

FIRST AID, ADMINISTRATION OF MEDICATION INCLUSIVE OF MEDICAL PROTOCOLS & CARE OF BOARDERS WHO ARE UNWELL

This policy also encompasses the care of those with chronic conditions and disabilities, dealing with medical emergencies and the use of prescribed and non-prescribed medication.

First Aid (Part 1) Administration of Medications: Protocol and Practice inclusive of Chronic Medical Conditions (Part 2)

This document which applies to the whole college inclusive of boarding is publicly available on the college website and upon request a copy (which can be made available in large print or other accessible format if required) may be obtained from the college office.

Scope: All who work, volunteer or supply services to our college have an equal responsibility to understand and implement this policy and its procedures both within and outside of normal college hours, including activities away from college. All new employees and volunteers are required to state that they have read, understood and will abide by this policy and its procedural documents and confirm this by signing the Policies Register.

Legal Status: Complies with The Education (Independent School Standards) (England) Regulations, along with the National Minimum Standards (NMS) for boarding schools, (DfE: currently in force) as cited in Appendix A: List of policies and documents.

Related documents:

- Safeguarding (Child Protection) Policy:
- Positive Mental Health and Well-being Policy:
- Boarding Students & Parents Handbook 2025-2026

Monitoring and Review: These arrangements are subject to continuous monitoring, refinement, and audit by the Principal, who will undertake a full annual review, inclusive of its implementation and the efficiency with which the related duties have been implemented. This review will be formally documented in writing. Any deficiencies or weaknesses recognised in arrangements or procedures will be remedied immediately and without delay. All staff will be informed of the updated/reviewed arrangements and it will be made available to them in writing or electronically.

Reviewed: August 2025

Next Review: August 2026

Signed

David Game
CEO and Founder

John Dalton
Principal

Policy Statement: David Game College will undertake to ensure compliance with all the relevant legislation with regard to the provision of [First Aid for pupils, staff, parents and visitors](#) alongside [supporting pupils with medical conditions](#). We will ensure that procedures are in place to meet that responsibility. This policy should be read in conjunction with David Game College's Health and Safety policy, Safeguarding children Policy, Boarders' Health and Wellbeing Policy and our Mental Health Policy. It will be reviewed within two years. The College complies with the Guidance on First Aid for College Best Practice Document published by the DfE, along with the NHS First aid and Health A-Z <https://www.nhs.uk/conditions/>. We have two full time nurses from Paediatric and Adult nursing backgrounds with a combined experience of 36+ years between them.

Care of Boarders:

Medical Centre Procedures Student Attendance:

If a student feels unwell in the morning, they should promptly notify the House Parent. The house parent can notify the nurse who will then conduct necessary observations and assessments to determine whether the student is well enough to attend school or if they should stay in the boarding house's medical observation room to recuperate.

If a student is unwell during lesson time, the teacher will take one of the following actions:

1. Contact the College Nurses directly.
2. Request an appointment for the student with the nurses.
3. Ask the student to report to the reception, where staff will contact the nurses.

The College Nurses will then assess the student and take appropriate action based on their condition.

If a student is feeling unwell and consequently unable to attend school, they will need to rest in the boarding house observation room, furnished with comfortable sofa beds for optimal comfort. As ensuring their health and well-being is our utmost priority, regular observations are necessary. Therefore, they are required to remain in the observation room until 4 pm when the boarding house reopens. However, there are specific instances where a student may be permitted to rest in their room, contingent upon individual assessment by our nurses to ensure their safety. Typically, this allowance is only granted when a student needs to isolate.

Local Doctor, Dentist and Optician

Upon arrival in the UK, students will undergo an Initial Medical Assessment conducted by our college nurses. This assessment aims to collect appropriate medical history to ensure their well-being in the boarding house. Subsequently, they will be registered with the local General Practice (GP) Surgery, to which they may be referred to if necessary. Should students require dental or optical services, arrangements can be made with our local service providers. It's crucial to acknowledge that NHS dental waiting times can be extensive, thus opting for private dental treatment where feasible is advisable. During emergency dental conditions, we will help arrange access to emergency services. There may be charges for students who are non-EU nationals to use NHS services. Please refer to the *'Health Centre: Policies and Procedures 2022-23'*:

Routine dental treatment should ideally be carried during College holiday time. If a boarder develops an emergency dental problem during boarding, the House Parents will make an appointment for the student to see a dentist. It is likely that expenses will not be covered by the National Health Service (NHS) so any expenses incurred will be payable by parents.

For those students who wear prescription glasses should bring two pairs with them to boarding.

It is very important that a student's medical history is made clear to the College and exactly what type of medical condition or illness they currently suffer from or are prone to, and what medications they are currently on, include dosage. This should all be conveyed through the application process and completing the relevant forms. Failure to disclose a serious medical or mental health condition could put a child at significant risk. The school has an established relationship with the following local practices.

If a student is on regular medication, they must provide a doctor's note specifying the diagnosis, the reason for the medication, the duration it should be taken, and any follow-up treatment plans. Additionally, this note must be accompanied by a prescription outlining the medication's name, dosage, the student's name, the doctor's name, date, and signature, all documented in English.

Doctors: Goodman's Field Medical Practice, 11 Stable Walk, London, E1 8ZF.

Tel: 020 7702 2036

Specsavers 14 New St, London EC2M 4TR

Phone: 020 7377 4970

If students aged 16 or younger have appointments, they must be accompanied by an adult. When possible, if staffing allows and the appointment is at the local GP, a nurse or another appropriate staff member will accompany the student. For appointments outside the GP, the UK guardian's attendance is required.

Students aged 17 and older may attend appointments on their own if they feel comfortable and confident. If the appointment is at the local GP, a nurse or appropriate staff member will accompany them upon request. For appointments outside the GP, students should ask their guardian to accompany them if needed.

Part 1 – First Aid Administration of Medications

First Aid can save lives and prevent minor injuries becoming major ones. Tutors' conditions of employment do not include giving first aid, although any member of staff may volunteer to undertake these tasks. Tutors and other staff in charge of pupils are expected to use their best endeavours at all times, particularly in emergencies, to secure the welfare of the pupils at the College in the same way that parents might be expected to act towards their children. At David Game College we provide the necessary equipment and facilities to ensure that adequate first aid cover is available to staff, pupils and visitors. This provision is available at all times while people are on the College premises, and also off the premises whilst on College visits. This provision is supplemented with a risk assessment to determine any additional provision that may be necessary. First aiders at the College must be voluntary. It is the responsibility of the College to ensure that adequate first aid provision and that there are sufficient enough trained personnel and equipment on the premises or during College visits or events. All staff have a duty of care towards pupils and should respond when a situation arise. All new staff must know where first aid resources can be located and who the first aiders are.

Through this policy and according to The Health and Safety (First-Aid) Regulations 1981 and the Diseases and Dangerous Occurrences Regulations 1995, the College is committed to:

- Record all incident where first aid is administered;
- Providing the necessary training and resources to staff to administer first aid;
- Review the arrangements (annually) for training and resources;
- Establishing a procedure for managing accidents;
- Undertake risk assessments of first aid requirements in the College.

Introduction:

This policy is designed to ensure that all children can attend College regularly and participate in activities. This policy outlines the College's statutory responsibility to provide adequate and appropriate first aid to pupils, staff, parents and visitors and the procedures in place to meet that responsibility.

In order to comply with this best practice document, the College has a requirement for a minimum of three trained First Aiders who have satisfied the requirements of the 'First Aid at Work' course. However, staff should NEVER perform any First Aid Procedures that they have not been adequately trained to do. All companies are required by The Health and Safety (First Aid) Regulations 1981 (amended 1997) to provide trained first aid human resources and treatment for staff in the event of injury or ill health at work. Although the regulations only require the employer to provide cover for staff, it is the College's policy to extend this cover to children and visitors.

The College will provide:

- practical arrangements at the point of need;
- the names of those qualified in first aid and the requirement for updated training every three years;
- at least one qualified person on site when children are present;
- how accidents are to be recorded and parents informed;
- access to first aid kits;
- arrangements for pupils with particular medical conditions (for example asthma, epilepsy, diabetes);
- hygiene procedures for dealing with the spillage of body fluids;
- guidance on when to call an ambulance;
- reference to RIDDOR (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations, 1995), under which College are required to report to the Health and Safety Executive (telephone 0845 300 9923).

David Game College is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. It is our aim that all pupils fulfil their potential.

Methodology - This First Aid Needs Assessment will consider the following topics inclusive of:

- the nature and distribution of the workforce, work undertaken, the hazards and the risks;
- the current classification of first aiders;
- the College' history of accidents and illness;
- excursions/sports fixtures/lone workers;
- the remoteness of activities from emergency medical services;
- the assessment of the number of first aiders required.

Aims are to:

- ensure that arrangements are in place for the provision of first aid;
- ensure that all staff are aware of their roles and responsibilities in relation to the provision of first aid treatment;
- ensure employees know where first aid kits are located and the names of trained first aiders/appointed persons and to keep employees and volunteers informed of any change;
- ensure that first aid facilities should be clearly identified, e.g. on the staff room, office and medical room notice board;
- ensure that first aid provision is available at all times while people are on College premises, and also off the premises whilst on College visits;
- provide First Aid treatment where appropriate for all users of the College (with particular reference to pupils and staff);
- provide or seek secondary First Aid where necessary and appropriate;
- treat a casualty, relatives and others involved with care, compassion and courtesy.

Objectives are to:

- appoint the appropriate number of suitably trained people as Appointed Persons and First Aiders to meet the needs of the College;
- provide relevant training and ensure monitoring of training needs;
- provide sufficient and appropriate resources and facilities;
- inform staff and parents of the College's First Aid arrangements.

The College will ensure that:

- adequate resources are available for the implementation of this policy;
- this policy and procedure are effectively communicated;
- an assessment is made to ensure that suitable first aid facilities are provided;
- arrangements are made for the provision suitable first aid facilities;
- an assessment is made to ensure that suitable first aid facilities are provided;
- employees with first aid responsibilities receive adequate training;
- Arrangements are made for the periodic monitoring of performance against these standards.

Definitions

First Aid

This refers to the immediate assistance given to a person who has been injured or has suddenly fallen ill before professional medical help arrives. It does not matter if the illness or injury was caused by work being carried out, the person is still subject to receive first aid. It involves administering basic medical treatment (in line with the first aid training) and support to preserve life, prevent the condition from worsening, and promote recovery. First aid at work typically includes actions such as assessing the situation, providing CPR, applying bandages or dressings, immobilising injuries, and managing medical emergencies until trained medical personnel can take over. Staff are not required to give out medication to treat illness.

Full First Aider: A person who has completed a full (3-day) course of first aid training with a training establishment approved by the Health and Safety Executive and holds a current certificate.

Full Paediatric First Aider: A person who has completed a full (2-day) course of first aid training with a training establishment approved by the Health and Safety Executive and holds a current certificate.

Appointed Person: A person who is in charge of the first aid arrangements, which in our College is the health and safety officer.

First Aid Facilities: The Head must ensure that the appropriate number of first-aid containers are available according to the risk assessment of the site are available. See Health and Safety Executive (HSE) guidelines on recommended and mandatory contents.

- All first-aid containers must be marked with a white cross on a green background;
- First aid container always accompany the children when using any specialist facilities and during any offsite activity/education visit.
 - First aid containers must accompany Physical Education (PE) teachers off-site;
- All vehicles must carry a first aid kit;
- First aid containers should be kept near to hand washing facilities;
- Spare stock should be kept in College;
- Responsibility for checking and restocking the first-aid containers is that of the First Aider Officer. The First Aiders must notify to the offices or the First Aid officer any necessity of restocking of the First Aid boxes.
- Staff should notify the nurses of any school trips with at least 72 hours' notice to ensure that they are able to check the trip list and identify any students with medical concerns. The nurses will forward all relevant documentation such as IHCPs to the trip lead so they are aware of the student and their condition
- The nurses will also make sure that the school trip first aid pack is ready and available to use.
- School first aid kits including allergy response kits must be signed in and out when staff are taking them on school trips and school nurses be responsible for restocking.

Training: The First Aid Officer is a Fully First Aid trained and have had specific instruction regarding some other health conditions. The list of staff with current First Aid Certificates is available in the College Office, the Staff Room and Medical Rooms. A list of First Aid qualifications is saved at the end of this policy. All First Aid qualifications are updated every three years in accordance with regulations. First aid kits are available on the premises, in vehicles and for educational visits and offsite activities.

Trained first-aiders:

- Ensure that employees are aware that they can only give first aid if they hold a current first aid certificate. This treatment can be provided to employees, individuals, visitors and any other people who are within The College's control;
- Provide sufficient First Aiders on the site, to take account of shifts and absences.
- Ensure that each first-aider holds a current Certificate of Competence in First Aid Work issued by an HSE approved organisation. Re-training is required every 3 years, i.e. before the expiry date.

First Aiders' responsibilities:

- To give first response treatment and to summon an ambulance through the College office, when necessary;
- To inform the college Nurse if they suspect a pupil is too unwell to stay in college. The nurses will carry out their assessment where appropriate and act accordingly. If they have referred the student to the College Nurses, it is then their responsibility to notify the College's attendance team about the student's current location. The College Nurses or the College office will contact parents to collect their child and, when required, inform them of the accident and the hospital to which their child is being taken and to keep a legible written record of attendances, with dates, times and treatment given.

Policy on First Aid in the College: All staff, both teaching and non-teaching are responsible for dealing with minor incidents requiring first aid. During the College day first aid is administered by the College Nurses, or one of the First Aiders if an accident occurs in the College grounds and first aid is required, then one of the staff on duty can assist if they are qualified, or if they are not qualified, they should come to Medical Room or College Office and request the assistance of the designated first aider. The First Aiders are authorised to apply dressings and compresses and take reasonable steps to facilitate symptom relief. Fully stocked First Aid kits are available in the Medical Room, and elsewhere in the College. Any action taken must be recorded in the Treatment Book, which is kept in the Medical Room, and parents should be informed by telephone or in writing of any accidents which occur. Any first aid or medical assistance given must be reported to the College Nurse. Any first aid supplies used must be reported to John Eddings so he can replace them. All injuries, accidents and illnesses, however minor, must be recorded in the College Management Data Base and Accident Book, which are available in the Medical Room. If an injury or illness involves spillage of body fluids gloves should be worn. If there is any concern about the first aid which should be administered, then the College Nurse or a qualified first aider must be consulted.

The arrangements for first-aid provision will be adequate to cope with all foreseeable incidents. The number of designated first-aiders will not, at any time, be less than the number required by law. This is determined by risk assessment (Local Authority guidance). Designated staff will be given such training in first-aid techniques as is required to give them an appropriate level of competence. The College Nurse/First aid officer is responsible for ensuring that a sufficient back-up stock is held on site. Notices will be displayed in prominent locations throughout the establishment identifying how to summon first aid in an emergency, who the first aiders are and their contact and location details. All first aid-signs and containers must be identified by a white cross on a green background. A written record will be kept of all first-aid administered either on the College premises or as a part of a College related activity.

Administering first aid:

- First aid should only be administered by a trained first aider. Copies of first aid certificates should be systematically filed.
- For minor injuries which are within the first aider's capability, appropriate treatment should be provided. Otherwise the injured person should be made comfortable until the emergency services arrive.
- Ensure that contaminated waste is safely disposed of and any blood or body fluid spillages are safely removed.
- Record any first aid treatment in the Treatment Book/ Boarding Treatment books.

The First Aiders' procedure for dealing with sick or injured pupils:

- Ascertain by inspection and discussion with child or staff member the nature of the child's injury or illness;
- Comfort or advice as necessary. This may be sufficient and child can return to class or break. Inform staff member of nature of any concerns if appropriate. Treat injury or illness if required. Clean wound with antiseptic wipe or running water and cover with a plaster if still bleeding and no allergy exists;
- Record action taken in the College Management database. If pupil is then well enough he/she will return to class;
- If there are doubts as to the seriousness of any injury, a parent/guardian will be notified to collect their child;
- If a severe illness or injury is suspected then the most appropriate member of staff will take the pupil to hospital or the emergency services will be called and administrative staff will contact a parent/guardian to inform them. No pupil will travel in an ambulance unaccompanied;
- If this requires hospital admission then it is expected for the UK guardian or Parents to be present during their stay.
- If any issue arises during treatment or discussion with the pupil that the College Nurse or First Aider feels should be taken further, she/he will telephone or speak to the parents and/or the Designated Safeguarding Officer or most appropriate member of staff. First Aiders will have up to date Emergency First Aid training and some will have a full and current First Aid at Work Certificate. They are not, however, medically qualified and hence cannot give medical advice.

Hygiene/Infection control/HIV Protection: Staff should take precautions to avoid infection and must follow basic hygiene procedures. Staff should have access to single-use disposable gloves and hand-washing facilities/hand sanitiser, which should be used when dealing with any blood or other bodily fluids. Additionally staff should have access to single use aprons and face masks to use when deemed appropriate. Staff should take care when dealing with such fluids, and when disposing of dressings or equipment. Make sure any waste (wipes, pads, paper towels etc) are placed in a disposable bag and fastened securely. Any children's clothes should be placed in a plastic bag and fastened securely ready to take home: *Source: 'Guidance on First Aid for College: A Good Practice Guide' (adapted).*

Supporting sick or injured children: Any pupils unwell during the day can be cared for in the medical room, until feeling better or parents/guardian are able to collect. Only trained staff are to administer first aid. First aiders do not administer medication unless medication training has been completed. Parents are welcome to contact the College nurse at any time if they have concerns about their child, and they will liaise if they or other staff have their own concerns. Initial medical information is gathered via the Medical Questionnaire form which must be completed for all children before their start date. Important information e.g. about allergies is disseminated to all staff on a need-to-know basis.

With reference to sick children and medicine we:

- make every effort to keep abreast of new information relating to infectious, notifiable and communicable diseases and local health issues via Public Health England (www.gov.uk);
- contact the College health professional for advice if we are unsure about a health problem;
- isolate a child if we feel that other children or staff are at risk;
- contact parents/guardian to take children home if they are feeling unwell/being sick/have diarrhoea/have had an accident/may have an infectious disease;
- ring emergency contact numbers if the parent, guardian or carer cannot be reached;
- make every effort to care for the child in a sympathetic, caring and sensitive manner;
- keep other parents informed about any infectious diseases that occur;
- expect parents to inform the office if their child is suffering from any illness or disease that may put others at risk.

Confidentiality: Information given by parents regarding their child's health will be treated in confidence and only shared with other staff when necessary or appropriate. Similarly, any information shared to us by the student will be treated with the same confidentiality unless they/someone else are at risk, then the information must then be shared with the appropriate channels and members of staff.

Monitoring: Accident report forms can be used to help the College Nurses/ Chief Operating Officer and the Health and Safety Manager to identify trends and areas for improvement. They also could help to identify training or other needs and may be useful for insurance or investigative purposes. The Principal regularly reviews the accident records.

Reporting to HSE: Statutory requirements: The College is legally required under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (**RIDDOR**) to report the following to the HSE (most easily done by calling the Incident Contact Centre (ICC) on 0845 300 99 23). The Health and Safety Manager must keep a record of any reportable injury, disease or dangerous occurrence. This must include: the date and method of reporting; the date, time and place of the event; personal details of those involved and a brief description of the nature of the event or disease. This record can be combined with other accident records.

The following accidents must be reported to the HSE involving employees or self-employed people working on the premises:

- accidents resulting in death or major injury (including as a result of physical violence);
- accidents which prevent the injured person from doing their normal work for more than three days;
- accidents resulting in the person being killed or being taken from the site of the accident to hospital and the accident arises out of or in connection with work i.e. if it relates to any College activity, both on or off the premises;
- the way the College activity has been organised and managed;
- equipment, machinery or substances, the design or condition of the premises.

HSE must be notified of fatal and major injuries and dangerous occurrences without delay. The Head is responsible for ensuring this happens but may delegate the duty to the Health and Safety Officer. The Chief Operating Officer (COO) will report the incident to HSE and also to our insurers.

Record keeping & Statutory accident records: The Chief Operating Officer (COO) must ensure that readily accessible accident records, written or electronic, are kept for a minimum of seven years. The Chief Operating Officer (COO) must ensure that a record is kept of any first aid treatment given by first aiders or appointed persons. This should include:

- the date, time and place of incident and the name (and class) of the injured or ill person;
- details of their injury/illness and what first aid was given and what happened to the person immediately afterwards along with the name and signature of the first aider or person dealing with the incident.

Reporting: All injuries, accidents and illnesses, however minor, must be recorded in the College Management Database and Treatment Book. An Accident Report Form must be completed for all accidents all serious accidents must be reported in the Accident Report Book. All entries in the Accident Report Book are given to the Health and Safety Manager and copies are kept in the Medical Room.

Reporting to Parents: In the event of accident or injury parents must be informed as soon as practicable. The member of staff in charge at the time will decide how and when this information should be communicated, in consultation with the Head of David Game College if necessary. Parents are always informed if there is a head injury, no matter how apparently minor.

Accidents involving Staff: Work related accidents resulting in death or major injury (including as a result of physical violence) must be reported immediately to RIDDOR <https://www.hse.gov.uk/riddor/> (major injury examples: dislocation of hip, knee or shoulder; amputation; loss of sight; fracture other than to fingers, toes or thumbs). Work related accidents which prevent the injured person from continuing with his/her normal work for more than three days must be reported within 10 days. Cases of work-related diseases that a doctor notifies the College of (for example: certain poisonings; lung diseases; infections such as tuberculosis or hepatitis; occupational cancer). Certain dangerous occurrences (near misses - reportable examples: bursting of closed pipes; electrical short circuit causing fire; accidental release of any substance that may cause injury to health).

Accidents involving pupils or visitors: Accidents where the person is killed or is taken from the site of the accident to hospital and where the accident arises out of or in connection with:

- any College activity (on or off the premises) and the way a College activity has been organised or managed (e.g. the supervision of a field trip);
 - equipment, machinery or substances and the design or condition of the premises;
- Need to be reported without delay to HSE, followed by Form F2508. For more information on how and what to report to the HSE, please see <https://www.hse.gov.uk/riddor/index.htm> It is also possible to report online via this link.

First Aid Boxes: These are controlled and checked by the Appointed Person and are located throughout the College as outlined in Appendix 2 (Page 10). These are checked termly by the Appointed Person and they are asked to alert the College Administrator of any missing items. The person responsible for checking the first aid provision is John Eddings, and in his absence, John Dalton. Although there is no specific requirement on what should be in any first aid box, the College has a series of British Standard BS 8599-1 Compliance First Aid kits.

Off-site Activities and Trips: The member of staff in charge of the activity or trip should obtain a first aid container from the Appointed Person. He/she should ensure that he/she has any specialist equipment that may be required as detailed in the activity risk assessment. One member of staff should have a current first aid qualification. It is the responsibility of the person organising the activity or trip to ensure there is adequate cover. Mobile first-aid kits are available for staff and should be taken on trips.

Accompanying staff should also carry and/or be aware of details for relevant pupils, including:

- Contact details for parents/guardians;
- Details of any medical conditions including IHCPs
- Details of any medications being currently taken or relevant equipment;
- Details of allergies;

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- Dietary requirements;
- Any other relevant information - including anxiety and other mental health/psychological issues.
- Medical consent form

First Aid Training: First Aid courses are organised by the College and run by HSE Approved training organisations or other approved body depending on availability. Within the College we would expect each department to have at least one qualified first aider. Staff may also attend other recognised training courses in first aid. Staff are advised of the medical protocol during their induction training. It is very important that all staff in the College are aware of the individuals trained in first-aid and the whereabouts of the first-aid kits.

Out of College Hours: During out of College hours, staff/pupils on trips or activities should have access to first aid equipment. Those on trips have a dedicated telephone to ensure that they can be contacted or make calls, but all trip and activity organisers are required to have a mobile first aid kit with them. Should a more serious incident occur that requires medical attention, our staff are instructed to seek professional medical help from the relevant authorities (ambulance, paramedic, doctor, etc.).

Risk Assessment and Hazards: It is important that the College is aware of general and specific hazards on its premises. For example, the science laboratories and art room represent a higher risk environment potentially than other parts of the building owing to nature of task and activities that take place within them. The College risk assessment must take hazards and perils posed on these sites very seriously and take appropriate steps. For example, an eye wash must be available in the laboratories as well as provision to deal with burns or scalding from apparatus or general accidents. Cuts from accidents with sharp instruments are a specific concern in the art room and appropriate first-aid provision should be made available.

An annual risk assessment is made and the principal hazards and perils currently are considered:

1. **Art room:** cuts from knives, inhalation of sprays, eye contamination from materials, slippage;
2. **Science laboratories:** cuts and lacerations from broken glassware, eye injuries from glass or chemicals, burns from flames, strong acids, alkalis, other chemicals. Inhalation of fumes, eye injuries and slippage;
3. **Dark room:** cuts from use of knives, inhalation of chemicals, eye injuries, slippage;
4. **Stair case:** falling and slippage;
5. **Canteen** – choking, slippage, allergic responses;
6. **Gym** – physical strain injury, slippage, dehydration, infection control/hygiene;
7. **General** – pupil (or staff member) who currently has an underlying health issue and may be on medication, may need quick access to medicines on their person or securely held for them at the College;
8. **Showers-** infection control, slippage;
9. **ALL RESTRICTED AREAS.**

The role of the Appointed Person: The Appointed Person at David Game is John Eddings and in his absence, John Dalton. All medical matters and first aid issues should be directed to them. The Appointed Person will take charge when someone is injured or becomes ill. They are also responsible for the first aid equipment and for restocking the first aid containers. They will ensure that an ambulance or other medical help is summoned when appropriate. Record keeping is also an important role of the Appointed Person. Records must be kept in the College Accident book or in a First Aid log of any important incident just in case the incident turns out to be more serious at a later date or someone develops complications.

The role of the First Aider: All first aiders must complete a training course approved by the Health and Safety Executive. In the event of an injury or illness, the first aider should give immediate help to the casualty. If necessary, he/she should send for the College Administrator or the emergency services.

First Aid Information: Basic first aid and CPR techniques are displayed in areas of the College as deemed necessary by the College Administrator. These are regularly updated. John Eddings is in charge of CPD training at the College using the donated BHF demonstration equipment.

Risk Assessment: This should be reviewed annually or at any time after an injury has occurred. Heads of Department in high-risk areas are responsible for their own first aid risk assessment. This should be carried out with the help of the College Administrator. The Principal and the College Administrator should carry out the College first aid risk assessment in associated with the Appointed Person.

Care of Unwell Boarders

All boarders who feel unwell or who are ill must be seen by the College Nurse as soon as possible. The College Nurse will conduct standard checks on the boarder and ask a series of questions to try and ascertain what might be the cause of the illness or feeling poorly. The College Nurse will factor into her questions whether a student has additional mental issues or more complex SEN issues.

Upon completion of her review of the boarder, the College Nurse will make a judgment as to the severity of any condition/illness based on symptoms and checking of vitals and other procedures and the responses from the boarder about how they feel. Consideration will also be factored in if a boarder has poor English and whether some translation may be required.

Once the College Nurse is satisfied that the boarder is not a critical care case or in need of immediate hospital /GP assessment, then the boarder can remain within the boarding house in the observation room and be looked after under direct supervision. Some boarders may present with a common cold or headache or very general every-day conditions. In this instance, the boarder will be advised to try and go into the College and see how they cope; appropriate OTC medication may be given and recorded by the College Nurse.

If the boarder has a highly infectious condition, then they should be asked to stay in their rooms. The Nurse will check on the sick boarder as appropriate. If the boarder is really quite ill or they have a condition that requires absolute continuous monitoring (e.g. a fever or feeling faint) they must stay in the medical room with College Nurse and be continuously monitored. A second student could also be monitored in the College office next to the medical room, if necessary.

- Monitoring of students should be conducted regularly as medical condition dictates
- The Nurse will always seek visual sight of the boarder and where necessary, may check on temperature, blood pressure, etc.
- When in their rooms students would have access to their mobiles to call any of the House Parents or Reception in the main College should their condition at any time start to worsen
- Boarders would be informed of what to do to seek attention between intervals of being checked
- Sick bowls and other necessary precautions would be given to students and checks would be made to see that they remain hydrated
- Appropriate PPE would be used and disposed of as required
- Infection control would also be observed and actioned
- Where necessary, a medical risk assessment would be carried out on the boarder, especially for handover to the House Parents
- The College Nurse has the right to consult with the College Doctor at any time

Breakfast, lunch and dinner would be taken to all sick boarders. Boarders would be asked if they have preference for foods, e.g. soups etc.

When the House Parents come on full-duty, the College Nurse will do a handover and provide them with relevant safety netting advice. This will include, but is not limited to, explaining what to do if signs of deterioration occur, what medications to administer (if any) and the appropriate way to report the concern.

Physical assessments may be necessary depending on the nature of the health concerns, but this should be kept to a minimum where appropriate and should always be recorded. Ideally, if a boarder has to be moved or a more invasive treatment or action is required, two trained staff should be involved.

In line with the NMC guidelines, when talking with sick boarders, it is important to remember confidentiality and treat people as individuals and uphold their dignity.

Chaperone

A chaperone will be present during any medical assessments conducted by our nurses that require the student to move their clothing or be physically examined, such as during chest auscultation. They will never be intimate examinations. Whenever possible, we will ensure that the chaperone is of the same sex as the student. We will also obtain the student's permission to have the chaperone present to ensure their comfort. Additionally, if at any point the student requests a chaperone for medical reviews, one will be arranged by the College to ensure the student feels comfortable and well cared for. The chaperone will be an adult member of staff, students cannot have their friends step in as a chaperone.

Initial Medical Assessment of Boarders when they arrive

Before they depart from their homes to the boarding facility, parents of boarders are asked to inform the College of any immunisation history and illness records/medications through the medical form. Upon arrival, the College Nurse will aim to establish a medical and mental health background including any concerns that the student or parent have. The Nurse will be inquiring about any prescription medication they may be taking. Students are asked to declare all their medicine and supplements during this assessment as the Nurse will have to screen and approve them against the UK's legislations and College Policy.

General Practice (GP)

David Game College is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. It is our aim that all pupils fulfil their potential.

It is important that all our students have access to healthcare. The College Nurse and House Parents will work with every student to register them at a local GP. The staff will ensure that the students are aware of what to expect after the registration process in order to be successfully admitted to the GPs system.

Medical Needs

Students with extra medical needs at school may require an Individualised Health Care Plan (IHCP) this ensures that we can meet the medical needs of individual student and staff are able to take appropriate action should an emergency occur.

The IHCP can be found in the medical centres and the College reception.

Conditions which might require a care plan include allergies, Diabetes, Asthma, and Epilepsy. It is the parent's responsibility to notify the College of any changes to their children's health as it could alter the care pathways.

Care plans are developed in collaboration with the student, parents (if student is under 16), carers, health care professionals, College nursing service and appropriate school staff such as the SENCO or the Mental Health Lead.

Supervision and ratios

Currently the College has maximum number of 98 boarders. The College Nurse can successfully manage up to 4 sick boarders in any one day; above 4, then a House Parent or the Head of Boarding needs to work alongside the College Nurse to help out in the supervision and checking. Ultimately, it will be the College Nurses role to judge and assess each student's progression with the feedback from others. If there was serious outbreak of illness in the boarding house, then all House Parents would be required to work, irrespective of their boarding rotas until a steady state could be achieved.

Taking a Boarder to A&E

In the event where a student requires urgent care that cannot be facilitated at the College, arrangements will be made for the student to go A&E. **During the day 09:00-16:00**, If the College Nurse is available and there are no other sick boarders, she will accompany the student during the hospital visit. However, if this cannot be facilitated, another member of staff will accompany them instead. **After school hours 16:00-09:00**, the house parent will accompany the student to A&E and cover will be arranged by Head of Boarding at the Boarding facility.

College Nurse or Head of boarding will notify the parents / guardians about their children's condition and care plan.

Diarrhoea & Vomiting

As per NHS guidance, should your child have an episode of diarrhoea or vomiting they **should stay at home/ boarding facilities until 48 hours after the last episode** to prevent spreading any infection to other. The College Nurse will assess students on individual basis to establish the best care going forward.

Sanitary Products

Sanitary products are freely available from the Medical Room to students. We support ending period poverty at this College.

Pupils with Special Medical Needs: Pupils at David Game College with medical conditions must be properly supported and where a pupil has a specific health care plan, sufficient arrangements and coordination are in place so that teachers, the boarding team and other staff are aware of a child's condition and what should be done to help them if they are in distress or ill. It is important that in this process, issues such as SEN and language barriers are factored in. Any educational health care plan should be reviewed annually.

The Appointed Person with the help of the College Admissions Officer should draw up an individual health care plan for pupils with medical needs. The Appointed Person will give specialist training where required to staff willing to administer medication or take responsibility for other aspects of support. Parents are responsible for supplying information about medicines that their son or daughter needs to take while at College, and for making the College aware of any changes in the prescription or the support needed. The parent or doctor should provide written details including:

- Name of medication;
- Dose;
- Method of administration;
- Time and frequency of administration;
- Other treatment required;
- Any side effects;
- Temperature at which medication is kept.

In addition, parents must provide written consent for the treatment and administration of medication by a member of staff. During admissions, it is the responsibility of the College to ask questions about the medical history of any prospective pupil

and if they are on any medication. Parents and Guardians also have a duty to inform the College of the medical situation of their child or ward. The College will make arrangements for the following information:

- Triggers, sign and treatment of any condition;
- Arrangements on whether a child can self-administer medicine;
- What to do in an emergency, who to contact, etc.

Further Considerations:

- No child under 16 should be given prescription or non-prescription medicines without their parent's written consent, except in exceptional circumstances.
- The College can only accept medicines from parents that are in-date, properly labelled, and provided in the original container as dispensed by the pharmacist or doctor, with appropriate instructions.
- Once the drug is no longer required it must be returned to the parents and safely disposed of.
- A child who has legally been prescribed a drug may have it in their possession, if they are competent to do so, but passing it to another child is a serious offence.
- Careful consideration and arrangements should be made for those pupils who have medical concerns (and who may also have SEN issues) and who go on College trips and activities. It is crucial that during a risk- assessment stage, proper checks are made on the need of any pupils, what medicines they may, take, dosage, frequency, nature of conditions and symptoms, etc., etc..

Contacting First Aid Personnel: The Appointed Persons can be contacted in Reception or on their mobile. These numbers are displayed near every phone. First aiders can be contacted through the College Office or directly by phone.

First Aid Room: The College provides an area where treatment can be administered. This is controlled by the Appointed Person. The designated area is the medical room on the ground floor of the College, room A03, A02. The medical room should contain:

- a sink with hot and cold running water;
- drinking water and disposable cups;
- disposable vomit pulp bowls;
- soap and paper towels;
- a store for first-aid materials;
- foot-operated refuse containers, lined with yellow, disposable clinical waste bags or a container suitable for the safe disposal of clinical waste;
- an examination/medical couch with waterproof protection and clean pillows and blankets;
- a chair;
- bio-hazard first aid kit;
- a record book for recording incidents attended by a first-aider or Appointed Person;
- A controlled, lockable drug cabinet.

The key for the lockable drug cabinet is held by security (John Eddings) and a third copy kept in reception.

Bio Control and Hygiene/Infection Control: All staff should take precautions to avoid infection and must follow basic hygiene procedures. Single-use disposable gloves are to be found in all first aid containers. All staff should take great care to avoid infection and cross infection and must follow basic hygiene rules. Staff should have access to single-use disposable gloves and should take care when dealing with blood or other body fluids. All College staff should take appropriate precautions to avoid infection and must understand and follow basic hygiene procedures. These procedures should be detailed in the College's health and safety policy. Some basic hygiene procedures are:

- ensuring all staff have access to single-use disposable gloves;
- making sure all staff can easily access hand washing facilities or hand sanitiser in all areas of the College and off-site
- safe disposal of clinical waste, blood and other body fluids;

The College has a **bio-control kit for spills**, which is available in reception, the medical room, UFP and HND departments' receptions.

Reporting Accidents: A record of any first aid treatment given by first aiders should be kept. This should be on the official HSE form which can be found in Reception. This should include:

- The date, time and place of the incident;
- The name of the injured person or ill person;
- Details of the injury/illness and what first aid was given;
- What happened to the person immediately afterwards;
- The name and signature of the first aider or person dealing with the incident.

Copies should be given to the College Administrator. The following accidents must be reported to HSE:

- Accidents resulting in death or major injury;
- Accidents that are the result of physical violence;
- Accidents that prevented a person from doing their normal work for more than three days.

All records of accidents must be kept for a minimum of three years.

It is the policy of David Game College that all moderate and serious accidents should be reported as soon as possible to parents by telephone and followed in writing. This should be conducted by the Co Principals or the Head of Boarding.

Offsite Visits: Before undertaking any off-site activities, the Principal, Heads of GCSE and Sixth Forms should assess what level of first aid provision is needed. The HSE recommends that, where there is no special risk identified, a minimum stock of first aid items for travelling first aid containers is:

- a leaflet giving general advice on first aid;
- individually wrapped sterile plasters (assorted sizes), appropriate to the type of work (hypoallergenic plasters can be provided if necessary);
- sterile eye pads;
- individually wrapped triangular bandages, preferably sterile;
- safety pins;
- large sterile individually wrapped un-medicated wound dressings;
- medium-sized sterile individually wrapped un-medicated wound dressings;
- disposable gloves.

Responsibilities of the Employer: Under the Health and Safety Act 1974 the employer has a series of specific responsibilities relating to Health and Safety in the workplace. Insurance cover must be in place in order to cover possible claims against the College, which should be covered under Employers' Liability and Public Liability. The employer must also arrange for adequate training to cover the number of staff and pupils at the College, as well as coverage off-site and on educational visits.

Appendix 2 - Location of First Aid Boxes

<u>Location</u>	<u>No of boxes</u>	<u>Type</u>
Biology .Room A306. 3RD Floor. DGC.	1	First Aid kit./ Eye wash Kit
Physics. Room A307. 3 rd Floor. DGC.	1	First Aid kit./ Eye wash Kit
Chemistry. Room A308. 3rd Floor. DGC	1	First Aid kit. / Eye wash Kit
Art Room . Room A305. 3 rd Floor. DGC.	1	First Aid Kit./Eye wash Kit

<u>Location</u>	<u>No of boxes</u>	<u>Type</u>
Reception. 2nd Floor. KAE.	1	First Aid kit
Reception. 1ST Floor. DGC.	2	First Aid / Body Fluid Kit.
Ground Floor Main Entrance. DGC	1	First Aid Kit/
Medical Room Ground Floor. DGC.	2	First Aid / Body Fluid Kit
Ground Floor DGHE Entrance.	1	First Aid Kit.

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<u>Location</u>	<u>No of boxes</u>	<u>Type</u>
Canteen Ground Floor.	2	First Aid kit/
Art Room. 5 th Floor. Room B02. UFP.	1	First Aid Kit.
Reception. 3 rd Floor. Room B301. UFP.	2	First Aid Kit / Body Fluid Kit/
Medical room. 3th Floor UFP	1	First Aid Kit
Kitchen. 3 rd Floor. Room B311. UFP.	1	First Aid Kit.
Reception. 1 st Floor. DGHE.	2	First Aid Kit / Body Fluid Kit.
Dark Room Basement. Room LG14.	1	First Aid Kit.

<u>Location</u>	<u>No of boxes</u>	<u>Type</u>
Boarding House office on 1 st floor	2	First Aid Kit/
Medical room in boarding house on 1 st floor	2	First Aid Kit/
Security pod on the ground floor of boarding house	1	First Aid Kit.

Emergency allergy box – contains salbutamol inhaler and 1-2 EpiPens SITE MAP

David Game College	
Location	Content
Lower Ground Floor, Dining room	2 x EpiPen, 1x Salbutamol inhaler
Ground Floor, Canteen	2 x EpiPen, 1x Salbutamol inhaler
Ground Floor, Medical Room	1x EpiPen, 1x Salbutamol Inhaler
Common room, near HoB's Office	1x EpiPen, 1x Salbutamol Inhaler
1 st Floor, Reception	1x EpiPen, 1x Salbutamol Inhaler

UFP	
Location	Content
UFP opposite reception	2 x EpiPen, 1x Salbutamol inhaler
UFP art department	2 x EpiPen, 1x Salbutamol inhaler

Boarding House	
Location	Content
Ground Floor, near the lifts	1 x EpiPen, 1x Salbutamol inhaler
1 st Floor, Medical Examination Room	1 x EpiPen, 1x Salbutamol inhaler

PLEASE NOTE: The following is information about certain conditions, but any actions based on the information below that is taken should be done so by a trained person, ideally a qualified nurse that is employed by the College.

Annex A:

Basic First Aid

Knowing what to do in an emergency is vitally important. Consider getting some first aid training and a first aid kit and familiarise yourself with how to deal with some of the more common situations opposite. If someone is injured, the following steps will keep them as safe as possible until professional help arrives:

- Keep calm. If people are seriously injured call 999 / 122 immediately; contact the College Nurse or a First Aider.
- Make sure you and the injured person are not in danger and assess the injured person carefully and act on your findings using the basic first aid steps below. Keep an eye on the injured person's condition until the emergency services arrive.

Embedded Objects and Splinters

An object embedded in a wound should not be removed as it may be removed as it may stem bleeding, or further damage may result- If bleeding create pressure either side of object with bandages. In principle leave splinter in place, carefully clean the area with warm soapy water; use sterile dressing to cover it, Report to parents, if the child is particularly uncomfortable contact parents.

Unconsciousness/Non-responsive	Bleeding (If nothing is embedded)
If the person is unconscious with no obvious sign of life, call 999 / 112 and ask for an ambulance. Ask someone to bring the schools defibrillator and follow the instructions on the machine. Anyone can use a defibrillator in an emergency. If you or any bystander has the necessary skills, commence CPR while you wait for the emergency services. If not, listen to the 999 call handler and they will advise you on what to do next.	Control severe bleeding by applying firm pressure to the wound using a clean, dry dressing, if continues apply another dressing pad firmly bandage do not remove the original pad . Lay the person down, reassure them, keep them warm and loosen tight clothing. If bleeding occurs on a limb, use a tourniquet to slow/stop the bleedings. If there are any foreign objects in the wound do not remove as it may be stemming the bleeding.
Burns	Broken bones
For all burns, cool with water for at least 20 minutes. Do not use direct ice or freezing water on the area. Do not apply dry dressings, use cling film loosely if available- keep the patient warm and call an ambulance.	Try to avoid as much movement as possible. If the suspected injury is to a digit or minor, take the student to A&E. If in doubt or the injury is on a larger scale, call 999 for an ambulance

Annex B: Anaphylaxis

What is anaphylaxis?

Anaphylaxis is a severe allergic reaction requiring urgent medical attention. It can be triggered by a variety of allergies, the most common of which are contained in food (e.g. dairy products, nuts, peanuts, shellfish), certain drugs and the venom of stinging insects (e.g. bees, wasps, hornets). An adverse reaction can be very fast and life-threatening. Symptoms of anaphylaxis usually occur after exposure to the causative agent and may include itching, swelling of the throat and tongue, difficulty in swallowing, rashes appearing anywhere on the body, abdominal cramps and nausea, increased heart rate, difficulty in breathing, collapse and unconsciousness. No pupil would necessarily experience all of these symptoms at the same time.

Medication and control

While “allergy” medicines such as antihistamines can be used for mild allergic reactions, they are ineffective in severe reactions – only adrenaline is recommended for severe reactions (anaphylaxis). The adrenaline treats both the symptoms of the reaction, and also stops the reaction and the further release of chemicals causing anaphylaxis. However, severe reactions may require more than one dose of adrenaline, and children can initially improve but then deteriorate later. It is therefore essential to always call for an ambulance to provide further medical attention, whenever anaphylaxis occurs. The use of adrenaline as an injection into the muscle is safe and can be life-saving. ***It is important that key staff in the College are aware of the pupil's condition and of where the pupil's medication is kept, as it is likely to be needed urgently.***

It is not possible to overdose using an Auto Adrenaline Injector (AAI) as it only contains a single dose. In cases of doubt, it is better to give a pupil experiencing an allergic reaction an injection rather than hold back. All pupils who have anaphylaxis will require an Allergy Action Plan which parents or guardians should complete prior to starting at David Game College.

This will be kept with the pupil's medication in the Medical Room or on the person. All students should carry at least 2 of their AAIs with them at all time. Staff should do random checks to ensure that they are carrying them. Catering team should also ask to see their AAIs before serving food. Spare AAI's are kept in the Kitchen and in Medical room. Please refer to the site map for more information. Guidance on the use of adrenaline auto-injectors in College https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/645476/Adrenaline_auto_injectors_in_College.pdf

Following discussion with the pupil and his/her parents, individual decisions should be made as to whether to provide basic information on the pupil's condition to his/her peer group so that they are aware of their classmate's needs and of the requirement for urgent action should an allergic reaction occur. Fellow pupils should also be advised not to share food or drink with a pupil who is likely to experience an anaphylactic reaction.

Managing pupils with anaphylaxis

- Staff should be aware of those pupils under their supervision who have a severe allergy resulting in anaphylaxis. Staff should ensure that all pupils who have an AAI prescribed to them, have their medication on them at all times. A list is available of all pupils with Allergies on School base and where the medication is kept.
- Staff should ensure that they attended the Anaphylaxis training held on training (INSET) days. (Staff to seek advice from the College Nurse or a First Aider).
- If a pupil is experiencing anaphylactic symptoms they should not be moved or left alone but help goes to them.

Away trips:

- A member of staff trained in the administration of medication should accompany the trip, taking responsibility for the safe storage of pupil's medication, if the pupils cannot carry it themselves (See Health Care Plan.)
- Staff supervising the trip must be aware of the pupil's condition and of any relevant emergency procedures.

Issues which may affect learning: Pupils with anaphylaxis should be encouraged to participate as fully as possible in all aspects of College life. It is not possible to ensure that a pupil will not come into contact with an allergen during the College day but College should bear in mind the potential risk to such pupils in the following circumstances and seek to minimize risk whenever possible.

What are the main symptoms? Itching or presence of a rash, swelling of the throat, difficulty in swallowing, difficulty in breathing, increased heart rate and unconsciousness

What to do if a pupil has an anaphylactic reaction: Always give an adrenaline auto-injector if there are ANY signs of anaphylaxis present. You should administer the pupil's own AAI if available, if not use the spare AAI. The AAI can be administered through clothes and should be injected into the upper outer thigh in line with the instructions issued for each brand of injector. **IF IN DOUBT, GIVE ADRENALINE.** After giving adrenaline do NOT move the pupil. Standing someone up with anaphylaxis can trigger cardiac arrest. Provide reassurance. The pupil should lie down with their legs raised.

If breathing is difficult, allow the pupil to sit. Administer salbutamol if someone appears to be having a severe allergic reaction, it is vital to call the emergency services without delay – even if they have already self-administered their own adrenaline injection and this has made them better. A person receiving an adrenaline injection should always be taken to hospital for monitoring afterwards. **ALWAYS DIAL 999 AND REQUEST AN AMBULANCE IF AN AAI IS USED.**

Annex C: Asthma

What is Asthma? Asthma is a very common long-term lung condition. It affects the airways that carry air in and out of your lungs. It affect 1 in 11 children. People with asthma often have sensitive, inflamed airways. They can get symptoms like coughing, wheezing, feeling breathless or a tight chest. Asthma symptoms can come and go. Sometimes people may not have symptoms for weeks or months at a time. Asthma can be life threatening.

Medication and control: Medication to treat the symptoms of asthma usually comes in the form of inhalers which in most cases are colour coded. Instructions will be given on the medication as to which colour coding is relevant to inhaler use in different circumstances. Most pupils with asthma will take charge of and use their inhaler from an early age and it is good practice to allow pupils to carry their inhalers with them at all times, particularly during PE lessons. If a pupil is too young or immature to take responsibility for the inhaler, staff should ensure that the inhaler is kept in a safe but readily accessible place and is clearly marked with the pupil's name. Spare inhalers are located in the Medical room but can only be given to those who have a diagnosis of Asthma and a signed consent form.

Pupils with asthma must have immediate access to their inhalers when they need them: It would be helpful for parents to provide the College with a spare inhaler for use in case the original inhaler is left at home or runs out. Prescribed spare inhalers must be clearly labelled with the pupil's name and stored in the Medical Room in accordance with the College's health and safety policy. It is the parents' responsibility to ensure that any medication retained at the College is within its expiry date. All asthmatic pupils will require a 'Health Care Plan' which parents or guardians should complete prior to starting at David Game College. The Health Care Plan should give the basic details and indicate whether in some circumstances the pupil should be allowed to carry medication on his/her person around the College.

This will be kept with the pupil's medical file in the Medical Room. Note that it is difficult to "overdose" on the use of an inhaler. If a pupil tries out another pupil's inhaler there are unlikely to be serious side effects, although clearly pupils should never take

medication which has not been prescribed for their own personal use. Following discussion with the pupil and his/her parents' individual decisions should be made as to whether to provide basic information on the pupil's condition to his/her peer group so that they are made aware of their classmate's needs.

Managing pupils with asthma

- Staff should be aware of those pupils under their supervision who have asthma. Games staff should ensure that all pupils with asthma have their salbutamol inhaler prior to commencement of a session. A list is available of all pupils with Asthma and where the medication is kept.
- Staff will attend a training session on what to do in a case of an asthma attack to ensure that they have some knowledge of what to do. (Staff to seek advice from the College Nurse).
- If a pupil feels unwell, the student should be treated for their asthma attack and the College Nurse or a First Aider should be contacted also. A pupil should not be moved and help brought to them.

Issues which may affect learning: Pupils with asthma should be encouraged to participate as fully as possible in all aspects of College life, although special considerations may be needed before undertaking some activities. Pupils must also be allowed to take their inhaler with them on all off-site activities.

Physical activity will benefit pupils with asthma in the same way as other pupils. They may need to take precautionary measures and use their inhaler before any physical exertion. As with all pupils, those with asthma should be encouraged to undertake warm-up exercises before rushing into sudden activity, especially when the weather is cold. **However, they should not be forced to take part if they feel unwell.**

What are the main symptoms?

- Coughing, wheezing, tight chest, inability to speak properly and difficulty in breathing out.
- What to do if a pupil has an asthmatic attack.
- Keep calm and reassure the child.
- Encourage the child to sit up and slightly forward.
- Use the child's own inhaler – if not available, use the emergency inhaler.
- Remain with the child while the inhaler and spacer are brought to them.
- Immediately help the child to take two separate puffs of salbutamol via the spacer.
- If there is no immediate improvement, continue to give two puffs at a time every two minutes, up to a maximum of 10 puffs.
- Stay calm and reassure the child. Stay with the child until they feel better. The child can return to College activities when they feel better.
- If the child does not feel better or you are worried at ANYTIME before you have reached 10 puffs, CALL 999 FOR AN AMBULANCE.
- If an ambulance does not arrive in 10 minutes give another 10 puffs in the same way.
- Liaise with the College Nurse and Office Staff about contacting the pupil's parents/guardians.

Annex D: Diabetes

What is diabetes? Diabetes is a condition in which the amount of glucose (sugar) in the blood is too high due to the body being unable to use it properly. This is because of a faulty glucose transport mechanism due to lack of insulin. Normally, the amount of glucose in the bloodstream is carefully controlled by a hormone called insulin. Insulin plays a vital role in regulating the level of blood glucose and, in particular, in stopping the blood glucose level from rising too high. Pupils with diabetes have lost the ability to produce insulin and therefore their systems are unable to control their blood glucose levels. If the blood glucose level is too high, a pupil may show symptoms of thirst, frequent trips to the toilet, weight loss and tiredness. Conversely, if the blood glucose level is too low a pupil may display symptoms which include hunger, drowsiness, glazed eyes, shaking, disorientation and lack of concentration.

Medication and control Diabetes can be treated effectively by injections of insulin/tablets and by following an appropriate diet. The aim of the treatment is to keep the blood glucose level close to the normal range so that it is neither too high (hyperglycaemia) nor too low (hypoglycaemia). All pupils with diabetes will require a Health Care Plan. In most cases pupils will

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have their insulin injections before and after College but some pupils may require an injection at lunchtime. If a pupil needs to inject whilst at College he/she will know how to undertake the procedure without adult supervision. However, the pupil may require privacy in which to administer the injection. Some pupils may also need to monitor their blood glucose levels on a regular basis and again privacy may be required for this procedure.

An essential part of the treatment of diabetes is an appropriate diet whereby regular meals and good food choices help to keep the blood glucose level near normal. A pupil with diabetes will have been given guidance on food choices which should be reduced in sugar and fat but high in starch. Most pupils with diabetes will also need to eat snacks between meals and occasionally during class time. It is important to allow a pupil with diabetes to eat snacks without hindrance or fuss and to ensure that the lunchtime meal is taken at a regular time. It is also important that the College should establish with the pupil and his/her parents where supplies of fast acting sugar can be kept in case of a hypoglycaemic episode.

The issue of close communication between parents and the College is fundamental to the care of pupils with diabetes, as many aspects of growth and development will have an impact on their diabetes control. It is the parents' responsibility to ensure that any medication retained at the College is within its expiry date. All diabetic pupils will require a Health Care Plan which parents or guardians should complete prior to starting at David Game College. This will be kept with the pupil's file in the Medical Room. Following discussion with the pupil and his/her parents' individual decisions should be made as to whether to provide basic information on a pupil's condition to his/her peer group so that they are aware of their classmate's needs.

Managing pupils with diabetes

- Staff should be aware of those pupils under their supervision who have diabetes. A list with all diabetic pupils and where the medication is kept is available
- Games staff should ensure that all pupils with diabetes have a Lucozade bottle or dextrose tablets with them (and their emergency medication and blood glucose monitoring kit) prior to commencement of a session.
- Staff should ensure that they have some knowledge of what to do if a pupil has a hypoglycaemic episode or a hyperglycaemic episode. (Staff to seek advice from the College Health Professional for training).
- If a pupil feels unwell, the College Nurse or First Aider should be contacted for advice.
- A pupil should always be accompanied to the Medical Room if sent by a member of staff.

Away trips: A member of staff trained in the administration of medication should accompany the trip, taking responsibility for the safe storage of pupils' medication, if the pupils cannot carry it themselves (See Health Care Plan). Staff supervising the trip must be aware of the pupil's condition and of any relevant emergency procedures.

Issues which may affect learning: Pupils with diabetes should have no difficulties in accessing all areas of the curriculum including sporting activities which are energetic. However, as all forms of strenuous activity use up glucose there are some simple precautions to follow in order to assist a pupil with diabetes in maintaining an adequate blood glucose level: Encourage the pupil to eat or drink some extra sugary food before the activity, have glucose tablets or a sugary drink readily available in case the pupil displays symptoms of hypoglycaemia, after the activity is concluded, encourage the pupil to eat some more food and take extra fluid - these additional snacks should not affect normal dietary intake.

What do in an emergency if a pupil has a hypoglycaemic (low blood sugar) episode

Common causes:

A missed or delayed meal or snack, extra exercise, too much insulin during unstable periods, the pupil is unwell or the pupil has experienced an episode of vomiting.

Common symptoms are:

- Hunger, drowsiness, glazed eyes, shaking, disorientation, lack of concentration, sweating
- i. Get someone to stay with the pupil - call for the College Nurse / First Aider/ambulance (if they are hypo, do not send them out of class on their own, their blood sugar may drop further and they may collapse.
- ii. Give fast acting sugar immediately (the pupil should have this), e.g.:
Lucozade, fresh orange juice, sugary drink, e.g. Coke, Fanta, glucose tablets, honey or jam, 'Hypo Stop/Glucogel' (discuss with parents / houseparent's whether this should be taken on trips off site)
- iii. Recovery usually takes ten to fifteen minutes.

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- iv. Upon recovery give the pupil some starchy food, e.g. couple of biscuits, a sandwich.
- v. Inform the College Nurse and parents of the hypoglycaemic episode.
- vi. In some instance it may be appropriate for the pupil to be taken home from College

NB. In the unlikely event of a pupil losing consciousness, call an ambulance (122 or 999) and the College Nurse / First Aider.

A hyperglycaemic episode (high blood sugar)

Hyperglycaemic episodes occur when the blood glucose level is too high. Pupils may display the following symptoms:

- Excessive thirst, passing urine frequently, vomiting, abdominal pain
- A change of behaviour

Care of pupils in a hyperglycaemic episode:

- Do not restrict fluid intake or access to the toilet
- Contact the College Nurse and/or parents if concerned.

In both episodes, liaise with the College Nurse / First Aider about contacting the pupil's parents/guardians.

Annex E: Stroke

What is a Stroke? A stroke is a life-threatening emergency. It happens when the blood supply to part of the brain is cut off, this in turn kills brain cells and can cause brain damage. This damage to the brain can affect how the body moves, your emotions and how you think. The effects of a stroke depend on where it takes place in the brain, and how widespread the damaged area is. There are three types of stroke ; Ischaemic stroke, Haemorrhagic stroke and Transient ischaemic attack or TIA.

Strokes can occur across all ages

What are the Symptoms of Stroke?

If stroke is suspected think FAST:

- **F**acial weakness: Can the person smile? Has their mouth or eye drooped?
- **A**rm weakness: Can the person raise both arms?
- **S**peech problems: Can the person speak clearly and understand what you say?
- **T**ime to call 999: if you see any of these signs.

Hemiplegia: Hemiplegia is a condition caused by brain damage or spinal cord injury that leads to paralysis on one side of the body. Children with hemiplegia may also take longer to reach developmental milestones than their peers. They may also use only one hand when playing or keep one hand in a fist.

All children with hemiplegia should have a Healthcare plan

Annex F: Cleaning up body fluids from floor surfaces

Spillage kits can be located from Medical Room. After approximately ½ an hour sweep up the Sanitaire and dispose of in a yellow waste bag. The area should be disinfected with diluted Distal (made up freshly as required- 1-part Distal to 9 parts water). All surfaces in the area must be treated with Distal to reduce the risk of spread of infection by droplets. Soiled clothing/ bedding to be put into a plastic bag, sealed and sent home with the pupil. Inform a member of the Cleaning staff of the spillage is on a carpet so they can be steam cleaned and all areas cleaned with a disinfectant solution.

All staff managing any spillages should ensure the following:

- Ensure all cuts and lesions are covered with a waterproof dressing
- Don personal protective equipment (PPE) e.g. disposable gloves and apron and wear eye/face protection if there is a risk of splash
- Use the most appropriate product for the spillage
- Ensure that all products are in date and replenished after use
- Decontaminate hands using soap and water/hand wipes or hand rub if not visibly contaminated

Bleeding and blood spillages: Anyone dealing with a pupil who is bleeding should:

- Wears gloves at all times that there is a risk of contact from blood.
- Avoid blood coming in contact with any cuts or open abrasions of the skin.

- Avoid contact with oral and mucus membranes and eyes. - if there is any contact then these should be flushed immediately with water and the GP contacted if there is any risk of transfer of infection.
- Blood injury during sport- pupil to be taken off and treated and wound covered prior to be allowed to continue if appropriate.
- Any wounds/cuts/abrasions should be covered at all times when dealing with pupils to avoid infection being transferred.

Annex G: RIDDOR

(Reporting of Injuries, Diseases and Dangerous Occurrences Regulations, 2013)

All College are required to report to the Health and Safety Executive (Tel: 0845 300 99 23). Employers must report: Deaths, major Injuries, over three-day injuries, accidents causing injury to pupils, accidents causing injury to members of the public or people not at work, specified dangerous occurrences where something happened which did not result in an injury but could have done. Refer to Health & Safety Handbook for full details. <https://www.hse.gov.uk/riddor/index.htm>

The nature of the work, the hazards and the risks: The following table, compiled using information from the Health & Safety Executive, identifies some common workplace risks and the possible injuries that could occur:

Risk	Possible injuries requiring first aid	Assessed risk to employees, pupils and visitors/contractors	Remarks
Manual Handling	Fractures, lacerations, sprains and strains (mainly pertains to kitchen/cleaning and maintenance staff).	Low	Never perform MH unless trained to
Slip and trip hazards	Fractures, sprains and strains, lacerations. (mainly pupils)	Low	Always assess environment for risk
Machinery	Crush injuries, amputations, fractures, lacerations, eye injuries – there are very few machines within the College which are capable of causing amputations and fractures.	Low	
Work at height	Head injury, loss of consciousness, spinal injury, fractures, sprains and strains – working at heights is restricted to adults, below one metre an adult can work alone; over one metre a full-size ladder or scaffold tower is used with 2 or more people present at all times.	Low	
Risk	Possible injuries requiring first aid	Assessed risk to employees, pupils and visitors/contractors	Remarks
Workplace transport	Crush injuries, fractures, sprains and strains, spinal injuries – it is unlikely that workplace transport injuries will occur as the minibus is only used for people carrying.	Low	
Electricity	Electric shock, burns – all hardwiring is tested every 5 years and PA 100% every 3 years, there is also an annual visual H&S self-audit which should identify any shortcomings and these would then be rectified, couple to this is the appointment of H&S reps who are responsible for monitoring all H&S matters within their area of responsibility.	Low	Ensure all testing is compliant do not use any equipment within College that has not been tested.
Chemicals	Poisoning, loss of consciousness, burns, eye injuries – all chemicals are kept under lock	Low	Refer to COSHH

	and key and their issue and use is supervised by qualified adults/personnel.		
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Part 2 - Administration of Medications: Protocol and Practice

Definition of Medical Conditions: Pupils' medical needs may be broadly but not limited as being two types:

- Short-term: for example, an ear infection, a short course of medication.
- Long-term: potentially limiting their access to education and requiring extra care and support (deemed special medical needs) e.g. anaphylaxis, asthma, epilepsy. Generally, a Health Care Plan (HCP) is required.

Provisions: There is a designated First Aid and Medical Room in the College (that mirrors the provision in the boarding house). The college First Aid and Medical Room is open when the College Nurse/First Aider is on-site from 9:00 am –5:00 pm Monday-Friday. The First Aid and Medical Room contains a consultation area and a restroom for unwell pupils. The AED is kept here, along with Allergy response kits, Asthma inhaler kits and Acid attack response Kit in the event of an emergency. The

A stock of over the counter (OTC) medications is kept in the First Aid and Medical Room along with dressings, plasters. The controlled drug cabinet and record book are also kept in the First Aid and Medical Room. First Aid Kits are available around the College site, a plan of which is available from the College office or see First aid policy.

Guidance: Most pupils and young people will at some time have a medical condition that may affect their participation in College activities. For many, this will be short term; perhaps finishing a course of medication. Other pupils have medical conditions that, if not properly managed, could limit their access to education. Such pupils are regarded as having long term medical needs.

The majority of pupils with medical needs can attend College regularly and, with some support from David Game College staff, can take part in most normal College activities. However, College staff may need to take extra care in supervising/making adaptations to some activities to make sure that these pupils, and others, are not put at risk.

Pupils with medical conditions are encouraged to take an active role in managing their condition and to feel confident with the support they receive from College staff to help them do this. David Game College aims to be an inclusive environment for all pupils including those with a medical condition for all College activities, wherever possible. Parents of pupils with medical conditions should feel secure with the care their children receive at DGC. The College ensures all staff understand their duty of care to pupils and are confident in knowing what to do in an emergency.

David Game College understands that certain medical conditions are serious and can be potentially life-threatening, particularly if poorly managed or misunderstood. Staff receive regular training on the impact and management of medical conditions and the effect this can have on pupils psychologically. The Medical Protocol and Practice Policy is understood and supported by the whole College community. A Health Care Plan (HCP) if required, helps to identify the necessary safety measures to support pupils with significant medical needs and ensure that they and others are not put at risk. These will be drawn up in consultation and partnership with the Parent/Guardian/Carer.

Roles and Responsibilities: Parents/carers have prime responsibility for their child's health and should provide David Game College with appropriate, relevant information to allow the College to act in their child's best interests. Information should be provided at enrolment on the medical questionnaire, but any changes must be notified to the College as soon as possible. David Game College aims to work together with appropriate bodies to ensure pupils with medical needs are supported, as well as to provide appropriate support to College staff. Where it is felt that a formal referral (than on Child Protection grounds) should take place, the College will seek Parent/Guardian/Carer consent and this will be coordinated by the College Nurse.

The College's Governance Advisory Committee **have a responsibility to:**

- Ensure the health and safety of their employees and anyone else, on the premises or taking part in College activities (this includes all pupils). This responsibility extends to those staff and others leading activities taking place off-site, such as visits, outings or field trips;
- Ensure health and safety policies and risk assessments are inclusive of the needs of pupils with medical conditions;
- Make sure the Medical Protocol and Practice policy is effectively monitored and evaluated, and regularly updated;
- Report to parents, pupils and College staff about the successes and areas for improvement of David Game College's Medical Protocol and Practice policy.
- Ensure the College has a robust system for dealing with medical emergencies and critical incidents any time pupils are off-

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site or on field trips.

- Adhere to the Children's and Families Act 2014 while making arrangements for supporting pupils with medical conditions.

The Principals and the Senior Leadership Team will:

- Ensure the College is inclusive and welcoming and that the medical protocol and practice policy is in line with local and national guidance and policy frameworks.
- Liaise between interested parties including pupils, College staff, pastoral support/welfare, teachers, College nurses, parents, and local emergency care services.
- Ensure the policy is put into action, with good communication of the policy to all.
- Ensure every aspect of the policy is maintained.
- Ensure that information held by the College is accurate and up to date and that there are good information sharing systems in place.
- Ensure pupils confidentiality (see note below).
- Assess the training and development needs of staff and arrange for them to be met.
- Ensure all supply teachers and new staff know the Medical Protocol and Practice policy.
- Monitor and review the policy at least once a year, with input from the Governors, pupils, parents and staff, and in accordance with review recommendations and recent local and national guidance and legislation.
- Ensure records are maintained in accordance with the regulations and standards.

All David Game College staff have a responsibility to:

- Hold, and renew as appropriate, a current First Aid Certificate including Medical emergencies.
- Be aware of the potential triggers, signs and symptoms of common medical conditions and know what to do in an emergency.
- Understand the College's medical protocol and practice policy.
- Know which pupils in their care have a medical condition and if necessary be familiar with the content of the pupil's Health Care Plan (HCP).
- Allow all pupils to have immediate access to their emergency medication.
- Maintain effective communication with parents including informing them if their child has been unwell at College.
- Ensure pupils who carry their medication with them have it when they go on a College visit or out of the classroom.
- Know the telephone numbers of the College senior leadership team and College nurse if there is a need to seek assistance in the event of an emergency.
- Be aware of pupils with medical conditions who may be experiencing bullying or need extra social support.
- Understand the common medical conditions and the impact they can have on pupils (pupils should not be forced to take part in any activity if they feel unwell).
- Ensure all pupils with medical conditions are not excluded unnecessarily from activities they wish to take part in.
- Ensure pupils have the appropriate medication or food with them during any exercise and are allowed to take it when needed.
- Follow universal hygiene procedures if handling bodily fluids.

Teaching staff also have a responsibility to:

- Ensure pupils who have missed College due to medical reasons are given every opportunity to catch up on missed College work;
- Be aware that medical conditions can affect a pupil's learning and provide extra help when pupils need it in liaison with the SENCO;
- Liaise with parents and/or the pupil's Health Care professionals if a child is falling behind with their work because of their condition;
- Use opportunities such as PSHE and PE to raise awareness to pupils about the impact of medical conditions and health.

The College Nurse:

- Help update the College's Medical Protocol and Practice and First Aid policies;
- Help provide regular training for College staff in managing the most common medical conditions at College;
- Generate, update and circulate IHCPs for pupils, as appropriate, (to include signs and symptoms and emergency medical procedures for those with known conditions);

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- Oversee the day-to-day health care of pupils when in the College's care;
- Ensure College staff are informed about any pupil with a condition or disability that might lead to their being placed at risk in certain activities, e.g. defects of vision or hearing, epileptics, diabetics, asthmatics, etc;
- Ensure teaching, pastoral and kitchen staff are notified of significant allergies, e.g. nut allergy;
- Ensure that pupils' medication is within expiry dates;
- Provide information about where the College can access specialist training;
- Complete update training as required in order to maintain RCN/NMC registration.
- To notify trip leaders of any students with medical needs

House Parents/Staff Responsibilities Regarding Medication in the Boarding House:

- House parents and staff play a supportive role in medication management within the boarding house, ensuring the well-being of students under their care. Their responsibilities include:
- **Supervision and Observation:** House parents and staff observe students for any signs of illness or medication-related issues. They promptly report any concerns to the college nurses for further assessment and intervention.
- **Emergency Response:** In the event of a medical emergency or acute illness, house parents and staff provide immediate assistance to students, including contacting the college nurses or emergency services as needed.
- **Medication Assistance:** When college nurses are off duty, fully trained house parents may assist students with basic over-the-counter medications, such as paracetamol or ibuprofen, for minor ailments. They ensure that students take medications according to recommended dosages and safety guidelines.
- **Communication with Nurses:** House parents and staff communicate any changes in students' health status or medication needs to the college nurses. They maintain open lines of communication to facilitate timely updates and adjustments to students' medication regimens.
- **Adherence to Policy:** House parents and staff adhere to the school's medication policy, ensuring that students do not keep unauthorised medications in their rooms and that all medication-related procedures are followed diligently for the safety and well-being of all students.

First aiders at David Game College have a responsibility to:

- **Be aware of the location of First Aid kits;**
- Give immediate help to casualties with common injuries or illnesses and those arising from specific hazards with the College;
- When necessary ensure that an ambulance or other professional medical help is called;
- Ensure their training is updated as appropriate;
- Be aware and adhere to the First Aid policy.

Pastoral support/welfare staff at David Game College has the responsibility to:

- Know which pupils have a medical condition and which have special educational needs because of their condition;
- Ensure all pupils with medical conditions are not excluded unnecessarily from activities they wish to take part in.

Please note, there is no legal duty that requires teaching staff to administer medication; this **is a voluntary role**. Teachers' conditions of employment do not include giving medication or supervision of a pupil taking it, although staff may volunteer to administer medication in exceptional/emergency circumstances where the College nurse is unavailable or whilst on a College trip, after receiving appropriate training.

If staff follow the Colleges' procedures, there is an indemnity for them should there be unforeseen complications as a result of undertaking an agreed procedure. First Aiders supervise pupils taking medication and record it. They do not administer it unless they have been trained to do so e.g. AAI's. Individual Health Care Plans (IHCPs) are drawn up by the Nurse for pupils with significant medical needs (e.g. AAI users). Training is given to teaching and support staff and is updated annually, along with the HCP, with Parent/Guardian/Carer consent. IHCPs are electronically circulated to all teachers who teach the pupils.

The pupils at DGC have a responsibility to:

- Treat other pupils with and without a medical condition equally
- Tell their parents, teacher or nearest staff member when they are not feeling well
- Let a member of staff know if another pupil is feeling unwell
- Let any pupil take their medication when they need it, and ensure a member of staff is called

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- Treat all medication with respect.
- Never share or swap medicines.
- Know how to gain access to their medication in an emergency.
- Ensure a member of staff is called in an emergency situation.

The parents have a responsibility to ensure:

- That on enrolment, the College has a complete and up-to-date medical questionnaire for their child, including details of medical conditions, allergies, vaccinations, medications etc.
- That the College is promptly made aware of any changes to their child's health, medical condition or medications.
- The College is provided with in date prescription medication in its original packaging and labelled accordingly along with a Doctor's letter explaining why it is required, how it is administered and in what dose.
- That an appropriate future supply of prescription medication is made available or that the College are advised how to obtain it in consultation with the pupil's GP.
- To ensure that day and boarding pupils do not bring non-prescription or over-the-counter medicines into the College or acquire them without strict prior approval from and arrangement with the College Nurse. Where these medicines are required they will be dispensed by the College Nurse.
- Regular dental checks are carried out during the holidays with the family dentist.
- A Parent/Guardian/Carer is available in the event of a medical emergency.

Administration of Medication: The College has clear guidance on the administration of medication at College. A Pupil's emergency medication is readily available to those who require it at all times during the College day or at off-site activities. Staff administering medication are appropriately trained and certified to do so. No pupil under 16 should be given any medication without written Parent/Guardian/Carer consent.

Consent to Administer Medicines: Parental consent for the College to administer both prescribed and non-prescribed medications is requested on the Medical Questionnaire and Permission Form completed at enrolment; please see the section below on 'Record Keeping' for further details. Medicines will only be accepted for administration if they are:

Prescribed Medication

If a student is taking any prescribed medications and needs to continue using them while staying in the boarding school, it is essential to inform the school's medical team. This information must be disclosed in the student's medical healthcare questionnaire. Failure to disclose any routine medication and bringing it to the boarding house without notifying the school prior could result in delays in admission.

Only medications prescribed by a licensed healthcare provider will be administered. This cannot be by the students' parents or family member.

- The prescription must include all of the following details to be accepted:
- The prescription must be in English or officially translated, with both copies available.
- Name of the medication
- Dosage of the medication
- Administration instructions
- Student's name
- Student's date of birth
- Prescriber's name
- Prescriber's signature
- Prescriber's clinic/practice
- 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 be in date but will generally be available inside an insulin pen or pump, rather than in its original container).

Additionally, a supporting doctor's note is required, either in English or formally translated to English, stating why the medication has been prescribed. This note must also include:

- The student's name
- Student's date of birth
- Prescriber's name
- Prescriber's signature
- Prescriber's clinic/practice
- Prescriber's contact details

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If a Day Pupil or Boarder wishes to bring medication from overseas: Any medication brought into the College from overseas should be accompanied by the original doctor's prescription in English and a follow-up letter from the Parent/Guardian/Carer permitting for their child to take this in the UK. Most importantly, the drug must be licensed in the UK. If not, a UK equivalent should be sourced which must be verified by a UK doctor. Any medicines from overseas must be brought into the UK in their original packaging and must name the recipient. Where medication does not fulfil these criteria, it will be retained by the College Nurse and returned to the Parent/Guardian at the end of term. The College Nurse will collect and manage the administration of all such medication.

- **Unidentified Medication**
- Any medication that cannot be identified due to whatever reason will not be administered until properly identified and verified. Parents/guardians must provide a certified translation of the medication's name, usage, dosage, and any other relevant information. The medication will also need to have the student's name, medication name and dose in English too. The medication must be approved by the school nurse/ a licensed healthcare provider before administration. Medications must comply with local regulatory standards.
- **Obtaining Additional Prescribed Medication**
- If the student has obtained their medication from a private provider, it is the responsibility of the parents/guardians to contact the prescribing healthcare provider for additional medication. However, if the medication was prescribed by our General Practice doctor, then the nurses will organize for more stock as appropriate for the student. If the private healthcare provider makes any changes to the student's treatment, the school must be notified immediately. Updated prescriptions and any changes in medication must be documented and provided to the school promptly.

Drug storage and administration:

Controlled drugs: Some prescription medicines are controlled under the Misuse of Drugs legislation in the UK (and subsequent amendments). These medicines are called controlled medicines or controlled drugs. The Misuse of Drugs Regulations 2001 has a full list of controlled medicines, see:

<http://www.legislation.gov.uk/uksi/2001/3998/schedule/1/made>

Medications within this category commonly used in Colleges include drugs used in the treatment of Attention Deficit Disorder ADHD. If a pupil is prescribed a drug which is a controlled drug, a Controlled Medications Form should be completed, supported where possible by a doctor's letter detailing diagnosis, medications, frequency, dose, route and when to administer. The name and address of the prescribing physician must appear on the pupils' Controlled Medications form. If there is any doubt about the nature of the medication, the GP is consulted about the appropriate action to take. Any controlled drug which needs to be administered will be stored in a locked cabinet within the main locked cabinet in the Boarding/ College First Aid and Medical Room. The key to this must be held in a secure key safe. When administering, two members of staff who have received both 'Over the counter medicine' training and 'Controlled Drugs Training' must witness and also sign in the 'Controlled Drug Register' to record the dosage, time and other details necessary such as how much of this drug remains. In the instance that any controlled medication must be chilled, this will be locked in the First Aid and Medical Room fridge.

Additionally, each week two members of staff (one of whom will be the College Nurse), who have received training in 'Over the counter medicine training' (see below), must carry out a weekly stock check of how much of each controlled drug remains, which should match the records in the controlled drug book. This check should be signed and dated by both members of staff. If any discrepancies are found, these should be reported to the Nurse and escalated to the COO, who will safeguard the incident, along with contacting the police. When new medicines come into the College, they must be checked, counted (if controlled) by two people and added into the Controlled Drug book detailing the pupil's name, medication name, dosage, lot number, expiry date, quantity. If controlled drugs leave the premises, these must be counted out and signed out of the book to show that the College no longer has responsibility for this drug. Parents are urged to collect all unused controlled drugs for their child when no longer needed. It is recommended that the College only store 30 days' worth of medication.

All pupils' own medication is recorded on Schoolbase/ REACH under the pupil's record.

Prescription Only Medication (POM):

All approved prescribed medications will be stored securely in the school medical centre. Each student taking regular prescribed medication will be reviewed individually to assess their Gillick competency. If deemed Gillick competent, the nurses will issue the student a small supply of their medication to keep in their room for self-administration. Once their supply is nearing to the end, more medication can be issued to the student in line with their prescription.

This arrangement will be regularly reviewed to ensure the student is compliant with their medication, maintaining their health and safety, and not missing doses or accidentally taking too much. To keep medications in their room, the student must fill out a Yellow Slip (see below), detailing their responsibilities for storing medication safely.

If a student breaches these conditions, a review will take place with the College Nurses, who will determine the next steps regarding self-administration. We strongly believe in educating students about the importance of adhering to the medical policy. Typically, we issue one warning before revoking the privilege of storing medication in the room.

If this privilege is revoked, students must report to the medical room for their medication doses until further notice.

Non-Prescription or Over-the-Counter Medicines (OTC) inclusive of those issued as first aid:

OTC medication will not be allowed to be stored in individual students room. They must see the Nurses if they require any medication such as antihistamines or analgesia. A Medication Consent form must be filled in by parents/guardians/carers before administration. Medication will be recorded in the medical room as per the type, amount and expiry date. OTC administered to pupils will be given only by the Registered Nurse on-site; if unavailable it can be given by the advanced first aiders who have undertaken the medication training.

For boarders, adequate supplies of non-prescription or over-the-counter medication are kept in the Medical room in the Boarding House to be administered to Boarders by the College Nurse as required. Appropriately trained boarding staff will administer this medication if the Nurse is unavailable at any time. If a Boarder urgently requires any medicine we do not have on site we can speak with a Doctor surgery or pharmacy to source this. Therefore we request that Boarders do not arrive at the College in possession of any of this medication (e.g. paracetamol, ibuprofen, antihistamine).

Alternative Remedies and Supplements:

Alternative, homeopathic medicines and supplements may be allowed, they must be in English including their ingredients and each alternative remedy supplements will be reviewed on an individual basis. These remedies and supplements will be treated the same as any other medication. They must be declared to the College Nurse who will review and approve as appropriate. If approved, they must be stored in the lockable space in boarder's rooms. The College reserves the right to refuse permission for any Boarder to keep remedies and supplements.

Refrigerated medicines:

- All refrigerated medication is stored in an airtight container and is clearly labelled;
- Refrigerators used for the storage of medication are in a secure area inaccessible to unsupervised pupils or lockable as appropriate;
- The drug fridge must be kept locked and regular checks of its temperature recorded. If the temperature is outside the normal limit (2-8°C) it should be reported to the College Nurse, medications moved to another fridge inaccessible to students and the maintenance team informed.

Asthma, Anaphylaxis, Epilepsy, and Diabetes medication: In the cases where pupils require specific medicines for epilepsy, diabetes, anaphylaxis or asthma, this medication will be kept on the pupil at all times, who will self-administer if deemed Gillick Competent, or will be supported by a Nurse/first aider. The nurse will work with the student to understand the importance of safely keeping and using their emergency medication. Spare AAI and inhalers can be found in the First Aid and Medical Room and also in the dining room.

Asthma: All children with Asthma will have an IHCP. These pupils are encouraged to carry and take responsibility for their own Salbutamol inhaler; if this is not appropriate the First Aid and Medical Room will hold one for them. The College holds spare Salbutamol Inhalers for emergency situations such as in the event of a pupil forgetting an inhaler and to take on fixtures, however, these can only be used on pupils with a diagnosis of Asthma and written consent from parents/guardian/carer. The emergency inhalers should only be administered by the College Nurse/ Advanced first aiders.

Anaphylaxis: All children with Anaphylaxis will have an IHCP. These pupils are encouraged to carry and take responsibility for their own AAI; if this is not appropriate the First Aid and Medical Room will hold one for them. The College holds spare AAI for emergency situations such as in the event of a pupil forgetting an AAI.

Epilepsy: All children with Epilepsy will have an IHCP. These pupils are encouraged to carry and take responsibility for their own rescue medication; if this is not appropriate the First Aid and Medical Room will hold one for them. All staff working with pupils with Epilepsy will be trained on dealing with seizures and the administration of rescue medication.

Diabetes: All children with Diabetes will have an IHCP. These pupils are encouraged to carry and take responsibility for their own diabetic medication including Glucose, if this is not appropriate the First Aid and Medical Room will hold one for them. All staff working with pupils with Diabetes will be trained on dealing with and recognising diabetic emergencies and the administration of rescue medication.

Safe disposal:

- If pupils do not pick up their medication at the end of the term, parents/guardians/carers are to be contacted via email;
- Any expired medication is to be taken to a pharmacy for disposal by the Nurse and Schoolbase updated;
- The Nurse is responsible for checking the dates of medication and arranging for the disposal of any that have expired;
- Sharps Boxes are used for the disposal of needles. All Sharps Boxes in DGC are stored in a locked cupboard unless alternative safe and secure arrangements are put in place on a case-by-case basis;
- If a Sharps Box is needed on an off-site or residential visit, a named member of staff is responsible for its safe storage and return to a local pharmacy or the College or the pupil's parent/guardian/carer;
- Collection and disposal of Sharps Boxes are arranged with the local authority's environmental services.
-

Collection and Disposal of Confiscated Medication

- If any medication has been confiscated or removed and stored safely in the medical room, students will have the opportunity to collect it during designated time. These times include parental or guardian visits, or when the students return home during the half-term holidays. The College Nurses will inform students and their parents or guardians about the specific collection times and procedures.
- Should a student or their guardian fail to collect the medication within the given time frame, the school will assume that the medication is no longer needed. In such cases, the medication will be removed from the college premises and disposed of safely through medical waste procedures, in accordance with the Environmental Protection Act 1990 and the Controlled Waste Regulations 2012. This ensures that medications are disposed of in a manner that protects the environment and complies with legal standards.
- Additionally, if a student indicates that they no longer want their medication, the same disposal process will be followed. The College Nurses will document the student's consent to dispose of the medication and proceed with its safe destruction

Health Plans – Information: If pupils have specific long-term conditions, such as Asthma or an allergy, these conditions will be recorded on the pupil's health plan and will be issued to the relevant school departments so that staff are aware of pupils' needs. Additionally, if a pupil is suffering from mental health problems, a mental health plan will be drawn up to support the pupil with appropriate provision. These plans will remain in the Health Centre, where staff can view if required.

Medical Procedure for Pupil injured in the Sports Hall during Physical Education: If a pupil is injured playing sports in the Sports Hall or on the playing field, the PE teacher will decide if the pupil is fit to return to the sporting activity or further assessment is required from the nurse. If the injury requires checking by the nurse, the PE teacher can either:

- Release a member of staff to escort the pupil to the First Aid and Medical Room or
- Call the First Aid and Medical Room and ask for the nurse to come to the scene

If the nurse is not available and the PE teacher cannot release a staff member, the SLT should be called to look after the injured pupil. Under no circumstances should an injured pupil be left to make their own way (without a member of staff) to the First Aid and Medical Room, even if accompanied by other pupils. The PE teacher will complete an accident form.

Emergency Procedures: In the case of a severe accident or incident, the College Nurse or First Aider should be called. The situation will be assessed. The College office should also be made aware of the problem and if not already carried out at the incident, an ambulance called from there. The College's responsibility ceases as the pupil is entrusted to the care of the NHS ambulance personnel, however, should the casualty be taken to hospital, they will be accompanied by two members of staff and take the pupil medical file. At the hospital, the doctor must be asked for notes on the hospital visit form and also a printout of the prognosis if possible. A member of the College staff cannot permit any treatment at A&E; the hospital staff will decide

on questions like blood transfusions, haemophilia etc. In all cases, parents/guardians/carers will be contacted as soon as possible.

Pupil Consent to Treatment: A pupil's ability to consent to, or refuse, medical treatment is acknowledged by the College. This is judged on "Gillick competency" and not age. If a pupil is not deemed 'competent', parental consent or the consent of a person with parental responsibility is required, unless it is an emergency. Children under 16 years of age are not automatically assumed to be legally competent to make decisions about their health care but will be deemed competent to give valid consent to a particular intervention if they have "sufficient understanding and intelligence to enable them to understand fully what is proposed". Consent is a patient's agreement for a Health Care professional to provide treatment or care and may be indicated non-verbally, orally or in a written format.

Infection control:

- Protective/disposable gloves must be used when dealing with blood or other bodily fluids; these items must be hygienically disposed of including the dressings or equipment;
- Practice good hand hygiene;
- See chart In Appendix 2 for infectious diseases.

Prevention of Spread of Illness/Medical Exclusion: David Game College follows the guidelines in 'The Spotty Book (notes on Infectious Diseases in Colleges)' published by NHS England when recommending exclusion from College. If a pupil has suffered vomiting and/or diarrhoea they should be kept off College. Pupils with these conditions should only return 48hours after their symptoms disappear. Most cases of vomiting or diarrhoea get better without treatment, but if symptoms persist, parents are advised to consult their GP. Parents are advised that if a child has a raised temperature they should remain off College until their temperature has returned to normal for 24hours and they are feeling fully improved.

Pupil Return after Illness: Children vomiting and/or with Diarrhoea should only return 48 hours after their symptoms disappear, at the nurse's recommendation. If a child has a raised temperature they should remain off College until their temperature has returned to normal for 24hours and they are feeling fully improved.

Head Injury: Head injury as defined by NICE 2014 is defined as any trauma sustained to the head. All pupils who sustain a head injury should be seen by the Nurse immediately, who will assess the injury, complete an accident form, and inform the parents/guardians/carers.

Notifiable Diseases: Where College staff are made aware of a notifiable disease amongst either staff or pupils or where there is an outbreak of infectious disease the COO and/or Principal should contact the local Health Protection Team as appropriate. The HPT can advise on the circumstances in which pupils with infectious diseases or illness should not be in College, and the action to be taken following an outbreak of an infectious disease or illness. (See Appendix 2 for full list).

Daily Stock checks: Stock taking as is appropriate will take place in the First Aid and Medical Room and as medication is given daily a stocktake will be done by the Nurse and a trained witness in the First Aid and Medical Room, of Controlled Drugs, Prescription medicines and over the counter medicines.

Record-Keeping: The College has clear guidance about record-keeping: Records are kept of any medication or treatment administered to a pupil or member of staff, whilst under the care of the College. The COO and/or Head is aware of the system. Records are kept of all accidents and are recorded on an accident form. For each visit, a log is kept on Schoolbase and REACH including any medication that is administered. RIDDOR (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013) reported as necessary. The College has written protocols for the administration of medication and policies for asthma, diabetes, epilepsy and anaphylaxis. The College records contemporaneous non-NHS medical records for all pupils, which are liable for inspection and monitoring.

Enrolment forms/Medical Questionnaire/Parental consent records: Parents/guardians/carers of pupils wishing to attend the College are required to complete a Medical Questionnaire and Permission Form as part of the enrolment form. This questionnaire asks about past medical history, existing medical conditions and known allergies. Parents should update the College as necessary with any changes, including any surgery, injuries or current medications being taken.

If a pupil requires regular prescribed or non-prescribed medication at the College, parents are asked to provide consent on their child's Permission Form giving the pupil or staff permission to administer medication on a regular/daily basis, and in an emergency, if required. The medical questionnaire also asks parents to confirm whether their child can manage, carry and administer their own emergency medication and for permission to share pupil details with medical professionals or third parties, if appropriate.

Individual Health Care Plans (IHCPs): The College will generate a Health Care Plan for pupils identified as having a long-term medical condition. The HCP will record important details about individual pupil medical needs at College; their triggers, signs, symptoms, medication, other treatments and emergency actions. Further documentation can be attached to the Health Care Plan is required. If pupils have specific long-term chronic conditions, such as asthma or an allergy (see above), these conditions will be recorded on the pupil's Health Care Plan and will be issued to the relevant College departments so that staff are aware of pupils' needs. This IHCP is written with advice from the pupil's Health Care professionals, such as consultants, ad/or specialist nurses and parents and the student. Additionally, if a pupil is suffering from mental health problems, a Mental Health Plan will be drawn up to support the pupil with appropriate provision. These plans will remain in the First Aid Medical Room, where staff can view if required.

When generated, a copy of the pupil's Health Care Plan, accompanied by an explanation of why and how it is used, is sent to the pupil's parents. This is sent:

- at enrolment;
- at the start of the term;
- when a diagnosis is first communicated to the College.

Ongoing communication and review of Health Care Plans: Parents are regularly reminded to update their child's Health Care Plan. The College will inform parents if a pupil has a medical emergency or if there have been changes to their symptoms (getting better or worse), or their medication and treatments change. Every pupil with a Health Care Plan has their plan discussed and reviewed.

Use of Health Care Plans | Health Care Plans are used by the College to:

- Inform the appropriate staff about the individual needs of a pupil with a medical condition in their care
- Remind pupils with medical conditions to take their medication when they need to and, if appropriate, remind them to keep their emergency medication with them at all times
- Identify common or important individual triggers for pupils with medical conditions at College that bring on symptoms and can cause emergencies. This information is used to help reduce the impact of common triggers
- Ensure that all medication stored at the College is within the expiry date
- Ensure the College's local emergency care services have a timely and accurate summary of a pupil's current medical management and Health Care in the event of an emergency
- Remind parents of pupils with medical conditions to ensure that any medication kept at the College for their child is within its expiry dates. This includes spare medication.
- Aid staff in an emergency of medical processes

Other record-keeping: the College keeps an accurate record of each occasion an individual pupil is given or supervised taking medication. Details of the supervising staff member, pupil, dose, date and time are recorded. If a pupil refuses to have medication administered, this is also recorded, and parents are informed as soon as possible. All DGC staff who volunteer to administer medication are provided with training. The College keeps a register of staff that have completed the relevant training. An up-to-date list is kept of members of staff who have agreed to administer medication and have received the relevant training. The College ensures that the whole College environment is inclusive and favourable to pupils with medical conditions. This includes the physical environment, as well as social, sporting and educational activities.

Confidentiality: Pupils should be aware that they can discuss any matter with the College Nurse in complete confidence. Medical information about pupils, regardless of their age, will remain confidential. However, in providing medical care for a pupil, it is recognised that, on occasions, the College Nurse or First Aiders will need to liaise with COO and/or Head and other staff, parents, carers or guardians, or medical professionals, and that some information will need to be passed

on as necessary; ideally with the pupil or parent's prior consent. However, in the rare event that the College Nurse/staff consider that it is in the pupils' best interests or necessary for the protection of the wider College community, a staff member may breach confidence and pass information without a pupil or parent's consent. Any breach of confidence would be discussed with the pupil first to explain why it is judged that the health of other pupils was at risk or why it was in the pupil's own interest to share the information.

Vaccinations: The College will make arrangements with City of London Healthcare to provide the routine schedule of flu, HPV, Tetanus and MENACWY vaccines. Any requests outside of the primary schedule for pupils will be signposted to the appropriate professionals.

Health Promotion and Education: This is provided both informally by the College Nurse and via the College's Personal, Social, Health, Economic Education (PSHEE) and Citizenship programme.

Social interactions: David Game College ensures that the needs of pupils with medical conditions are adequately considered to ensure their involvement in structured and unstructured social activities, including during breaks and before and after College. The College ensures the needs of pupils with medical conditions are adequately considered to ensure they have full access to extended College activities such as College discos, College productions, after College clubs and visits. All staff are made aware of the potential social problems that pupils with medical conditions may experience. Staff use this knowledge to try to prevent and deal with problems in accordance with the College's anti-bullying and behaviour policies. Opportunities such as personal, social and health education lessons are used to raise awareness of medical conditions amongst pupils and to help create a positive social environment.

Education and Learning: The College ensures that pupils with medical conditions can participate fully in all aspects of the curriculum and ensures that appropriate adjustments and extra support are provided. If a pupil is missing a lot of the time whilst at College, they have limited concentration, or they are frequently tired, all teachers understand that this may be due to their medical condition. Pupils are briefed as to what to do in the event of a medical emergency.

Exercise and physical activity: The College understands the importance of all pupils taking part in sports, games and activities for their social, mental and physical well-being. Most pupils with medical conditions can participate in extra-curricular sport or in the PE curriculum that is sufficiently flexible for all pupils to follow in ways appropriate to their own abilities. For many, physical activity can benefit their overall social, mental and physical health and well-being. Any restrictions on a pupil's ability to participate in PE should be included in their individual Health Care Plan (HCP). Some pupils may need to take precautionary measures before or during exercise and/or need to be allowed immediate access to their medication if necessary.

The College ensures that:

- All classroom teachers and PE teachers make appropriate adjustments to sports, games and other activities to make physical activity accessible to all pupils;
- All classroom teachers and PE teachers understand that pupils should not be forced to take part in an activity if they feel unwell;
- PE teachers are aware of the relevant medical conditions of pupils in their care and/or who have been advised to avoid or to take special precautions in particular activities;
- All PE and classroom teachers are aware of the potential triggers for pupils' medical conditions when exercising and how to minimise these triggers and action appropriate emergency plans (as detailed in the HCP);
- All pupils have the appropriate medication or food with them during physical activity and take them when needed;
- All pupils with medical conditions are actively encouraged to take part in out-of- College clubs and team sports;

Hospital/Home Tuition: If a pupil is unable to attend College for a lengthy period due to a medical reason, the Head will provide work for them to help ensure they do not fall behind.

Educational Visits: If appropriate, the College encourages children and young people with medical needs to participate in educational visits, whenever safety permits. Short-term medical needs can occur, in a situation where pupils are taking part in an educational visit. On any educational visit, except those in the immediate vicinity e.g. inter-college matches etc, the Nurse will need to be asked to give their approval for the visit and indicate any special considerations, which will include

medical needs. Sometimes the College may need to take additional safety measures for outside visits. Staff supervising excursions must always be aware of any medical needs and relevant emergency procedures. If staff are concerned about whether they can provide for a pupil's safety or the safety of other pupils on an educational visit, they should seek medical advice from the nurse. First Aid Kits and Traveling First Aid Kits are maintained and checked by the Nurse. Staff in charge of relevant departmental visits should check that they have the correct and sufficient First Aid materials.

Residential visits: Parents are sent a residential visit form to be completed and returned to the College shortly before their child leaves for an overnight or extended day visit. This form requests up-to-date information about the pupil's current condition and their overall health. This provides essential and up-to-date information to relevant staff and College supervisors to help the pupil manage their condition while they are away. This includes information about medication not normally taken during College hours. All residential visit forms are taken by the relevant staff member on visits and for all out-of-College hours activities where medication is required. These are accompanied by a copy of the pupil's HCP.

All parents of pupils with a medical condition attending a College trip or overnight visit are asked for consent, giving staff permission to administer medication if required. The residential visit form also details what medication and dose the pupil is currently taking at different times of the day. It helps to provide up-to-date information to relevant staff and supervisors to help the pupil manage their condition while they are away. Risk assessments are carried out before any out-of-College visit and medical conditions are considered during this process. Factors considered include: how all pupils will be able to access the activities proposed, how routine and emergency medication will be stored and administered, and where help can be obtained in an emergency. The College understands that there may be additional medication, equipment or other factors to consider when planning residential visits.

Unacceptable Practice: As recommended by DFE 2015, and good standards of practice; although College staff should use their discretion and judge each case on its merits with reference to the pupil's individual HCP it is not generally acceptable practice to:

- prevent pupils from easily accessing their inhalers and medication and administering their medication when and where necessary;
- assume that every pupil with the same condition requires the same treatment;
- ignore the views of the pupil or their parents; or ignore medical evidence or opinion (although this may be challenged);
- send pupils with medical conditions home frequently for reasons associated with their medical condition or prevent them from staying for normal College activities, including lunch, unless this is specified in their individual Health Care plan;
- if a pupil becomes ill, send them to the College office or First Aid and Medical Room unaccompanied or with someone unsuitable;
- penalise pupils for their attendance record if their absences are related to their medical condition, e.g. hospital appointments;
- prevent pupils from drinking, eating or taking toilet or other breaks whenever they need to in order to manage their medical condition effectively;
- require parents, or otherwise make them feel obliged, to attend College to administer medication or provide medical support to their child, including with toileting issues. No parent should have to give up working because the College is failing to support their child's medical needs; or
- prevent pupils from participating or create unnecessary barriers to pupils participating in any aspect of College life, including College trips, e.g. by requiring parents to accompany their child.

Complaints: Any individual wishing to make a complaint about the College's actions in supporting a pupil with medical conditions should discuss this with the College in the first instance. If the issue is not resolved, then a formal complaint may be made, following the complaints procedure for the College.

Staff Medications and Medical Conditions: Any member of staff who is taking regular medications requiring administration during the College day must take individual responsibility to keep these medications secure and away from pupils. If a member of staff has any concerns about their medication they must seek advice from their own GP and inform the College Nurse (or Head). If the medication or the medical condition is likely to affect the staff members ability to fulfil their job role, the staff member should not come to College and must seek guidance from their doctor. It is recommended that any staff member undergoing invasive medical treatment such as chemotherapy notify the nursing team for support and guidance. If a female

member of staff becomes pregnant during the course of her employment, it is suggested that they inform the College Nurse so they can be supported in the workplace and notified of any health concerns around the College that could affect them or their unborn child.

Staff can be provided with over-the-counter medications (OTCs) by the College Nurse. Staff are encouraged to complete details of medical issues and next of kin contact details, via an information form completed on arrival, and updated annually. These are stored securely and confidentially by the HR Officer for use in an emergencies

Appendix 1 – Daily and Weekly Routines

Stock Checks: There is a weekly stock check of all medicines (inclusive of controlled drugs, prescription medication and over the counter medicines) undertaken by the nurse and witnessed by a responsible adult.

This is daily Controlled Drugs:

- Controlled drugs are administered by the College nurse and one responsible witness;
- They are stored in the First Aid and Medical Room in the locked controlled drugs cabinet, inside the main locked medicines cabinet;
- Their administration is recorded in the controlled drugs book.

Prescription medication:

- Prescription medication is administered in the First Aid and Medical Room;
- They are stored in a locked medicine cabinet in the First Aid and Medical Room;
- Their administration is recorded in the pupil's medical record notes on a prescribed medication sheet.

Over the counter medicines:

- Over the counter medicines are kept in a locked medicine cabinet in the First Aid and Medical Room;
- They are administered in the First Aid and Medical Room;
- Their administration is recorded in the pupil's medical record.

Appendix 2: List of Notifiable Diseases

EXCLUSION TABLE

Infection	Exclusion period	Comments
Athlete's foot	None	Athletes' foot is not a serious condition. Treatment is recommended
Chickenpox	Five days from onset of rash and all the lesions have crusted over	
Cold sores (herpes simplex)	None	Avoid kissing and contact with the sores. Cold sores are generally mild and heal without treatment
Conjunctivitis	None	If an outbreak/cluster occurs, consult your local HPT
Diarrhoea and vomiting	Whilst symptomatic and 48 hours after the last symptoms.	Diarrhoea is defined as 2 or more liquid or semi-liquid stools in 24 hours
Diphtheria *	Exclusion is essential. Always consult with your local HPT	Preventable by vaccination. Family contacts must be excluded until cleared to return by your local HPT
Flu (influenza)	Until recovered	Report outbreaks to your local HPT
Glandular fever	None	
Hand foot and mouth	None	Contact your local HPT if a large number of pupils are affected. Exclusion may be considered in some circumstances
Head lice	None	Treatment recommended only when live lice seen
Hepatitis A*	Exclude until seven days after onset of jaundice (or 7 days after symptom onset if no jaundice)	In an outbreak of Hepatitis A, your local HPT will advise on control measures
Hepatitis B*, C*, HIV	None	Hepatitis B and C and HIV are blood-borne viruses that are not infectious through casual contact. Contact your local HPT for more advice
Impetigo	Until lesions are crusted /healed or 48 hours after starting antibiotic treatment	Antibiotic treatment speeds healing and reduces the infectious period
Measles*	Four days from onset of rash and recovered	Preventable by vaccination (2 doses of MMR). Promote MMR for all pupils and staff. Pregnant staff contacts should seek prompt advice from their GP

Infection	Exclusion period	Comments
Meningococcal meningitis*/ septicaemia*	Until recovered	Meningitis ACWY and B are preventable by vaccination (see national schedule @ www.NHS.uk).Your local HPT will advise on any action needed
Meningitis* due to other bacteria	Until recovered	Hib and pneumococcal meningitis are preventable byvaccination (see national schedule @ www.NHS.uk) Your local HPT will advise on any action needed
Meningitis viral*	None	Milder illness than bacterial meningitis. Siblings and other close contacts of a case need not be excluded.
MRSA	None	Good hygiene, in particular handwashing and environmental cleaning, are important to minimisespread. Contact your local HPT for more
Mumps*	Five days after onset of swelling	Preventable by vaccination with 2 doses of MMR (seenational schedule @ www.NHS.uk). Promote MMR for all pupils and staff.
Infection	Exclusion period	Comments
Ringworm	Not usually required.	Treatment is needed.
Rubella (German measles)	Five days from onset of rash	Preventable by vaccination with 2 doses of MMR (see national schedule @ www.NHS.uk). Promote MMR for all pupils and staff. Pregnant staff contacts should seek prompt advice from their GP or midwife
Scarlet fever	Exclude until 24hrs of appropriate antibiotic treatment completed	A person is infectious for 2-3 weeks if antibiotics are not administered. In the event of two or more suspected cases, please contact local HPT
Scabies	Can return after first treatment	Household and close contacts require treatment at the same time.
Slapped cheek /Fifth disease/Parvovirus B19	None (once rash has developed)	Pregnant contacts of case should consult with their GP or midwife

Threadworms	None	Treatment recommended for pupil and household
Tonsillitis	None	There are many causes, but most cases are due to viruses and do not need an antibiotic treatment
Infection	Exclusion period	Comments
Tuberculosis (TB)	Always consult your local HPT BEFORE disseminating information to staff/parents/carers	Only pulmonary (lung) TB is infectious to others. Needs close, prolonged contact to spread
Warts and verrucae	None	Verrucae should be covered in swimming pools, gyms and changing rooms
Whooping cough (pertussis)*	Two days from starting antibiotic treatment, or 21 days from onset of symptoms if no antibiotics	Preventable by vaccination. After treatment, non-infectious coughing may continue for many weeks. Your local HPT will organise any contact tracing

*denotes a notifiable disease. It is a statutory requirement that doctors report a notifiable disease to the proper officer of the local authority (usually a consultant in communicable disease control). Health Protection Agency (2010) Guidance on Infection Control in Colleges and other ChildCare Settings. HPA: London. PHE publications gateway number 2016692Crown Copyright 2017

Appendix 1: First Aiders

Appointed Person: John Eddings; in his absence, John Dalton.

Staff holding First at Work:

Name:	Course attended:	Expiry date:
Remi Ferguson	Emergency First Aid	09/04/2027
John Eddings	Emergency First Aid	11/11/2028
Angela Williams	Emergency First Aid	11/11/2028
Ulas Kul	Emergency First Aid	22/11/2028
Rosie Williams	Emergency First Aid at Work	11/11/2028
Zara Gabbidon	Emergency First Aid at Work	11/11/2028
Gil Omer	Emergency First Aid at Work	11/11/2028
Alan Kelly	Emergency First Aid at Work	11/11/2028
Leena Irfan	Emergency First Aid at Work	11/11/2028
Conor Butler	Emergency First Aid at Work	11/11/2028
Arash Moslehi	Emergency First Aid at Work	11/11/2028

David Game College is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. It is our aim that all pupils fulfil their potential.

