                             | Workers who travel, work alone or out of hours                                          |
|                                                | More than 50    | At least 1 FAW for every 100 people |                                                                                                                                                                                                                                             | Premises spread over a large area<br><br>Planned and unplanned absences by First Aiders |
| <b>Higher Hazard</b>                           | Fewer than 25   | At least 1 appointed person         |                                                                                                                                                                                                                                             | Members of the public on site                                                           |



|                           |              |                                                       |  |  |
|---------------------------|--------------|-------------------------------------------------------|--|--|
| Workshops<br>Laboratories | 25-50        | At least 1<br>EFAW or FAW<br>depending<br>on injuries |  |  |
|                           | More than 50 | At least 1<br>FAW for every<br>50 people              |  |  |

**NB:** 3 Day First Aid at Work (FAW)/1 Day emergency First Aid at Work (EFAW)

- 4.5 **EYFS First Aid provision:** At least one person has a current paediatric First Aid certification will be on the premises and available at all times when children are present and will accompany children on outings. The College will comply with the paediatric first aid requirements set out in the statutory framework for the early years foundation stage (EYFS), which includes ensuring that the full course is consistent with the criteria set out in Annex A.

Paediatric first aid training is renewed every 3 years The College will take into account, via their first aid needs assessment, the number of children, staff and layout of premises to ensure that a paediatric first aider is able to respond to emergencies quickly.

The Colleges makes available to parents those staff with a current PFA certificates.

### Numbers and type of provision

- 4.6 The following numbers and type of First Aid training have been assessed as being correct for the College. The assessment will be reviewed every year by the Health and Safety Committee.

| Department/Building                    | Risk Level | Occupant Numbers (approx.) | Requirement/ Qualification                 |
|----------------------------------------|------------|----------------------------|--------------------------------------------|
| Senior School (less Science/DT/Art/PE) | Low        | 600                        | 6 FAW/12 EFAW                              |
| Prep Years 1 to 6                      | Low        | 200                        | 4 Paediatric First Aiders                  |
| EYFS                                   | Low        | 100                        | All staff Paediatric First Aiders          |
| Science                                | High       | 100                        | 2 FAW/4 EFAW                               |
| DT & Art                               | High       | 50                         | 2 FAW/4 EFAW                               |
| Bowick                                 | High       | 100                        | 2 FAW/3EFA                                 |
| Performing Arts                        | Low        | 100                        | 2 EFA                                      |
| PE                                     | High       | 50                         | All staff FAW                              |
| Estates                                | High       | Over 50                    | All staff FAW                              |
| Sports Centre                          | High       | 200                        | 4 FAW/ all others EFAW or NPLQ (Lifeguard) |

|                           |      |         |                                                                                                                                                           |
|---------------------------|------|---------|-----------------------------------------------------------------------------------------------------------------------------------------------------------|
| Boarding                  | Low  | 150     | 5 FAW. Qualified nurses available during the school day, First Aiders available at all other times                                                        |
| School Events             | Low  | 900     | 1 EFAW for every 100 people                                                                                                                               |
| DofE                      | High | 60      | All supervisors trained as 2 day outdoor First Aiders                                                                                                     |
| Field Trips               | High | 100     | 1 First Aider to 12 people trained as 2 day outdoor First Aiders where applicable                                                                         |
| Trading events & Lettings | Low  | 150-600 | 1 FAW or 2 EFAW to provide for College staff. External hirers must provide suitable sufficient First Aid provision for their hiring of College facilities |

### Qualified Staff

- 4.7 Details of current appropriately trained first aiders are displayed prominently around the College and a central list is held by the Health and Safety Advisor and HR.

### First Aid Kits and Equipment

- 4.8 First aid kits will be provided in areas of the College where accidents are considered most likely. A first aid kit will also be taken when pupils leave the College on organised trips or participate in sports events. The contents of the College's first aid kits will be in accordance with the guidance given in HSE document "Basic advice on first aid at work" INDG 347.
- 4.9 **First Aid kits** Having assessed the College's specific first aid needs, the College provides first aid materials and equipment, suitably marked and easily accessible, required to ensure that the first aid cover will be available at all relevant times. First aid kits will be fully stocked and marked with a white cross on a green background. Medication will not be kept in the first aid kit. First Aid kits are to be procured through the Medical Centre. Each department must have, as a minimum, one First Aid kit, stocked in accordance with the findings of the first aid needs assessment and holding at least the minimum requirements set out by the Health and Safety Executive Staff at the Medical Centre will periodically check all First Aid kits and replenish any equipment required. All staff must be aware of their nearest First Aid kit location.

First aid kits are located:

|                 |                        |
|-----------------|------------------------|
| Acorns          | Office                 |
| Pre-Prep School | Office                 |
|                 | Staff Room             |
|                 | Door to the Playground |
| Prep School     | Prep Office stairway   |
|                 | Staff Room             |
|                 | Reception Office       |



|               |                                                   |
|---------------|---------------------------------------------------|
| Senior School | Science Prep Rooms (both floors) eye wash station |
|               | DT – Major bleed kit and eye wash station         |
|               | Art                                               |
|               | Food and Nutrition                                |
|               | Staff room                                        |
|               | Estates – Major bleed kit and eye wash station    |
|               | Reception Sports Centre                           |
|               | Soothall Tech Room                                |
|               | Catering                                          |

Burns Kits to be included in

|                    |  |
|--------------------|--|
| Science            |  |
| Food and Nutrition |  |
| DT                 |  |
| Estates            |  |

- 4.10 **Vehicle First Aid kits** are to be procured by the Site Manager. The Stewards department and College minibus drivers must check that a First Aid kit is present as part of their vehicle checks prior to their journey. Any First Aid equipment used during the use of the minibus must be replenished after the journey is complete or the next working morning. The Stewards department must periodically check the vehicle First Aid contents and replenish any equipment required.
- 4.11 The Site Manager and Stewards are responsible for ensuring all College vehicles have **vomit kits** on board and all drivers are responsible for ensuring any vomit is removed before handing a vehicle back.
- 4.12 **Trips and fixtures First Aid kits** A travelling first aid kit will be taken on the trip and will include items identified by the College trip leader as appropriate for the trip, and as a minimum will be stocked in accordance with the minimum requirements set out by the Health and Safety Executive. These First Aid kits must be pre-booked with the Medical Centre. Any specialist medicines required by pupils must also be organised with the Medical Centre. These First Aid kits must be returned as soon as the trip is complete due to the high number of trips at the College. The Medical Centre must be aware of any items used when handing First Aid kits back in so they can be re-stocked before going out again.
- 4.13 There are currently three **Automated External Defibrillators** (AEDs) located around the College site. Only those trained in their use may operate them - training is covered in First Aid training and a member of each department is trained in their use. All staff must be aware of the locations. The Medical Centre staff are responsible for their maintenance.

AEDs are situated at the following locations:

- The Sports Centre behind the reception desk (fixed)
- The Soothill Foyer outside the dining room (fixed)
- Norfolk Boarding



- 4.14 The College's Medical Centre and Medical Treatment Toom allows pupils that are ill or injured to be looked after appropriately.

### **First Aid Training**

- 4.15 The College Executive Leadership Team (ELT) and line managers must provide opportunities and finance for nominated staff to train/qualify, requalify and refresh their skills as First Aiders.
- 4.16 Line managers and department heads must ensure the numbers and type of First Aider, as per the table above, are maintained within their department or area of responsibility. The College Deputy Head (Operations) or Bursar must be informed of any deficiencies in First Aid trained staff so that they can liaise with the Health and Safety Advisor, to arrange training opportunities for staff.
- 4.17 Once completing or re-qualifying their qualification, staff must present a copy of their certificate to the Human Resources department so it can be recorded on the HR system and a record kept on their personnel file.

### **Infection control**

- 4.18 Where possible in an emergency situation, the First Aider and anyone assisting, must wear protective gloves as contained in the First Aid kits. If damaged during treatment of a casualty, especially where bodily fluids are involved, it is strongly advised that new gloves are applied. Once a casualty has received treatment and the emergency situation has ended, the First Aider must clean up all materials and bodily fluids that have the potential to spread infection. The last action of the First Aider must be to remove their gloves and thoroughly wash their hands.

### **Calling the emergency services**

- 4.19 First Aiders contacting the emergency services must call 999 and be prepared with the information listed below to assist in reducing the emergency response time. If possible, the first aider should inform a member of the College ELT so they can assist in managing the incident from a whole college perspective and arrange support for the first aider if required. Each casualty scenario will vary, calling the emergency services is a judgement call by the first aider where they must use their experience and training to guide them on their decision.

### **Emergency Service information**

- 4.20 L – Location, this needs to be specific due to the size of the College, if possible, the first aider should send someone to meet the emergency services at either Green Lane or Yew Tree Lane depending on the casualty's location. The emergency services will also need someone to provide access inside building due to the code locked doors, especially if the casualty is in a boarding house during silent hours.

#### **What3words location per building**

- Medical Centre/Soothill Entrance – actor.crowd.shell
- Prep school gate – vision.songs.dollar
- Maintenance Yard – bought.pinch.dunes
- Astro Pitch – complains.supply.dunes
- Hard Court – moves.pots.indoor

- Pre-Prep/Acorns – prove.fall.pots
- Sports Centre – young.vibrant.town
- Norfolk house – couch.closet.exams
- Rugby pitch entrance (Yew Tree Lane) – beyond.skip.owners

- I – Incident, what has happened
- O – Other emergency services required
- N – Number of casualties
- E – Extent of casualties' injuries

## 5 Allergies and Anaphylaxis

- 5.1 Allergy occurs when a person reacts to a substance that is usually considered harmless. It is an immune response and instead of ignoring the substance, the body produces histamine which triggers an allergic reaction. Whilst most allergic reactions are mild, causing minor symptoms, some can be very serious and cause anaphylaxis, which is a life-threatening medical emergency. People can be allergic to anything, but serious allergic reactions are most commonly caused by food, insect venom (such as a wasp or bee sting), latex and medication.
- 5.2 The admissions team is likely to be the first to learn of a pupil's allergy. They should work with the Jean Lowerson, the Designated Allergy Lead and the School Medical Centre to ensure that:
- There is a clear method to capture allergy information or special dietary information at the earliest opportunity [this should be in place before a school visit, an Open Day or Taster Days if food is offered or likely to be eaten];
  - There is a clear structure in place to communicate this information to the relevant parties (such as the catering team);
  - Parents and prospective pupils are informed of catering arrangements during admission events; and
  - Plans are made for emergency medication if the child is to be left without parental supervision.
- 5.3 The College has a register of pupils who have a diagnosed allergy. This includes those who have a history of anaphylaxis or have been prescribed adrenaline pens, as well as pupils with an allergy where no adrenaline pens have been prescribed.
- 5.4 In relation to the College's EYFS provision, where children there will always be a member of staff in the room with a valid paediatric first aid certificate for a full course consistent with the criteria set out in Annex A of the EYFS Statutory Framework. The EYFS provision will have due regard to 'Safer Eating' within the EYFS Statutory Framework where there is a child with any special dietary requirements, food allergies and intolerances (or any special health requirements).
- 5.5 Those pupils with an allergy has an Individual Healthcare Plan which includes a copy of parental consent to administer medication (where applicable) and a copy of the allergy management plan.
- 5.6 The College is committed to providing a safe meal for all pupils, staff and visitors, including those with food allergies. The College conducts due diligence with regard to allergen management when appointing catering staff; and ensures that all catering staff and other

staff preparing food will receive relevant and appropriate allergen awareness training. Anyone preparing food for those with allergies will follow good hygiene practices, food safety and allergen management procedures. The catering team will endeavour to get to know the pupils with allergies and what their allergies are, supported by school staff.

5.7 The College has robust procedures in place to identify pupils with food allergies (including for before and after school clubs), these are:

- Pre-Pre School
  - Allergy register with pupil photographs made available to all responsible staff
  - Class Teacher takes pupil to their dining table and collects their safe meal from the catering counter
  - Medical flags on pupil MIS profile
- Prep School
  - Allergy register with pupil photographs made available to all responsible staff
  - Teacher/Teaching Assistant attends counter with pupil to assist in making safe food choices and discuss menu with catering staff
  - Medical flags on pupil MIS profile
- Senior School
  - Allergy register with pupil photographs made available to all catering staff
  - Pupils expected to actively discuss allergies with catering staff
  - Medical flags on pupil MIS profile

These methods are intended to gradually evolve the pupil's responsibility and confidence in managing their allergies throughout their time at the College.

Food containing the main 14 allergens will be clearly labelled. Other ingredient information will be available on request.

5.8 Pre-packaged food will comply with PPDS legislation (Natasha's Law) requiring the allergen information to be displayed on the packaging.

5.9 For educational visits and sporting fixtures, the College's' arrangements, details of pupil medical conditions are made available through the trip register. Where supportive documents in place such as allergy action plans, these will then be uploaded by the Medical Centre. Trip Leader uses this information to relay dietary requirements to the catering team when placing orders for packed lunches, and details provided to Tour Operators for residential visits.

5.10 Allergies can have a significant impact on mental health and wellbeing. Pupils may experience anxiety and depression and are more susceptible to bullying. Pupils with allergies may therefore require additional pastoral support including regular check-ins. Bullying related to allergy will be treated in line with the school's anti-bullying policy.

5.11 Staff receive training (updated annually) on allergies and how to recognise and treat a reaction, including anaphylaxis.

## 6. Anaphylaxis

- 6.1 Anaphylaxis is a life threatening severe allergic reaction to a trigger such as an allergen. These substances are harmless to most but one in seventy children in the United Kingdom has a severe allergy that may require emergency treatment and therefore must carry a prescribed adrenaline auto-injector. Signs and symptoms will normally appear within seconds or minutes after exposure to the allergen and it is important that first responders act fast.
- 6.2 Ashville College follows NHS England's advice on the recognition and treatment of Anaphylaxis. The current advice from NHS England can be found [HERE](#). The College also relies on each pupil's individual allergy action plan provided by their primary health care team. The medical centre staff provide training to all staff attending trips on the management and treatment of anaphylaxis.
- 6.3 The College's arrangements for the storage of adrenaline pens.
- In Pre-Prep and Prep School, Adrenaline pens are stored in the pupil's classroom with a copy of the pupil's allergy action plan. Where pupils move around the College site, pens and action plans are moved with the pupil.
- In Senior School, pupils are permitted to carry one adrenaline pen with them while in the College. The Medical Centre hold one spare pen for each pupil with a copy of the pupil's allergy action plan.
- 6.4 The Head will ensure the College has a regular anaphylaxis drill to ensure appropriate responses are in place.

### **Responding to an allergic reaction / anaphylaxis**

- 6.5 Where a pupil has an allergic reaction, the nearest member of staff is to alert both the nearest First Aider and the Medical Centre. The attending First Aider is to manage the situation, supporting the pupil to self-administer their pen if appropriate. If self-administration is not appropriate due to age or incapacitation, the attending First Aider is to administer the pupil's pen. The responding nurse is to collect a secondary pen, either from the pupils' own stock or the Colleges emergency pen stock, once in attendance the nurse will take over the management of pupil care.

## **7. Asthma**

- 7.1 Asthma is a condition that affects the airways that carry air in and out of the lungs. When a person with asthma comes into contact with something that irritates their airways (an asthma trigger), the muscles around the walls of the airways tighten so that the airways become narrower, and the lining of the airways becomes inflamed and starts to swell. Sometimes, sticky mucus or phlegm builds up, which further narrows the airways. These reactions make it difficult to breathe, leading to symptoms of asthma. Symptoms are usually reversible by use of a reliever inhaler. Asthma can be fatal; staff should be aware; an acute episode will require rapid medical or hospital treatment.
- 7.2 Ashville College follows NHS England's advice on the recognition and treatment of Asthma Attacks. The current advice from NHS England can be found [HERE](#)

## **8. Diabetes**

- 8.1 Diabetes is a long-term medical condition where a person is not able to regulate the amount of glucose (sugar) in the blood stream.

- 8.2 About 8% of people in the United Kingdom with Diabetes have Type 1 Diabetes. This is also the most common type of Diabetes found in children and one which we may see from time to time in the College. As a community we need to be aware of what to look for if a pupil with Diabetes is having a problem with their blood glucose and what action to take. Care plans will be vital in the care of pupils with Diabetes and the method of medication administration will be carefully explained.
- 8.3 Some pupils will either have an insulin pump or pen, for set changes of the pump an area will be provided for the pupil in the Medical Centre and sharps bins will be provided for pupils as needed with correct procedures and risk assessment followed for all administration of insulin via a pen or pump. Care plans will be vital in the care of pupils with Diabetes and the method of medication administration will be carefully explained.
- 8.4 Pupils who take responsibility for their own Diabetes must carry with them their 'kit', this should include their blood glucose monitor, insulin pen (if they don't use a pump), and items used if they have a low blood glucose. The Medical Centre will stock spare items including all the items needed in a specialised medical fridge. Pupils in younger years may need to have their kits with their teacher or in the school office. Boarding pupils with Diabetes will have a risk assessment and care plan in place. Relevant boarding staff will be trained, and storage of medication will be organised at the time of entry to the College.
- 8.5 Parents/Carers are required to supply the medical centre with the following spare items:
- Insulin pen
  - Insulin
  - Blood glucose monitoring kit
  - Hypo remedies
  - Ketone urine/blood testing kit (if needed)
  - Emergency contact numbers
  - Care plan containing hospital information and guidance.
- 8.6 For pupils with a pump:
- Spare insulin set
  - Spare battery for the pump
  - Extra insulin for the pump
  - Extra-long-acting insulin
  - Insulin pen or syringe in case of pump failure

### **Hypoglycaemia**

- 8.7 This is when a pupil's blood glucose level can become exceptionally low. This happens because they have had too much insulin, they have skipped a meal or snack, not eaten enough carbohydrate, have exercised more than normal, or consumed alcohol especially on an empty stomach. Sometimes there is no reason. 'Hypos' can be sudden, unpredictable and unexplained.

Symptoms include:

- Hunger
- Trembling
- Sweating
- Anxiety or irritability
- Rapid heartbeat

- Tingling of the lips
- Blurred vision
- Pale
- Mood change
- Difficulty concentrating
- Vagueness
- Drowsiness.

8.8 If a pupil feels that they have low blood glucose level, or the blood glucose level has been checked, and it is less than 4mmol/l then this should be treated immediately following the emergency actions detailed in their care plan. Allow actions taken time to work (**10-15 minutes**) and then recheck blood glucose.

**If the pupil is unconscious with low blood glucose call 999 immediately and then put them in the recovery position.**

### **Hyperglycaemia**

8.9 This is when a pupil with Diabetes has a high blood glucose level. Each pupil with Diabetes will have a known top limit or blood glucose level and this will be detailed in the care plan.

The symptoms of hyperglycaemia are:

- Extreme thirst
- A dry mouth
- Blurred vision
- Drowsiness
- A need to pass urine frequently.

8.10 Consistently high blood glucose levels can lead to a condition called diabetic ketoacidosis (DKA). This happens when a severe lack of insulin means the body cannot use glucose for energy, and the body starts to break down other body tissue as an alternative energy source. Ketones are the by-product of this process. DKA is a life-threatening emergency and must be treated immediately.

8.11 If a pupil is presenting with symptoms of Hyperglycaemia, you should provide them with plenty of water and check both blood glucose and ketone levels. If these are outside of the pupil's top limit, medical attention should be sought immediately.

**If the pupil is unconscious with high blood glucose and ketones call 999 immediately and then put them in the recovery position.**

## **9 Medical Centre Confidentiality Statement**

9.1 The safety, wellbeing and protection of our pupils are the paramount consideration in all decisions staff in the Medical Centre make about confidentiality. Whilst being essential that trust is established and the pupils feel comfortable with confidential boundaries with conversations, the appropriate sharing of information between the Medical Centre and College staff is sometimes required in ensuring pupil wellbeing and safety.

9.2 Where a member of the Medical Centre staff feels there is a need to share information for the safety and wellbeing of any person, the member of staff will inform the person disclosing the information.

## **10. Pupil illness**

- 10.1 If a pupil becomes ill during the day the school will contact the parents so that the child can be collected. There is access to the College medical centre which is managed by the School Nurse. The School Nurse is on duty in the medical centre from [INSERT 0800 – 1700 every day] and at other times when pupils are in school, and they will administer first aid and deal with accidents and emergencies or when someone is taken ill.
- 10.2 The College will notify parents if a pupil suffers anything more than a minor injury or becomes ill during the school day.

## **11. Supporting pupils at the College with medical conditions**

- 11.1 Some children with medical conditions may be considered to be disabled under the Equality Act 2010. Where this is the case governing bodies must comply with their duties under that Act. Some may also have special educational needs (SEN) and may have an Education Health and Care plan (EHCP). For pupils who have medical conditions that require EHCPs, compliance with the SEND code of practice will ensure compliance with this guidance with respect to those children.
- 11.2 Procedures to be followed whenever the College is notified that a pupil has a medical condition:
- Where the Data team have received changes to Medical information via the Annual Data Collection process, this information is shared with the Medical Centre as soon as it is received. Where there is a change to dietary requirements Holroyd Howe are also informed.
  - A meeting will be held between Medical Centre staff and parents, with the pupil present should they be of a suitable age/understanding.
  - All details of medical conditions are logged using the College's MIS (ISAMS), with a medical flag on the pupil profile. All supporting documents, such as Health Care Plans and Allergy Action Plans are to be uploaded to iSAMS as soon as received.
  - Procedures for managing a pupil's medical condition will be personalised to each individual.
  - Parents are required to ensure up to date medical details are provided to the College, this can be done by contacting the Medical Centre directly or via the College Reception.
  - The College endeavours to put suitable management procedures in place before the pupils first day of attendance. Where this is not possible, due to mid-year joining or other constraints, procedures will be in place no later than 5 days after the first day of attendance

## **12 Individual Healthcare Plans**

- 12.1 Individual Healthcare Plans "IHPs" exist to document a child's medical needs and provision being made for those needs. They are a useful tool for the College to ensure that the healthcare needs of the child are met. They are written with input from all the relevant parties including, for example, the College nurse, the child's healthcare team (e.g. if they have a dedicated diabetes nurse), welfare assistant and the child's parent and the pupil (depending upon their age and understanding). They may be written and overseen by the College's welfare assistant if there is one.

- 12.2 IHPs will be developed with a child's best interests in mind and will ensure that the College assesses and manages risks to the child's education, health and social well-being and minimises disruption.
- 12.3 IHPs will be reviewed at least annually or earlier if evidence is presented that the child's needs have changed.
- 12.4 The following information is recorded on IHPs:
- the medical condition, its triggers, signs, symptoms and treatments.
  - the pupil's resulting needs, including medication (dose, side-effects and storage) and other treatments, time, facilities, equipment, testing, access to food and drink where this is used to manage their condition, dietary requirements and environmental issues e.g. crowded corridors, travel time between lessons.
  - specific support for the pupil's educational, social and emotional needs – for example, how absences will be managed, requirements for extra time to complete exams, use of rest periods or additional support in catching up with lessons, counselling sessions.
  - the level of support needed, (some children will be able to take responsibility for their own health needs), including in emergencies. If a child is self-managing their medication, this should be clearly stated with appropriate arrangements for monitoring.
  - who will provide this support, their training needs, expectations of their role and confirmation of proficiency to provide support for the child's medical condition from a healthcare professional; and cover arrangements for when they are unavailable.
  - who in the College needs to be aware of the child's condition and the support required.
  - arrangements for written permission from parents and the headteacher for medication to be administered by a member of staff or self-administered by the pupil during College hours.
  - separate arrangements or procedures required for College trips or other College activities outside of the normal school timetable that will ensure the child can participate, e.g. risk assessments.
  - where confidentiality issues are raised by the parent/child, the designated individuals to be entrusted with information about the child's condition; and
  - what to do in an emergency, including who to contact, and contingency arrangements. Some children may have an emergency healthcare plan prepared by their lead clinician that could be used to inform development of their IHP.

### **13 Child's role in managing own medical needs**

- 13.1 Children may be competent to manage their own medical needs and medicines. For children who are deemed to be competent to do so, the College will document specific arrangements for those children to either carry their own medicines or for them to have easy access to their medicines.

- 13.2 Children will be positively encouraged to take responsibility after discussion with parents and this will be reflected in IHPs - see above. Where a child is reluctant to take on this responsibility, the College will support the child to reach the level of responsibility agreed and documented in the IHP.
- 13.3 Where possible children will carry their own medicines or devices or be able to access them quickly. No child will be expected to take on responsibility until they are ready for it and appropriate supervision will still be given if needed.

#### **14. Administration and Storage of Medication**

- 14.1 Ashville College follows the Department for Education's statutory guidance "Supporting pupils at school with medical conditions" (last updated in August 2017) and adheres to the Early Years Foundation (EYFS) stage statutory Framework and recognises that there may be a time during the academic year when a child will require medication during the school day, either prescribed antibiotics or non-prescribed "Over the Counter" (OTC) medicines.
- 14.2 The College will only administer medication to pupils when it would be detrimental to a child's health or College attendance not to do so.
- 14.3 Where clinically possible, medicines should be prescribed in dose frequencies which enable them to be taken outside College hours.
- 14.4 No child under 16 should be given prescription or non-prescription medicines without their parent's written consent - except in exceptional circumstances where the medicine has been prescribed to the child without the knowledge of the parents. In such cases, every effort should be made to encourage the child or young person to involve their parents while respecting their right to confidentiality.
- 14.5 The circumstances in which the College will administer non-prescription medicines will be set out in the IHP or, where non-prescription medicines are not covered in the IHP, as set out in the First Aid elements of this policy.
- 14.6 A child under 16 should never be given medicine containing aspirin unless prescribed by a doctor.
- 14.7 Medication, e.g. for pain relief, should never be administered without first checking maximum dosages and when the previous dose was taken. Parents should be informed.
- 14.8 The College will only accept prescribed medicines that are in-date, labelled, provided in the original container as dispensed by a pharmacist and include instructions for administration, dosage and storage. The exception to this is insulin which must still be in date but may be made available inside an insulin pen or a pump, rather than in its original container.
- 14.9 All medicines will be stored safely. Pupils will know where their medicines are at all times and be able to access them immediately. Where relevant, they should know who holds the key to the storage facility. Medicines and devices such as asthma inhalers, blood glucose testing meters and adrenaline pens should be always readily available to children and not locked away. This is particularly important to consider when off College premises e.g. on College trips.

- 14.10 Medication is to be stored in the Medical Centre or Medical Treatment Room (Prep School) and is not to be carried by pupils unless detailed in a medical care plan. Stock of medication held by the College is monitored by the Medical Centre team. Emergency medications are to be securely stored in the Medical Centre in a labelled unlocked cupboard. Controlled drugs are to be stored in a locked dedicated controlled drug store which is then locked inside another cupboard or room and contains a detailed log of stock, expiry dates, administration. Only authorised staff members can administer controlled drugs.
- 14.11 A child who has been prescribed a controlled drug may legally have it in their possession if they are competent to do so but passing it to another child for use is an offence. The College will consider on a case-by-case basis whether a risk assessment is required in relation to this and whether monitoring arrangements are necessary. The College will otherwise keep controlled drugs that have been prescribed for a pupil securely stored in a non-portable container and only named staff will have access.
- 14.12 Controlled drugs must be easily accessible in an emergency. A record will be kept of any doses used and the amount of the controlled drug held in the College. All medications administered to pupils will be recorded on the pupils iSAMS profile. In the case of administration of controlled drugs, the entry will also be made in the pupil's-controlled drug book.
- 14.13 Appropriately trained College staff may administer a controlled drug to the child for whom it has been prescribed. Staff administering medicines should do so in accordance with the prescriber's instructions.
- 14.14 When no longer required, medicines should be returned to the parent to arrange for safe disposal. Sharps boxes should always be used for the disposal of needles and other sharps.
- 14.15 Only authorised members of staff are permitted to administer medications (including OCC medication) to pupils. This is most often Medical Centre staff but may extend to staff members who are First Aid Work qualified and who have also undertaken Management of Medication in Education training in the absence of medical centre staff.
- 14.16 Boarders may be given authorisation to store medication in their room where they have been deemed Gillick Competent, and the medication has been prescribed by a doctor.
- 14.17 Onsite Sports Events

The pupils is to ensure that they take any medication used in support of their medical condition to the event. The school nurse will be available throughout the event to support in the event of a medical emergency.

#### Offsite Sports Events

The pupil is to ensure that they take any medication used in support of their medical condition to the event. Sports staff leading the event are to check that pupils have their medication and to collect any additional stocks from the Medical Centre before departure. Where medication for a pupil is not available at point of departure, the pupil will not be permitted to attend the event. All Sports staff are First Aid trained.

## 15. Record Keeping

- 15.1 The College will keep a record of all medicines administered to individual children, stating what, how and how much was administered, when and by whom. Any side effects of medication administered at school will be noted.
- 15.2 The College will keep a written record of accidents and injuries sustained by a pupil and any first aid treatment given. All accidents and injuries and first aid treatment given should therefore be reported to the Health and Safety Advisor and recorded in the College's accident log using the form on Evolve and Tapestry (EYFS Only). Accidents must be reported so that trends can be identified and to record the incident for evidential purposes.
- 15.3 In relation to the EYFS provision, the College will inform parents of any accident or injury sustained by the child on the same day as, or as soon as reasonably practicable after, and of any first aid treatment given.

Outside the EYFS provision, where applicable parents must be informed of any injuries or illnesses of their child by whilst at College or on a College trip, so they don't find out via other means of communication or from other children/parents. This will ensure the parent receives first-hand information and all the facts correctly. Therefore, the College will ordinarily inform parents of any accident or injury sustained by a child on the same day, or as soon as reasonably practicable, of any first aid treatment given.

- 15.4 RIDDOR 2013 puts a duty to report certain incidents to the Health and Safety Executive. The person who has been delegated responsibility for this is the Health and Safety Advisor. (See [Reporting of Injuries, Diseases & Dangerous Occurrences RIDDOR \(hse.gov.uk\)](https://www.hse.gov.uk/riddor/).)

## 16. Further Advice and Information

This policy document is for general guidance only. If you need further assistance on the interpretation or practical application of this policy, please contact the Health and Safety Advisor. Guidance for treatment of Head Injury and Concussion [Head injury and concussion - NHS](https://www.nhs.uk/conditions/concussion/)