



Tormead

SCHOOL

First Aid Policy

Summary of changes:

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| 2021-2 Review | <ul style="list-style-type: none">• Generic auto-injectors and asthma inhalers substituted for pupils own duplicate medication.• Amendment of COVID protective measures to reflect changing Government guidance.• Minor changes to reflect nomenclature and administrative arrangements. |
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Guidance and information

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|---------------------------|--|
| Last review | SMT – 31 st August 2021 11 th May 2022 review - AH Compliance, AH Co-curricular, Bursar and HCL Governors 19 th August 2020 |
| Responsibility | Bursar consulting HCL |
| Policy Approval | SMT and then Governors F&GP |
| Review Date and frequency | Each year |

FIRST AID POLICY

This whole school policy also applies to the Early Years Foundation Stage (and includes the provision of paediatric first aid)

Introduction

First aid can save lives and prevent minor injuries from becoming major ones. First aid provision, to include both adequate numbers of appropriately trained staff and the provision of proper equipment, must be available at all times while people are on school premises and also for off-site activities such as school visits.

It is the responsibility of the Governing Body to ensure the correct provision of first aid in the School. The day-to-day responsibility for this is delegated to the Head and the Bursar.

Scope

This policy applies to all pupils. Parents are required to agree to the School's Terms and Conditions on entry to the School; section 7 refers to 'Health & Medical Matters' including permission for Emergency Medical Treatment (clause 7.5).

The School also recognises its obligation to make appropriate workplace first-aid arrangements for its employees and ensures that adequate numbers of appropriately trained staff are on site at all times (to include when the school is not in session during holiday periods).

Health Care Lead

The responsibility for first aid on the school premises rests primarily with the School Health Care Lead (HCL):

Mrs Pauline Farrar

The HCL works on Mondays to Fridays between the hours of 9.00am and 4.00pm. The Wellbeing Centre is also staffed by Pupil Support, (a qualified first aider) and is open from 8.00am to 5.00pm Monday to Friday. First Aid is also available from the school office from 8.00am to 6.00pm and the Premises Team, all of whom are qualified in first aid, are on site from 7:00am to 10:30pm

The key activities of the HCL include:

- Ensure that the Wellbeing Centre is correctly equipped and that medicines are kept up to date and safely stored
- Ensure that first aid kits are correctly equipped (in accordance with DfE guidelines) and are available in designated areas of the School
- Provide appropriate first aid kits for School visits
- Prepare health care plans for all girls with serious or potentially life-threatening health needs
- Display medical information and photographs for all girls with serious or potentially life-threatening health needs on OneDrive and in hard copy in staff rooms and the Treatment Room of the Wellbeing Centre. Senior School and the Prep School staff should familiarise themselves with the health care needs of these girls
- Provide the Catering Manager with pupil allergen information which is displayed to catering staff in their work area.

- Obtain and keep accurate records of parental consent forms for administration of medicines, which are updated as and when further updated information is provided by parents
- Liaise with the School Office staff and Heads of Year so that medical details about girls recorded on ISAMS (the school's management information system for pupils) are up to date and correct and that all girls with serious health needs (eg anaphylactic allergy, asthma, epilepsy, diabetes) are indicated as such (ie with a red 'flag'). (Only information given in writing by parents may be entered on the system).
- Keep accurate records of all first aid treatment and other treatment administered. Records should clearly state when parents are contacted
- Inform the Head, other relevant members of SMT or the Prep School Head of any serious medical/ first aid issues as they arise
- Ensure that accident forms are completed without delay when appropriate (for pupils staff and visitors). All accident forms should be copied to the Bursar who will follow the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 ('RIDDOR') guidelines to report relevant incidents to the Health and Safety Executive where necessary
- Admin Support (Pastoral) keeps an accurate record of staff first aid training and organises renewal training in consultation with the Bursar who is also responsible for considering and ensuring the appropriateness of training courses and training providers

General provision and principles

Senior School pupils may go directly to the Wellbeing Centre at break times; permission should be sought from the responsible member of staff at all other times. Prep School pupils should be taken or sent to the Prep School office, where first aid can be administered; if necessary the Health Care Lead will be contacted and/or the pupil taken to the Wellbeing Centre. In Senior School, if the Wellbeing Centre is not open, staff and pupils should go to the School Reception and the staff there will arrange for a First Aider to attend to any problems. It is the responsibility of the Health Care Lead or Pupil Support to arrange for parent(s) or designated carer to be contacted if appropriate (e.g. if a pupil is unwell and needs to go home).

First Aid boxes are located in several locations around the School including each of the Prep School buildings, Senior school reception (with AED), Wellbeing Centre, DT room, science block, JCS and Sports Hall (with AED). The First Aid boxes are green and meet HSE guidelines.

In the event of an emergency all teaching rooms have a green (urgent medical attention needed) or red (life threatening situation) card which should be removed and a pupil sent with it to the School Reception where they should immediately show it to one of the office staff who will arrange for immediate and appropriate action to be taken.

Provision of First Aid for after-hours events and non-school events is covered by the Premises Team or a suitably qualified first aider associated with the event. Suitable and sufficient first aid cover should be considered in the event risk assessment (with the first aider named) including temporary relocation of one of the AEDs.

First aid will be provided to staff as required by the HCL, a member of the School Office team or another member of staff on-site at the time who is suitably qualified in first aid. First aid should only be administered by qualified staff unless a delay would result in deterioration of the casualty, in which case best endeavours should be used and every effort made to locate qualified staff.

First-aiders and first aid training

Overview / Guiding Principles

Tormead is committed to providing first aid cover at a level which comfortably meets those guidelines stipulated by both the Health & Safety Executive (HSE) and Independent Schools Inspectorate (ISI).

The following approach has been drawn up to take into account the needs of all members of the school community both on site and during educational visits.

Qualifications

Tormead staff may be required to undertake one or more of the following first aid qualifications, depending upon their role.

| Qualification | Duration | Requalification |
|------------------------------------|----------|-----------------|
| First Aid at Work (FAW) | 3 days | 3 years |
| Emergency First Aid at Work (EFAW) | 1 day | 3 years |
| Paediatric First Aid (PFA) | 2 days | 3 years |
| REC (Remote Emergency Care) | 2 days | 3 years |

Levels of Training

Roles which carry a first aid training element are detailed in the table and the paragraphs below. It should be noted that, while we aim to train staff to the levels stated below, it may not always be possible. In such cases, the level of risk will be assessed and any necessary measures put in place to mitigate.

Staff in the roles outlined below are welcome to complete further training should they wish to do so; similarly, any member of staff is welcome to join one of the first aid courses run at Tormead, especially if they will be running or accompanying visits.

| | FAW | EFAW | PFA |
|----------------------------|-----|------|-----|
| Senior School Office Staff | | ✓ | |
| Prep School Office Staff | | ✓ | |
| Health Care Lead | ✓ | | ✓ |
| Pupil Support Officer | ✓ | | |
| Assistant Bursar (Estates) | ✓ | | |
| Premises Team | ✓ | | |
| Prep School Senior Team | | | ✓ |
| EYFS Staff | | | ✓ |
| KS1 Teaching Assistants | | | ✓ |
| Science Technicians | | ✓ | |

Visits

All visits must have appropriate first aid cover in the form of suitably qualified staff. Careful consideration should be given at the planning stage to the level of cover needed, taking into account the location and activities of the visit, transport arrangements, and the specific needs of the pupils in the party: for example, travel via two coaches would demand two first aiders. The appointed first aiders should discuss the specific needs of individual pupils beforehand with the Health Care Lead.

Local visits, where the girls are travelling by foot, do not necessarily require a first aider to be in accompaniment. After considering the needs of the pupils involved as well as the destination and the level of first aid provision provided, staff planning such visits should make a proposal

on their planning documentation which will then be approved or declined by the Assistant Head: Adventure and Service.

In the Senior School, first aiders on visits must hold either an EFAW, FAW or REC 2/3 qualification. Staff accompanying adventurous visits such as Sixth Form expeditions, may undertake specific first aid training for these situations.

In the Prep School, first aiders on visits must hold a PFA qualification; this person will also act as the appointed person for adult first aid incidents.

Duke of Edinburgh's Award

Staff accompanying the Duke of Edinburgh's Award expeditions may undertake either of the following two day (16 hour) qualifications:

- Expedition Care Program (ECP) Exploration Medicine
- Rescue Emergency Care (REC) Outdoor First Aid

The appropriate level of cover required for each expedition will be determined by the Assistant Head: Co-curricular

PE Department

Tormead PE teachers are all qualified in first aid, either at EFAW, FAW or PFA level. All training, matches and visits are carefully risk assessed with first aid provision considered specifically.

Sports coaches must be trained in a first aid qualification at the level required by their professional body. The existence of this qualification is confirmed by the Director of Sport upon appointment.

Delivery of Training

Much of Tormead's first aid training is delivered in-house and is delivered according to the Resuscitation Council guidelines by appropriate trainers. Any such course delivered at Tormead also includes defibrillator training and use of auto-injector trainings.

If external training in EFAW, FAW or PFA is required, it is usually sourced from either the Red Cross or St John's Ambulance. Training in OFA/ REC 2/3 is delivered by Rescue Emergency Care.

Staff holding other qualifications will have their level of training assessed individually by the Bursar.

Refresher training is delivered to staff annually. This training covers:

- use of auto-injectors and inhalers (HCL) for all staff
- care plans (HCL) where appropriate

Administration & Record Keeping

Accurate records of staff training are maintained on One Drive by Admin Support (Pastoral), who also oversees the schedule for retraining. Certificate originals are kept by the member of staff, with copies kept on file in the Admin Support office.

Recruitment & Induction

It is the responsibility of the member of staff making the appointment to ensure that the necessary first aid qualification is undertaken. This will normally be the Bursar or Director of Sport. The Assistant Head:Co-curricular is responsible for ensuring that staff accompanying expeditions are appropriately qualified.

Infection Control

In the event of a pupil needing to be excluded from the classroom due to an infectious illness the pupil will be escorted to the Wellbeing Centre and placed in the care of the Health Care Lead or Pupil Support.

It is the responsibility of the Health Care Lead to arrange for parents or the designated carer to collect the pupil.

If the School has any reason to believe that a pupil is suffering from a notifiable disease as published by the Public Health Regulations 1988, the School will inform PHE Surrey and Sussex HPT (South East) 0344 225 3861. The email address for NON Covid-19 infection control outbreaks/queries is se.acuteresponse@phe.gov.uk. All pupils with vomiting and / or diarrhea may not be in school until 48 hours after the last episode.

Precautions to avoid the spread of infection should be followed at all times

- Hand hygiene
 - Hands should be washed frequently with soap and water eg before eating or taking medicine, after using the WC
 - Girls and staff should be encouraged to use antiseptic hand gel where provided
- Procedures for dealing with the spillage of body fluids
 - No-one should treat a person who is bleeding without protective non-latex gloves if it is at all avoidable (in medical centre and first aid kits)
 - All body fluid spillages (vomit, blood, diarrhoea) must be cleaned immediately. Gloves must be worn for this purpose. Separate sets of rubber gloves should be kept for this purpose and must be cleaned after each use by the Premises Team
 - Absorbent granules should be dispersed over the spillage and left to absorb for a few minutes then swept up into paper. A designated dust pan and brush should be kept for this purpose. The paper should be put into a black dustbin bag, which should be sealed and placed in the external dustbins. The dustpan and brush must be washed after use.
 - The area should then be washed with water and detergent by the Premises Team and left to dry.
 - Hands must be washed thoroughly and dried afterwards.
 - Anyone who is accidentally exposed to body fluids should alert the Health Care Lead immediately.
- Disposal of sharps
 - Used sharps must be placed in a special yellow biohazard container after use; the container is located in the Treatment Room of the Wellbeing Centre
 - The container(s) is disposed of correctly at regular intervals (container must not be more than two thirds full).

Administration of Medicines

Prescribed Medicine

Parents of Senior School pupils should contact the Health Care Lead to request the administration of prescription medicine in school. The medicine should be sent into school in its original packaging and it should be accompanied by clear instructions as to usage and when the last dosage was given. Pupils should go to the Wellbeing Centre to take their

medicine under the Health Care Lead's supervision. Medication is stored in a locked cupboard.

For Prep School pupils, the medicine should be handed to the pupil's class teacher or the Prep School Secretary with written and signed instructions for its administration. A proforma is available from the Prep School Office for parents to complete.

It is the parent's responsibility to ensure that medicine is available for their daughters as needed and that it is within date. Parents are also responsible for the collection of medicines no longer required and for the disposal of date-expired medicines.

Pupils who are prescribed adrenaline autoinjectors are required to carry one (preferably two) in date devices in their school bags. Generic adrenaline auto-injectors are available in the case of an emergency where a pupil's own adrenaline auto-injector is damaged, lost, out of date or a subsequent dose is needed during an anaphylactic reaction. All pupils with prescribed adrenaline-autoinjectors are able to access the school's generic emergency adrenaline auto-injectors. The generic emergency boxes are orange and marked 'allergy response'. The generic boxes are located in the Prep School Staffroom, Senior School Reception, the Treatment Room of the Wellbeing Centre and the PE office. Staff have a right to periodically check to see pupils are carrying their adrenaline auto-injector. Parents are responsible to ensure the products are in date, non-damaged and available with their child daily.

Pupil who are prescribed salbutamol (Ventolin) inhalers are required to carry one (preferably two) in date inhalers in their school bags. Generic salbutamol (Ventolin) inhalers are available in the case of an emergency where a pupil's own inhaler is damaged, lost, out of date or a subsequent dose is needed during an asthma attack. All pupils with prescribed with salbutamol (Ventolin) are able to access the school's generic emergency salbutamol (Ventolin) inhalers. The generic emergency boxes are clear or yellow and marked 'asthma inhaler kit'. The generic boxes are located in the Prep School Staffroom, Senior School Reception, the Treatment Room of the Wellbeing Centre and the PE office. Staff has a right to periodically check to see pupils are carrying their inhaler. Parents are responsible to ensure the products are in date, non-damaged and available with their child daily.

Pupils with insulin and diabetic equipment must keep one supply of products on themselves and one in the Treatment Room of the Wellbeing Centre.

Non-Prescription Medicine

A limited number of non-prescription medicines or remedies (paracetamol, ibuprofen, bite and sting cream and antihistamine tablets) may be given to pupils whose parents have signed the necessary consent form when joining Tormead. Any pupil requiring these during the School day must be sent to the Wellbeing Centre to see the Health Care Lead or, if in the Prep School, to their class teacher, Prep School Secretary or the Prep School member of staff on duty, who will consult the pupil's records and take appropriate action. If a parent requests any non-prescription medication other than these to be administered to their daughter, this must be handed directly to the Health Care Lead to be kept in a locked cupboard in the Wellbeing Centre. In the Prep School, non-prescription medicines should be handed to the Class Teacher or Prep School Secretary. These are then placed in the medicine fridge in the staff room or in the lockable storage also in the staffroom. Any such medicine must be clearly named in an appropriate container and be accompanied by written instructions as to dosage

and usage. It is the parents' responsibility to ensure medication does not exceed its expiry date. The School will work in partnership with parents to supervise the administration of medicines.

No medication may be carried by girls during the school day, but must be securely stored in the Wellbeing Centre in a locked cupboard or refrigerator. The only exception to this is such emergency medication as asthma inhalers, adrenaline auto-injectors and insulin injections, which pupils must carry in their school bag. Non-prescription medicines may not usually be given to pupils in school by anyone other than the Health Care Lead or Pupil Support in the Wellbeing Centre. In the event of both the Health Care Lead and Pupil Support being unavailable the senior school office secretaries may dispense non-prescription medications. Medications are normally given by the Prep school secretary or teacher in their absence. An email record of any such dispensing in Senior school is made to the Health Care Lead for official recording in the Wellbeing Centre. Prep School medications are recorded in the medications record book and parents are informed of the dose and time any medication is given via the child's written school diary, email or ipad depending on the child's age and communication preferences of parents.

Storage of Medicines

- Medicines should only be stored in their original containers and in accordance with product instructions.
- The container should be clearly marked with the name of the pupil, the name and dose of medicine and the frequency of administration
- In the Senior School medicines are stored in a locked cupboard or locked fridge which is temperature controlled. The fridge temperature is checked daily when in use.
- In the Prep School medicines are stored in the lockable storage or the Staff Room medicine fridge both of which are located in the staff room.
- Controlled medicines are stored in a locked cabinet inside a locked cupboard fixed to a wall in the Treatment Room of the Wellbeing Centre. 'Controlled medicines' are classified (by law) based on their benefit when used in medical treatment and their harm if misused:

<https://www.nhs.uk/common-health-questions/medicines/what-is-a-controlled-medicine-drug/>

- Medicines that pupils may need immediate access to are stored in the Treatment Room of the Wellbeing Centre or in the Prep School staff room and can be accessed via a locked door.
- The key to the Treatment Room, the medication cupboard and the controlled medication box are kept on the key ring of the Health Care Lead. The key ring is kept in the school reception in a locked drawer when the Health Care Lead is not onsite. In event of emergency the estates department has copies of the keys.

School Visits or Out of School Activities

If a pupil is required to take a prescribed medicine, e.g. antibiotics, during an out of school visit or activity, the Visit Leader should be informed.

All prescription and non-prescription medication required on a school trip needs to be presented to the Visit Leader along with a recording form completed by the parent that states the medication name, dose and dosing schedule for regular medications (e.g. antibiotics) and medication name, dose and frequency allowed of as required medications (e.g. allergy tablets or creams). Generally, all medications provided by a pupil will remain with the Visit Leader

who will dispense to the pupil at the times required or if needed for non-regular medications. Exceptions may occur such as when staying with a host family.

The appointed first-aider on school trips will carry paracetamol and a short-acting antihistamine for use in the event of acute pain or allergic reaction on a school outing. The first-aider will have available a dosing guidelines chart, a medical information and contact details record and a recording form for any medications dispensed on a school outing.

A record must be kept on the form provided in the visits pack of all medicines administered on a visit and this form returned to the Health Care Lead.

Pupils who need eg asthma inhalers, adrenaline auto-injectors and insulin injections are required to have these available for use on any visits. One asthma inhaler and/or one adrenaline auto injector is required on a day trip and two asthma inhalers and/or two autoinjectors for residential trips. Failure to provide prescribed emergency medication as above will result in the pupil staying behind from a trip.

The PE department has first aid bags to provide sports appropriate first aid care both onsite and off. The bags are red and orange in colour and are stored in the PE office. The PE staff are responsible for checking and maintaining the contents of their travelling first aid bags. The HCL orders and stores extra first aid supplies for the PE department.

Automated External Defibrillators

There are two automated external defibrillators (AEDs) in School. The AEDs are stored in red cases. The first AED is located in the Senior School Office. The second AED is located in the Sports Hall inside a white, unlocked and unalarmed box to the left inside the main door. AEDs are visually inspected regularly by the premises team and the AEDs sound an alarm when battery levels are low / in need of replacement. The following procedure is based on guidance from the Resuscitation Council (UK) (<https://www.resus.org.uk/resuscitation-guidelines/adult-basic-life-support-and-automated-external-defibrillation/>).

AEDs are for use on casualties in cardiac arrest and greatly increase the chance of survival. THE CHANCES OF SURVIVAL DIMINISH QUICKLY WHEN APPLICATION OF THE DEFIBRILLATOR IS DELAYED. The aim is to apply the defibrillator in three minutes or less. Cardiac arrest is uncommon but can happen to anyone, although some people have higher risk than others.

Casualties in cardiac arrest will:

- Be unconscious
- Be unresponsive
- Not be breathing normally or not breathing at all
- A short period of seizure-like movements can occur at the start of cardiac arrest

If cardiac arrest is suspected, the procedure below must be followed without delay:

If help is available (from any source):

- An ambulance must be called IMMEDIATELY. Send a red first aid card to the front office without delay.
- The front office will call an ambulance and will dispatch help to the scene.
- If an ambulance is called by other means, the School Office must be notified without delay, so they can send the defibrillator to you and can direct the ambulance on arrival.
- If you are near the Sports Hall, then in addition send someone to fetch that defibrillator.
- In the meantime, commence CPR if you have been trained.
- Once the defibrillator arrives, and if you feel confident to do so, remove it from the case and switch it on. Follow the voice prompts. Otherwise await the arrival of trained staff while you continue with CPR.
- While training is ideal, AEDs may be used by people without training.
- It is ESSENTIAL that no one is touching the casualty when a shock is delivered.

If you are alone and the casualty is an adult :

- Call an ambulance immediately and fetch the nearest defibrillator
- Follow the voice prompts

If you are alone and the casualty is below the age of 18:

- Undertake CPR for one minute before following the steps above.

For casualties below the age of eight, insert the paediatric key into the defibrillator located inside the case.

Asthma

There are Emergency salbutamol (Ventolin) Inhaler Kits in the Senior School reception, Prep School office, Medical Room of Wellbeing Centre and PE office. The kits contain an asthma inhaler and spacer to deliver the medication if required. The kits are bright yellow or clear with a green coloured label 'Emergency Asthma Kit'. Emergency salbutamol (Ventolin) may be given to any pupil with a diagnosed condition of asthma. The kits are available as a safety measure if the pupil has a missing, empty or damaged inhaler. In event of any other child experiencing shortness of breath 999 should be called and the Health Care Lead contacted if she is present in the building.

Emergency procedure – asthma attack

In the event of an asthma attack the following guidelines should be followed:

Recognising an asthma attack:

- Persistent cough
- Wheezing sound when breathing
- Difficulty breathing
- Unable to talk or complete sentences.
- May report a 'tight chest'.

Severe signs: CALL 999 immediately

- Appears exhausted
- Blue or white appearance around lips
- Loss of consciousness or reduced level of consciousness

Action:

- Give salbutamol (Ventolin) 2 puffs of their own inhaler if available or use the School Emergency inhaler with the spacer. Keep child sitting up if possible.
- Continue to give salbutamol (Ventolin) 2 puffs with the spacer every 2 minutes up to 10 puffs. If the child is not improving or you are concerned call 999.
- Continue to give another 10 puffs of Ventolin as above if needed if the ambulance has not arrived.

Anaphylaxis

There are Emergency Adrenaline Auto-Injector Kits (also known as Anaphylaxis Kits) in the Senior School Office, Prep School office, Medical Room of Wellbeing Centre and Food & Nutrition room. The kits contain an adrenaline auto-injector. The kits are orange and labelled 'Emergency Allergy Response'. Emergency auto-injectors may be given to any pupil with a prescribed auto-injector. The kits are available as a safety measure if the pupil has a missing or damaged auto-injector, or if they require a subsequent dose of adrenaline during an anaphylaxis. In the event of any other child experiencing symptoms of anaphylaxis, 999 should be called and the HCL contacted if she is present in the building.

Emergency procedure – anaphylaxis (*adapted from allergy action plan (2013) www.bsaci.org*)

In event of anaphylaxis the following guidelines should be followed:

Mild-moderate allergic reaction

Signs & Symptoms:

- Swollen lips, face or eyes
- Itchy / tingling mouth
- Hives or itchy skin rash
- Abdominal pain or vomiting
- Sudden change in behaviour

Action:

- Stay with child, call for help if necessary
- Give antihistamine (Piriton or other)
- Contact parents

Life-threatening allergic reaction (ANAPHYLAXIS)

- Airway: Persistent cough, hoarse voice, difficulty swallowing, swollen tongue
- Breathing: Difficult or noisy breathing, wheeze or persistent cough
- Consciousness: Persistent dizziness / pale or floppy, suddenly sleepy, collapse, unconscious

Action:

- Lie child flat. If breathing difficult, allow to sit
- Give adrenaline auto-injector
- Dial 999 for an ambulance and say ANA-FIL-AX-IS
- If in doubt, give EpiPen

After giving adrenaline auto-injector:

- Stay with child, contact parent
- Commence CPR if there are no signs of life
- If no improvement after 5 minutes, give a further adrenaline auto-injector

Calling an Ambulance

- During school hours and on school premises the School Reception or Health Care Lead would normally be responsible for calling an ambulance. Out of school hours, on a visit, or **if the situation is life threatening**, the member of staff in charge should dial 999 without delay and call an ambulance. Please speak clearly and slowly. A member of SMT should be informed immediately. The following information should be given to the emergency services
 - Your telephone number (01483 575101 Senior School office, 01483 769073 Prep School office)
 - Your location (Tormead School, Cranley Road, Guildford, GU1 2JD)
 - Exact location within the School (*e.g. first floor in the sports hall*)
 - Your name
 - Brief description of pupil's symptoms, emphasising the reasons for calling
 - Instructions to come to the main entrance at the front of school
 - Confirm the ambulance crew will be met and taken to the pupil
 - Listen carefully to any instructions given
- Call the parents
- Inform Reception
- A member of staff should accompany a pupil taken to hospital and stay until the parent arrives
- Staff should not take a pupil to hospital in their own car without prior consultation with a member of SMT

Girls with Medical Alert

Pupils with asthma, epilepsy, diabetes and other chronic conditions, who may need urgent medication or treatment at certain times, are identified by a red flag on the ISAMS system. Many of the pupils will have an agreed health care plan (HCP), which is agreed by both the pupil and their parents.

Confidentiality

On admission, parents are requested to provide full information concerning their daughter's health.

The Head may at any time require a medical opinion or certificate as to a pupil's general health where the Head considers that necessary as a matter of professional judgment in the interests of the pupil and/or the School. If the pupil is of sufficient age and maturity, they are entitled to insist on confidentiality which can nonetheless be overridden in the pupil's own interests or where necessary for the protection of other members of the School community.

Throughout the pupil's time as a member of the School, the Health Care Lead has the right to disclose **confidential** information about the pupil if considered to be in the pupil's own interests or necessary for protection of other members of the School community. Such information will be given and received on a **confidential** "need to know" basis.

The Health Care Lead provides medical services to pupils and staff, brief details of which are recorded in a daily log and on ISAMS. Information obtained as part of these services will be given and received on a **confidential** “*need to know*” basis.

The Health Care Lead will observe the rules on confidentiality set out in the Code of Conduct on professional standards for nurses and midwives issued by the Nursing and Midwifery Council.

The Health Care Lead is able to advise pupils about such matters as contraception and sexual health on a confidential basis, provided that she is satisfied that the pupil has sufficient maturity and understanding to make such decisions. She will always encourage pupils to confide in their parents. **If there are concerns or disclosures of abuse, the School’s Safeguarding Policy will apply and concerns will be reported to the Designated Safeguarding Lead or the local children’s safeguarding board.**

COVID-19 – Additional Measures

In accordance with Government guidance proportionate protective measures such as ventilation, regular cleaning and hand washing will continue. COVID risks must be considered in individual risk assessments.

Review

This policy is reviewed annually by the Senior Management Team (SMT) and the Governing Body.

Date of Last Review: 11th May 2022

By Resolution of the Governing Body:

MRS R HARRIS
Chair of Governors

MR D BOYD
Head

19th August 2020

