

## FINBOROUGH SCHOOL FIRST AID & MEDICINES POLICY

This Policy is applicable to all pupils, including those in the Early Years Foundation Stage. The school undertakes to always have at least one person qualified to provide first aid when children are present.

### **General**

First Aid is the initial assistance or treatment given to someone who is injured or suddenly taken ill.

First Aid principles are to

- preserve life
- prevent worsening
- promote recovery.

First Aid may be practised by anyone, anywhere, volunteer or professional. However, in certain circumstances, the provision of first aid and first aid responsibilities are defined by statutes. In the UK, these regulations apply to incidents occurring in the workplace and mass gatherings.

The DFE (Department for Education) produced its current guidance in February 2014 for the provision of first aid in schools. HSE (Health and Safety Executive) regulatory changes in October 2013 allowed employers to have more flexibility in how they manage and provide first aid in the work place, whilst ensuring that they are adequately and appropriately providing the best training to maintain good practice. Finborough School provide first aid training to all staff members if they wish to complete a one day course. There is also an opportunity to participate in an advanced course for staff in key areas of the school e.g. sports department. Finborough School use a qualified instructor with advanced certificates in first aid training. The number of first aiders required in a workplace is dependent on the risk assessment.

Finborough School is bound under the regulations laid down by RIDDOR (Reporting of injuries, diseases and dangerous occurrences regulations, 1995) under this we are required to report to the Health and Safety Executive (Tel No 0845 300 9923). It is vital when accidents occur, minor or severe, that first aid is administered in a timely and competent manner; appropriate help should be summoned immediately including prompt calling of ambulance (see notes at end). A first aider listed in Appendix 1(a) or the School office should be contacted as soon as possible when accidents occur, on 01449 773600.

### **EYFS**

As a registered provider we will notify Ofsted of any food poisoning affecting two or more children. Notification will be made as soon as is reasonably practicable and, in any event, within 14 days of the incident.

As a registered provider we will notify Ofsted of any serious accident, illness or injury to, or death of any child whilst in our care and of the action taken. Notification will be made as soon as is reasonably practicable and, in any event, within 14 days of the incident.

A list of the locations of first aid boxes is updated by the School Matron (Appendix 1(b))

## **Training**

It is essential that the school has 24 hour cover for first aid which is done by ensuring that key personnel are trained, such as House staff, staff involved in outdoor activities and other staff who may be on site during holidays. Qualifications must be revalidated every 3 years. The School Matron keeps a list of all first aiders (Appendix 1 (a)) and keeps a record of all qualifications and arranges courses as appropriate.

## **The Administration of medication in School**

The staff at Finborough School wishes to ensure that pupils with medication needs receive appropriate care and support at school. Please note that parents of day pupils, including those in the EYFS, should keep their children at home if they are acutely unwell or infectious. Following vomiting and diarrhoea a child or member of staff must be absent from school for 48hrs.

Only staff specifically trained may administer medication and only those with level 3 training can administer controlled medications.

## **Self-Administration of medicines by a member of staff**

Medicines will be stored in the locked medicine cupboard in the office. Staff requiring analgesia for pain, such as a headache, will take medication from the school supply from the locked cupboard in the office. This needs to be logged in the medicine folder in the office and the amount deducted from the running total. Prescription or non-prescription medication must not be in classrooms or other parts of the school where pupils or visitors spend time during the day or night. Medication may be stored in the Senior Staff Room as this is locked and pupils do not enter this area of the school.

## **Prescribed medication**

Parents or, in the case of Boarders, the House Master/Mistress, are responsible for providing the School Matron with comprehensive information regarding the pupil's condition and medication. Prescribed medication will not be accepted in school without complete written and signed instructions from the parent, House Master/Mistress or School Matron (Appendix 3 (a)). A copy of the permission form will be kept in the school office and in sick bay and the information is also available on the school database.

## **Non-prescribed medication**

Staff may give non-prescribed medicine such as Paracetamol or Ibuprofen from the school's controlled supply to a pupil if there is specific prior permission from the parents (Appendix 3 (c)). A copy of the permission form will be kept in the school office and in sick bay and the information is also available on the school database. Staff will make contact by telephone with parent before administering non-prescription medication to ensure the pupil has not recently taken or been given medication such as analgesia.

For pupils in the EYFS staff will check permission and also make contact by telephone with the parent before administering non-prescription medication.

Staff will inform the parents of any incidence in which a child is injured or unwell as soon as is practicably possible.

## **Boarders self-medicating prescribed and non-prescribed medication**

Boarders are regularly informed not to have any medication in the boarding house unless discussed with Matron and the appropriate paperwork is completed. Boarders are encouraged to use the school supply of non-prescription medication such as Paracetamol and Ibuprofen and these are administered to them from the Office during the day and Boarding House after school. Boarders are assessed using the Fraser Guidelines by Matron,

GP or PN at Stow Health Surgery. If the pupil is deemed Gillick Competent Matron completes the 'Assessment of Self-Medication for pupils under 18 years' (Appendix 3(d))

### **Control of medication**

Staff will record all medication, prescription and non-prescription supplied to pupils in the medication log. A note will also be made on the pupils file on the school database.

Only reasonable quantities of medication should be supplied to the school and no more than would be required for 1 term at any time.

Any medication supplied for administration to individual pupils must be handed directly to the School office or House staff by the parent. The medication must be clearly labelled with the name of the pupil, name of medication, storage instructions, dosage and frequency required. The school will not accept items of medication in unlabelled containers.

### **Storage of medication**

Medication will be kept in a secure place, out of the reach of pupils. Unless otherwise indicated all medication to be administered in school will be kept in a locked cabinet or locked refrigerator.

The school Matron will regularly check all medications for expiry dates of boarders medication and of the school supply of non-prescription medications. If medication is found to be out of date, or if the packaging is damaged, Matron will take the medication to the GP surgery dispensary for disposal and will log the details in the surgery log book.

If pupils refuse to take medicines, staff will not force them to do so, and will inform the parents of the refusal, as a matter of urgency, on the same day. In the case of day students it is the parents' responsibility to renew the medication when supplies are running low and to ensure that the medication supplied is within its expiry date. For boarders the School Matron will ensure that medication is renewed when necessary.

The school cannot make changes to prescribed dosages on parental instructions.

### **Needles**

Sharps equipment to be disposed of following use by Matron will be disposed of in the yellow sharps box in surgery. For the NHS nursing team that visit the school as part of the National Immunisation programme they will supply their own sharps box. The sharps box will be taken, by Matron, to Stow Health Surgery when full.

### **Clinical Waste**

All clinical waste created following administration of first aid is to be disposed of in the yellow bins located in the school office or in surgery. The clinical waste bins are collected and emptied by PHS on a regular basis.

### **Long Term Medical Needs**

For pupils with long term or complex medication needs, the School Matron, will ensure that a Medication Plan and Protocol is drawn up, in conjunction with the appropriate health professionals. For children who have long term medical conditions and who may require ongoing medication, a risk assessment is carried out for each child, this is the responsibility of the School Matron alongside the key worker (EYFS). Other medical or social care personnel may need to be involved in the risk assessment. Parents would also contribute to a risk assessment.

For some medical conditions key staff will need to have training in a basic understanding of the condition as well as how the medication is to be administered correctly. The training needs for staff is part of the risk assessment. The risk assessment includes vigorous activities and any other Activity which gives cause for concern regarding an individual child's health needs. The risk assessment includes arrangements for taking medicines on outings.

A health care plan for the child is drawn up with the parent; outlining staff roles and what information must be shared with other staff who care for the child. The health care plan should include the measures to be taken in an emergency. The health care plan is reviewed every term or more if necessary. This includes reviewing the medication, e.g. changes to the medication or the dosage, any side effects noted etc.

### **Self-medication**

Where it is appropriate to do so, pupils will be encouraged to administer their own medication, if necessary under staff supervision. Pupils should not carry medication during the school day. Boarding pupils must ensure that no medication is left in their rooms and available to younger pupil.

### **School Trips**

The school will make every effort to continue the administration of medication to a pupil whilst on trips away from the school premises, even if additional arrangements might be required. However, there may be occasions when it may not be possible to include a pupil on a school trip if appropriate supervision cannot be guaranteed. Staff organising trips must ensure they get all relevant medical information from the school office or from Matron.

### **First Aid Boxes**

First Aid boxes are situated at various locations around the school site (Appendix 1 (b)). They are regularly checked and refreshed by the School Matron. If any item is used out of a first aid box, the School Matron should be informed so that a replacement can be supplied.

### **Accidents**

An accident form should be filled in following an accident as soon as is reasonably possible, by the member of staff responsible at the time of the incident or the member of staff who witnessed the incident. If an employee or pupil is involved in an incident the following details should be recorded on the accident form

- full name and address of casualty
- casualty's form class or job title
- date when entry made
- date and time of incident
- place and circumstances of incident
- details concerning injury and treatment given
- signature of person completing the form
- signature of the person administering first aid
- signature of principal.

Accident/incident forms are provided by the school office and kept in a folder in the school office marked 'Accident Forms'. The log sheet at the front of the folder must be completed.

Parents must be contacted and informed of the accident/incident as soon as is reasonably practicable and a note made, in the box provided on the accident/incident form, of when contact was made.

The log of accidents will be reviewed by the Operations Manager each term to determine any trends, areas which can be improved on or changes to facilities or policies may be required. The findings will then be presented at a Health and Safety Governance meeting.

### **Pupils with known Medical Conditions (including EYFS Pupils)**

First Aiders must be trained to recognise and respond appropriately to the emergency needs of children with chronic medical conditions; the most common ones being asthma, diabetes, epilepsy and severe allergic reaction.

For pupils with severe allergic reaction (anaphylaxis) a health care plan should be completed. Pre-loaded injection devices should be provided by the parents in the correct container, labelled with their child's name and updated medicines. Where a member of staff has been required to give this injection an ambulance must always be called.

Children with asthma need to have immediate access to their reliever inhalers when they need them. Spare inhalers must be provided by parents and will be kept in an unlocked cabinet in the school office.

Children with diabetes should be able to manage their own medication, which should be discussed with child and parent as part of the health care plan.

Pupils with known medical conditions, such as epilepsy, diabetes, and allergic conditions will be dealt with according to information sheet provided for those pupils by the School Matron. Staff and pupils will be given help and guidance in how to deal with those situations as necessary. The guidance sheet will include the following information

- photograph of the pupil
- name and date of birth
- nature of the condition
- location of medication
- emergency procedure.

A copy of the information sheet will be available in a folder marked 'pupils with known conditions' in the School Office, Boarding House, School Kitchen, and the relevant school (Nursery, Prep or Senior).

### **Hygiene/ Infection Control**

All staff should take precautions to avoid infection and must follow basic hygiene procedures.

- Staff should use disposable gloves when dealing with blood or other bodily fluids.

- Staff should use hand sanitizer or wash hands thoroughly with soap and hot water before and after treatment.
- Staff should take care when dealing with blood or other body fluids and dispose of dressings, tissues and/or wipes etc. in the yellow clinical waste bin provided in the school office or in sick bay.

### **Vomiting and diarrhoea**

All Day pupils including those in the EYFS should not return to school within 48 hours following an episode of vomiting or diarrhoea. Boarding pupils will remain in sick bay until 48 hours have passed.

### **Child Protection**

If any concerns are raised that have Safeguarding implications (eg unexplained marks or scars), while a person is being treated for first aid, the First Aider must inform the Designated Safeguarding Lead who will then take appropriate action.

### **Physical Contact with Children**

The treatment of children for minor injuries, illness or medical conditions may involve members of staff in physical contact with children. Any treatment should:

- Not involve more contact than necessary
- Be undertaken by staff who have been designated to the task in their job role or are on the list of School First Aiders (Appendix 1 (a))
- Be carried out wherever possible, in front of other children or adults
- Be recorded
- Be notified to parents
- For children within EYFS reference should be made to the EYFS Physical Contact Policy.

### **Further Information**

For EYFS pupils Copies of DFE Guidance “Managing Medicines in Schools and Early Years Setting” can be downloaded from [www.teachernet.gov.uk/wholeschool/healthandsafety/medical/](http://www.teachernet.gov.uk/wholeschool/healthandsafety/medical/)

Severe injuries, worsening existing medical conditions (i.e. asthma exacerbation) may require hospital or GP assessment.

Reason for Review/Amendments	Last review August 2018
Details of changes	<ul style="list-style-type: none"> <li>• Policy reviewed to ensure current legislation and practices are included.</li> <li>• Policy updated with changes to staffing and responsibilities.</li> </ul>

Date of next review	Annual review August 2019 (H+S, F+S Govrnance)
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Name	Position	Responsible for	Signature	Date
E Hines	Matron	Policy and staff training/awareness		
J Sinclair	Principal	Governance/oversight		
L Sinclair	HR Director	Recruitment/ Staff policies		
S Clark	Headmaster	Document Control and Implementation (academic staff)		
K Walmsley	Headmaster's PA / Admissions	Document Administration (non-academic)		

## **AMBULANCE INFORMATION**

**In the event of a medical emergency with a pupil, staff member or visitor who require assessment and treatment it may be necessary to call a First responder or Ambulance.**

**First Responder – call 111 for non-life threatening situation (e.g. person unwell but breathing normally and fully conscious)**

**Ambulance – call 999 for a severe or life threatening situation (e.g. chest pain, respiratory distress, collapse, severe head injury)**

## **REMEMBER IF IN DOUBT CALL 999**

**Dial 999 ask for an ambulance and be ready with the following information.**

1. Your telephone number: 01449 773600
2. Give your location as follows: Finborough School, Great Finborough, Stowmarket, Suffolk
3. State that the postcode is: IP14 3EF
4. Give exact location in the school where the incident has occurred

**Ambulance to come to the stated location and a member of staff should be there to meet them**

5. Give your name
6. Give name of pupil and a brief description of the pupil's symptoms.

**If ANAPHYLATIC SHOCK state this immediately, as this will be given priority.**

7. Give any medical history and known medications that you know this pupil may take.

**Refer to the Medical Alert list**

8. If you are unsure of how to manage the Casualty you can keep the Ambulance Operator on the telephone and get him or her to talk you through what you should be doing.

OR you can ring them back at anytime.

**REMEMBER TO SPEAK CLEARLY AND SLOWLY AND BE READY TO REPEAT INFORMATION IF ASKED**

## **POINTS TO REMEMBER**

- Get help
- If called for an ambulance then inform:

**Reception and give CLEAR details of where the Ambulance is coming to**

**Member of staff to meet the Ambulance crew**

**Senior Leadership Team**

- The SLT will then decide who informs the parents.
- Any witnesses to the accident need to stay, be reassured and available to give details to the ambulance crew or to the member of staff managing the incident.
- An Accident Form must be filled in and informing RIDDOR must be considered.

APPENDIX 1 (a)  
DESIGNATED FIRST AIDERS

The following is a list of staff with a first aid qualification.

**LOUISE SINCLAIR** exp Jan 2020  
**EMMA HINES** MATRON (RN RM) First Aid training exp Jan 2020  
**SONIA HOOD** OFFICE and BOARDING exp July 2019  
**CHARLOTTE BAKER** OFFICE exp Jan 2020  
**TINA IMPETT** OFFICE exp Jan 2020  
**TIM BRAME** SITE MANAGER exp Oct 2020  
**RORY FERGUSON** BOARDING and GROUNDS exp Oct 2020  
**GRAHAM DRURY** DEPTY HEAD PREP exp Oct 2020  
**AMANDA BOUD** HEAD OF CATERING exp Jan 2020  
**DANIEL MINGAY** KITCHEN STAFF exp Jan 2020  
**CRAIG HARRISON** BOARDING exp 2019  
**ELLA ANDREWS** BOARDING exp Oct 2020  
**ELSPETH WOODLEY** BOARDING exp 2021  
**RORY FERGUSON** BOARDING and GROUNDS exp 2021  
**MATT STAGG** BOARDING and SPORT/GYM exp June 2020  
**LYNN GRUBB** BOARDING expired 2018 up for renewal  
**ELSPETH WOODLEY** BOARDING and SPORT exp April 2021  
**JON BRIDGEMAN** SENIOR TEACHER and SPORT exp Oct 2020  
**MATHEW EDISON** SENIOR TEACHER and SPORT exp Feb 2019  
**SARAH STROET** SENIOR TEACHER exp April 2021  
**EMMA GREGORY** SENIOR TEACHER and ART exp 2021  
**REBECCA WETHERELL** SENIOR TEACHER exp Oct 2020  
**NICOLA FOSS** SENIOR TEACHER exp Oct 2017  
**RACHEL BRIDGEMAN** SAFEGAURDING exp April 2021  
**SARAH RUFFLES** PRE PREP TEACHER exp April 2021  
**JOSH GOLGA** PREP SCHOOL TEACHER exp Oct 2020  
**HANNAH ELEY** PREP TEACHER exp Oct 2020  
**KAREN WILLIAMS** PREP TEACHER exp April 2021  
**AMBER TURNER** NURSERY exp April 2021  
**HELEN STEWART** NURSERY exp April 2021  
**CHARLOTTE COATHUPE** NURSERY exp April 2021  
**REBECCA VANHINSBERGH** NURSERY exp April 2020

**Please note**

Under EYFS requirements at least one person on the premises and at least one person on outings will have a paediatric first aid certificate.

APPENDIX 1 (b)  
LOCATION OF FIRST AID KITS

The following is a list of locations of first aid kits.

School Office  
Trips - kept in office  
Nursery  
Prep School Meetings room  
Science room upstairs  
Science room downstairs  
Caretakers workshop  
Art Room – Mr Downey's class room  
Art Room – Mrs Gregory's class room  
Senior Staff room  
Kitchen  
Medical Room (sports hall)  
Boarding House office  
Cleaners Room (boarding house wash room)  
Minibus x 3 (1 in each)  
Sports Hall x 6 kit bags for matches & training (kept in medical room)

First aid packs for school trips will be made up by Matron on request.

## APPENDIX 2 (a) ANAPHYLAXIS

### **Definition**

Anaphylaxis is an acute, severe allergic reaction needing immediate medical attention. It usually occurs within seconds or minutes of exposure to a certain food or substance, but on rare occasions can happen after a few hours. Common triggers include peanuts, tree nuts, eggs, cows' milk, Shellfish, certain drugs such as penicillin, latex and the venom of stinging insects.

Finborough School recognises that children who are at risk of severe reactions are not ill, but if they come into contact with specific allergen they may become very unwell and need immediate attention.

### **Record Keeping**

When a child joins the school parents are requested to identify on the health form, provided as part of the admissions process, any specific allergies from which they suffer.

This form will contain

- If a child has a known allergy
- The allergen (i.e. the substance, material or living creature the child is allergic to such as nuts, eggs, bee stings, cats etc).
- The nature of the allergic reactions e.g. anaphylactic shock reaction, including rash, reddening of
- skin, swelling, breathing problems etc.
- What to do in case of allergic reactions, any medication used and how it is to be used (e.g. EpiPen)
- Control measures such as how the child can be prevented from contact with the allergen.

From the information provided a list of allergies is placed on the pupils record on the database and a sheet is created for the 'pupils with known conditions' files throughout the school as stated in the Main First Aid and Medicines Policy. Parents are requested to inform the school if their child subsequently develops an allergy to any substance. The School Matron can discuss their child's allergies and their care on request.

### **Medication**

In the case of a severe allergic reaction an immediate injection of adrenaline is the first line of treatment. Pupils who have known severe allergic reactions should have an EpiPen in a named container in the school office and in the Dining Hall. If staff suspect that a child is having a severe allergic reaction they must contact the School Office/Boarding House immediately and administer adrenaline. The School Matron will provide instruction for all staff in the administration of adrenaline.

### **Food Management**

A list of pupils with known food allergies is given to both the Head Chef and the Home Economics department at the start of the autumn term which is amended as necessary during the school year. This information will also be found in the 'pupils with known conditions' folder.

All staff involved in catering and food preparation are aware of the implications of a child with a known allergy ingesting or coming into contact with an allergen.

Nuts are not used in the kitchen, however it is not possible to state firmly that nuts are not present in any dish as there may have been cross contamination in manufacture.

A menu board is clearly displayed in the Dining Hall. Pupils with known allergies highlighted. Senior Pupils are expected to check it for identification of any foodstuffs to which they are sensitive. Staff will check for pupils in Prep School and EYFS.

The catering staff are always willing to answer questions from pupils about ingredients of the meal they are serving.

Pupils with known food allergies should not accept food brought from home by other pupils.

In the Home Economics lessons pupils are asked to carefully check labels before coming into contact with foodstuffs, and if there is any doubt they should discuss the situation with the teacher in charge of the lesson. If the allergy is severe or if there is any potential for an anaphylactic reaction the pupil may not be able to participate in the lesson, and alternative work will be provided.

### **Outings and off site activities**

Pupils with known allergies will be identified on the **school trip health form**. Where necessary parents will provide an EpiPen which will be kept in an easily accessible place by the teacher in charge of the outing. In the case of specific food allergies the catering staff will be informed so that an appropriate packed meal can be provided. Should a pupil have a severe allergic reaction on an outing then an ambulance must be called.

### **Care and treatment of allergic reactions**

In the case of a minor reaction: topical treatment with an antihistamine cream and if appropriate, oral antihistamine in tablet or liquid form will be provided if the medicines consent form has been completed for these items. Pupil may need to see GP for prescriptive medication or cream.

In the event of a progressive and severe allergic reaction, adrenaline by EpiPen should be administered and an ambulance called. Instruction on the administration of an EpiPen will be provided to all staff by the School Matron and a quick glance sheet can be found in the folder 'pupils with known conditions'. Parents/Boarding staff will be notified as soon as is practicably possible in the event of a severe allergic reaction.

### **Signs and Symptoms of Allergic Reaction Leading to Anaphylactic Shock**

All or some of the symptoms listed below may be present, and can develop within seconds

- Diffuse erythema (rash)
- Sneezing
- Coughing
- Itching
- Tightness of chest
- Painful breathing
- Cyanosis (going blue)
- Localised swelling of tissues eg eyelids, lips, tongue, hands, feet, larynx

- Laryngeal oedema (swelling and bronchospasm result in severe respiratory distress)
- Gastrointestinal disturbances (pain, vomiting, diarrhoea)
- Blood pressure down
- Pulse rapid and weak
- Patient's skin pale and cold
- Pupils dilated
- Loss of consciousness

## APPENDIX 2 (b) ASTHMA

Finborough School recognises that asthma is an important condition affecting many school children and positively welcomes all children with asthma. The School encourages all children with asthma to achieve their potential in all aspects of school life by having a clear policy that is understood by both staff and pupils.

### **Record Keeping**

When a child joins the school parents are requested to identify on the health form, provided as part of the admissions process, if their child suffers from asthma.

This form will contain

- If a child has asthma
- Triggers (i.e. stress, exercise, allergies, cold weather etc).
- Any medication used and how it is to be used (e.g. inhaler)
- Any control measures.

From the information provided details are placed on the pupils record on the database and a sheet is created for the 'pupils with known conditions' files throughout the school as stated in the Main First Aid and Medicines Policy. Parents are asked to inform the school if medication changes. The School Matron can discuss their child's condition and their care on request.

### **Medication**

Immediate access to relieving inhalers is vital, and pupils are encouraged to carry their inhalers with them. Parents are asked to provide the school with a labelled spare inhaler. The School Matron will arrange inhalers for boarding pupils. All inhalers must be labelled with the pupil's name. All school staff will allow pupils to take their own medication when they need to.

### **PE, Sport and Outdoor Education**

Taking part in sport is an essential part of school life, and children with asthma are encouraged to participate fully in the activities. PE/Sport teachers are aware of which pupils have asthma from the information supplied in the 'pupils with known conditions' folder. Teachers will remind pupils whose asthma is triggered by exercise to take their inhaler before the lesson and to warm up properly. If children need to use their inhaler during the lesson they will be encouraged to do so.

### **Outings and Off-Site Activities**

The school positively encourages all pupils with asthma to participate in off-site activities, both educational and social. Pupils with asthma are identified on the health forms, and should take their inhalers with them. When appropriate, the inhaler may be given to the teacher in charge.

### **In the event of an asthma attack**

All staff are given guidance on what to do in the event of an asthma attack by the School Matron.

The school follows the following procedure

- Ensure that the relieving inhaler is taken immediately
- Stay calm and reassure the child
- Help the child to breath by ensuring tight clothes are loosened
- Call a First Aider

#### **After the attack**

Minor attacks should not interrupt children's involvement in school, and they may return to lessons once they feel better. Parents/Boarding staff will be informed if a child has an asthma attack during the school day.

#### **Emergency procedure**

Should the asthma attack not respond to the inhaler and the child becomes extremely distressed then First Aider or School Matron will telephone for an ambulance. Parents/Boarding staff will be notified as soon as is practicably possible in the event of a severe allergic reaction.

#### **Regular review of asthma condition**

According to NICE guidelines individuals with asthma should be seen by their GP or PN annually for a medical review of their long term condition. Parents of day pupils take responsibility for this and Matron takes responsibly for the boarders with asthma. Matron will accompany the pupil to the appointment and collect their monthly prescription as required.

## APPENDIX 2 (c) DIABETES

Finborough School recognises that diabetes is an important condition affecting some school children, and positively welcomes children with diabetes.

The school encourages children with diabetes to achieve their potential in all aspects of school life by having a clear policy that is understood by both staff and pupils.

The School will work with outside agencies (GPs, Consultant Physicians, Diabetes Liaison Nurse) to ensure that diabetic pupils can participate fully in school life.

### **Record Keeping**

When a child joins the school parents are requested to identify on the health form, provided as part of the admissions process, if their child suffers from diabetes.

This form will contain

- If a child has diabetes
- Any medication used and how it is to be used (e.g. inhaler)
- Any control measures.

From the information provided details are placed on the pupils record on the database and a sheet is created for the 'pupils with known conditions' files throughout the school as stated in the Main First Aid and Medicines Policy. Parents are asked to inform the school if medication changes. The School Matron can discuss their child's condition and their care on request.

### **Monitoring**

The school accepts that it is vital to maintain balanced blood sugar levels, and will allow pupils to check their own levels as required, providing a private area to do so. Spare monitoring equipment may be brought into school and stored in the School Office and/or the Boarding House.

### **Medication**

The school acknowledges that regular injections of insulin are essential for children with diabetes, and will support them in maintaining their prescribed regime by allowing them to inject when prescribed, and providing privacy to do so. Insulin brought into the school will be stored in a refrigerator in the School Office and/or Boarding House. Where necessary, spare equipment, e.g. syringes, will also be stored in in the School Office and/or Boarding House.

### **Dietary Management**

The school will work closely with the pupil, family and catering staff to ensure that his/her dietary needs are met, and that any supplements to the diet, e.g. snacks, will be provided at the correct time.

### **PE, Sport and Outdoor Education**

Taking part in sport is an essential part of school life, and children with diabetes are encouraged to participate fully in the activities. PE/Sport teachers are aware of which pupils have asthma from the information supplied in the 'pupils with known conditions' folder. Staff will encourage pupils with diabetes to take extra glucose before physical activity if required, and staff are aware that pupils may also need to take extra glucose during strenuous exercise. Staff are also aware that it may also be necessary for pupils to have something to eat. Should a child experience symptoms of hypoglycaemia during PE, Sports or Outdoor Education, remedial action will be taken immediately.

### **Outings and Off-Site Activities**

The school positively encourages all pupils with diabetes to participate in off-site activities, both educational and social. Pupils with diabetes are identified on the health forms. Diabetic children should take with them sufficient supplies of insulin and monitoring equipment to last for the duration of the outing. The catering staff will be informed in order that appropriate packed lunches can be provided. They should carry with them glucose tablets or chocolate for use in the event of a hypoglycaemic episode. For overnight and overseas trips more equipment will be needed. The School Matron will liaise with the teacher in charge to ensure that children's needs are safely met.

### **In the event of a hypoglycaemic episode**

If a teacher suspects that a diabetic pupil is becoming hypoglycaemic the following procedure is followed

- Reassure the pupil
- Administer fast acting glucose in the form of sugary drink, glucose tablets. Senior staff room, the office, kitchen and all first aid sports bags stock 100% sugar orange cartons with pack of biscuits to provide carbohydrate for the pupil
- Call a First Aider.
- Ensure the proper medication is administered as specified in the 'pupils with known conditions' folder

### **After the attack**

Minor attacks should not interrupt children's involvement in school, and they may return to lessons once they feel better. Parents/Boarding staff will be informed if a child has an asthma attack during the school day.

### **Emergency procedure**

Should the hypoglycaemic episode not respond to treatment and the child becomes extremely distressed then First Aider or School Matron will telephone for an ambulance. Parents/Boarding staff will be notified as soon as is practicably possible in the event of a severe allergic reaction.

## APPENDIX 2 (d) EPILEPSY

Finborough School recognises that epilepsy is an important condition affecting some school children and positively encourages pupils with the condition.

This school encourages children with epilepsy to achieve their potential in all aspects of school life by having a clear policy that is understood by both staff and pupils.

Finborough School will work with outside agencies (GPs, Consultant Physician and specialist nurse practitioner) to ensure that pupils with epilepsy can participate fully in school life.

### **Record keeping**

When a child joins the school parents are requested to identify on the health form, provided as part of the admissions process, if their child suffers from epilepsy.

This form will contain

- If a child has epilepsy
- Triggers (i.e. stress, exercise, allergies, cold weather etc).
- Any medication used and how it is to be used (e.g. inhaler)
- Any control measures.

From the information provided details are placed on the pupils record on the database and a sheet is created for the 'pupils with known conditions' files throughout the school as stated in the Main First Aid and Medicines Policy. Parents are asked to inform the school if medication changes. The School Matron can discuss their child's condition and their care on request.

### **Medication**

The school acknowledges that the regular administration of prescribed medication is essential in the control of epilepsy and will support pupils by allowing them to take their medication at the appropriate time. Parents are asked to supply the school with sufficient medication in a clearly labelled container. The School Matron will ensure that boarders have a sufficient supply in school.

### **PE, Sport and Outdoor Education**

The school acknowledges that epilepsy itself is not a barrier to physical activity but that some sports may be inappropriate for some pupils with epilepsy. PE/Sport staff will be informed if a pupil has epilepsy and will liaise with the School Matron and the pupil's parents and physician to ensure that all physical activity undertaken is suitable for that pupil.

### **Trips, Outings and Off-Site Activities**

The school positively encourages all pupils with asthma to participate in off-site activities, both educational and social. Pupils with epilepsy are identified on the health forms. Children with epilepsy should take with them sufficient supplies of medication to last the duration of the outing which should be handed to the member of staff organising the trip. For overnight and overseas trips more medication will be needed. Some physical activities may not be appropriate and there will be discussion before the outing with the pupil, their parents, staff and School Matron to assess the suitability of the activity. Staff should be aware that some flashing lights and strobe effects might trigger seizures in some pupils. The School Matron will liaise with the teacher in charge to ensure that children's needs are safely met.

### **Computers**

Some pupils with epilepsy may be sensitive to the effects of a VDU and may need to use a special clip on screen cover to reduce the effect. Staff will ensure that the screen is used.

### **In the event of a seizure**

At the start of a seizure, the child may cry out, usually stiffens and then falls; arms and legs may jerk or twitch. You will not be able to rouse them so do not try. Fits usually last a few minutes but can sometimes go on for longer. During the fit the child will often go blue in the face; there is nothing you can do about it until after the fit is over.

In the event of a seizure the following procedure should be followed:

- Keep calm
- Reassure pupils in the room
- Call a First Aider.
- Only move the person if they are in danger
- Protect and turn the head and body to one side if possible
- Do not try to stop the seizure or rouse the child
- Do not force anything into the mouth

At the end of the seizure, twitching will stop, the child usually takes a deep breath, the blue colour goes and the child slowly wakes up.

- DO stay with them; talk quietly until you are certain they have recovered.
- DO not try to wake them up
- DO let them come to in their own time.
- DO not provide anything to drink until you are sure they are fully awake.
- DO try to give the pupil some privacy.
- DO NOT send for an ambulance unless the child has several fits in quick succession, is not awake after 15 minutes, is having trouble breathing, or is injured

### **After the seizure**

Minor seizures not interrupt children's involvement in school, and they may return to lessons once they feel able to do so. Parents/Boarding staff will be informed of the seizure as soon as is practicably possible.

APPENDIX 3 (a)  
FINBOROUGH SCHOOL  
MEDICINE CONSENT FORM - PRESCRIPTION

The staff at Finborough School wish to ensure that pupils with medication needs receive appropriate care and support at school. Please note that parents of day pupils, including those in the EYFS, should keep their children at home if they are acutely unwell or infectious. A copy of the School's First Aid and Medicines Policy is available on our website or from the school office.

Parents or, in the case of Boarders, the House Master/Mistress, are responsible for providing the School Matron with comprehensive information regarding the pupil's condition and medication. Prescribed medication will not be accepted in school without complete written and signed instructions from the parent, House Master/Mistress or School Matron. A copy of this permission form will be kept in the school office and in sick bay and the information will be made available on the school database.

Please complete the details below to provide permission for medication to be administered.

Name of pupil \_\_\_\_\_

Class/form \_\_\_\_\_

Date dispensed \_\_\_\_\_

Date medication provided by parent \_\_\_\_\_

Name of medication \_\_\_\_\_

Dose and method (how much and when taken) \_\_\_\_\_

\_\_\_\_\_

When is it taken (time of day) \_\_\_\_\_

Quantity received \_\_\_\_\_

Expiry date \_\_\_\_\_

Quantity of medication returned to parent \_\_\_\_\_

Date medication returned to parent \_\_\_\_\_

Staff signature \_\_\_\_\_

Print name \_\_\_\_\_

Parent signature \_\_\_\_\_

Print name \_\_\_\_\_

Parent contact number \_\_\_\_\_

APPENDIX 3 (b)  
FINBOROUGH SCHOOL  
MEDICINE CONSENT FORM - NON PRESCRIPTION (HOME SUPPLY)

The staff at Finborough School wish to ensure that pupils with medication needs receive appropriate care and support at school. Please note that parents of day pupils, including those in the EYFS, should keep their children at home if they are acutely unwell or infectious. A copy of the School's First Aid and Medicines Policy is available on our website or from the school office.

Parents or, in the case of Boarders, the House Master/Mistress, are responsible for providing the School Matron with comprehensive information regarding the pupil's condition and medication. Prescribed medication will not be accepted in school without complete written and signed instructions from the parent, House Master/Mistress or School Matron. A copy of this permission form will be kept in the school office and in sick bay and the information will be made available on the school database.

Please complete the details below to provide permission for medication to be administered.

Name of pupil \_\_\_\_\_

Class/form \_\_\_\_\_

Date medication provided by parent \_\_\_\_\_

Name of medication \_\_\_\_\_

Dose and method (how much and when taken) \_\_\_\_\_

\_\_\_\_\_

When is it taken (time of day) \_\_\_\_\_

Quantity received \_\_\_\_\_

Expiry date \_\_\_\_\_

Quantity of medication returned to parent \_\_\_\_\_

Date medication returned to parent \_\_\_\_\_

Staff signature \_\_\_\_\_

Print name \_\_\_\_\_

Parent signature \_\_\_\_\_

Print name \_\_\_\_\_

Parent contact number \_\_\_\_\_

APPENDIX 3 (c)  
FINBOROUGH SCHOOL  
MEDICINE CONSENT FORM - NON PRESCRIPTION (SCHOOL SUPPLY)

The staff at Finborough School wish to ensure that pupils with medication needs receive appropriate care and support at school. Please note that parents of day pupils, including those in the EYFS, should keep their children at home if they are acutely unwell or infectious. A copy of the School's First Aid and Medicines Policy is available on our website or from the school office.

Staff may give non-prescribed medicine such as Paracetamol or Ibuprofen and antihistamine from the school's controlled supply to a pupil if there is specific prior permission from the parents via this form or in a letter. A copy of this permission form will be kept in the school office and in sick bay and the information will be made available to staff on the school database. If we do not have written permission for a child we will be unable to provide medication.

For pupils in Nursery and Reception classes (EYFS) staff will check permission and also make contact by telephone with the parent before administering non-prescription medication.

If you wish to provide your own non prescription or over the counter medication please complete the form for 'Non Prescription Parent Supply' or, for prescription medication please complete the 'Prescribed medication consent form'. Please read the school's First Aid and Medicines policy for more information.

Please complete a form for each child and indicate your permissions below :

I (Parents name) \_\_\_\_\_ give permission for my son/daughter

Name of child \_\_\_\_\_ to be given the medication indicated below, at the dosage provided on the packaging, from the school supply.

- Paracetamol tablets/capsules/caplets (500mg)
- Ibuprofen tablets/capsules/caplets (200mg)
- Paracetamol suspension 250mg (6+ liquid)
- Paracetamol suspension 120mg (infant liquid)
- Antihistamine syrup (2mg Chlorphenamine Maleate) OR tablets/capsules/caplets (4mg Chlorphenamine Maleate)
- Antihistamine cream (Mepyramine Maleate 2% w/w)
- Emoliant Cream (White Soft Paraffin 14.5%w/w, Light Liquid Paraffin 12.6%w/w, Hypoallergenic Anhydrous Lanolin 1%w/w)

OR

- I DO NOT give permission for my child to be given medication from the school supply.

Signature of Parent or Guardian: \_\_\_\_\_ Date: \_\_\_\_\_

EMERGENCY

APPENDIX 3 (d)

## Assessment of self-medication for pupils under 18 years

NAME	DOB	AGE
REQUIREMENT	NAME OF MEDICINE	DURATION
DOSAGE		

Pupil has had reason for medication and the possible side effects and dosage have been explained to them. They understand the dangers and consequences of non-compliance with prescription drugs and the utmost importance of safe storage.

Pupil has therefore been deemed Fraser competent

**Matron/GP signature**

**Name**

**Designation**

**Date**

I have had the reason for my medication and possible side effects explained to me and understand the dangers and consequences of poor medication compliance with prescription drugs. I am happy to self-administer my medication and will discuss with Matron any concerns or side effects I may have.

**Pupil signature**

**Name**

**Designation**

**date**

## Appendix 4

### IN THE EVENT OF AN EMERGENCY REQUIRING MEDICAL ADVICE OR MEDICAL ASSESSMENT

CALL 111 OR 999

THE FOLLOWING DETAILS WILL USUALLY BE REQUIRED

LOCATION –

FINBOROUGH SCHOOL  
FINBOROUGH ROAD  
GREAT FINBOROUGH  
STOWMARKET  
IP14 3EF

TELEPHONE NUMBER –

OFFICE – 01449 773600

STAFF ROOM – 01449 773628

BOARDING HOUSE -01449 773618

MATRON EMMA HINES – 07941021542

PATIENT'S FULL NAME AND DATE OF BIRTH