

5.1 Introduction

This policy sets out the responsibilities and methods by which the College intends to make provision for first aid, along with the provision of medical care and support for pupils.

In the interest of clarity this policy applies to all staff and pupils including those at Early Years Foundation Stage (EYFS). This policy must be read in conjunction with Wycliffe Pre-Prep Department's EYFS and Key Stage One First Aid Policy. Medical

Should any member of the College have any concerns about the provision of first aid within the organisation, they should refer them to the Risk & Compliance Manager. If any member of the College has concerns about the provision of medical support, they should refer them to the Senior Deputy Head (Senior School).

5.2 First Aid

In line with the Health & Safety (First Aid) Regulations 1981, the College has carried out a First Aid needs assessment to determine:

- The number of first aiders required and the level of qualifications they need.
- The number, location and content of first aid kits
- The provision of other first aid equipment such as defibrillators, spare adrenaline auto injectors (AAIs) and spare asthma inhalers.

Full details are available from the Risk & Compliance Manager.

Note: There is always at least one fully-qualified First Aider on site when pupils are present in school.

5.2.1 First Aiders

A qualified First Aider is up-to-date in knowledge and skills and holds a recognised certificate of competence. Our aim is to train every member of staff to the most appropriate level for them in one or more of the following categories:

- Full Level 3 First Aid at Work Certificate (3 Day) or Emergency First Aid at Work Certificate (1 Day).
- Paediatric First Aid training (Birth – 18 Years) a 2 day course for staff who have been selected based on area of work and subject to agreed ratios.
- Basic life skills First Aid course (Wycliffe First Aid certificate) for all other members of staff who wish to undertake it or are required to do so for the better performance of their duties. This course will be arranged through the Risk & Compliance Manager. This training will be tailored to be age appropriate.
- In the younger years, at least one person who has a current paediatric first aid certificate will be on school premises at all times when pupils are present.
- There will be at least one person on school outings who has a current first aid certificate
- To assist in the provision of First Aid during sports fixtures, external First Aid assistance will be available when deemed necessary by the Director of Sport.

5.2.2 Duties & Responsibilities

All First Aiders must:

- Notify the Designated Safeguard Lead at the College, as per the Safeguarding policy, where appropriate action/further investigation may be required in the event of related circumstances surrounding injury to or death of any child whilst in their care.
- Attend appropriate refresher training as required.
- Complete Evolve accident/incident reports as necessary and ensure that full details of any treatment and or advice given are recorded. Training on the use of EVOLVE is available on request from the Risk & Compliance Manager.
- Inform the Health Centre of any first aid items used (including defibrillator pads) so that they can be replaced.

- Sports staff in charge of pupils either on-site or off-site should ensure they have a first aid bag and that they carry a mobile telephone so they can obtain advice from the Health Centre or, if on site, request the presence of a nurse/matron in the event of an accident.
- All staff administering first aid must take precautions to avoid infection. It is advisable for staff to wash their hands before and after treatment and for them to wear disposable protective gloves, especially when dealing with blood and other bodily fluids. Waste must be disposed of using the yellow clinical waste bags and any bodily fluid spillage cleaned in accordance with the Pre-Prep procedure for the Disinfection of Floors and other Surfaces after Contamination with Bodily Fluids.

Note: Where a Wycliffe employee administers first aid in the course of their duties, they will be indemnified by the College's insurers provided they have acted within the limitations of their training.

Pre-Prep

At Wycliffe Pre-Prep, all members of the EYFS staff and most other staff working in the department hold current paediatric first aid (PFA) certificates in accordance with the EYFS statutory requirements. All newly qualified entrants to the Early Years workforce must have a PFA certificate before they can be included in the statutory staff / child ratios in Early Years settings. These staff are qualified to take action to apply first aid treatment in the event of an accident or incident involving a child or an adult. At least one member of staff with PFA training is on the premises or on an outing at all times when children are present. School matrons who have PFA training are also available and advice may be sought from the staff at the Wycliffe Health Centre.

5.2.3 Duties of Heads of Departments (HOD)

The HOD must ensure they maintain appropriate levels of first aid cover throughout the department(s) for which they have responsibility. Advice regarding which level of first aid training is required should be discussed with the Risk & Compliance Manager.

All staff should also familiarise themselves with the policy on the Management of Medication & Supporting pupils with Medical Needs at Wycliffe as set out in the Handbook. Advice can be obtained from the Health Centre and further training from the Risk & Compliance Manager. Staff likely to need to administer medication to pupils should complete iHasco Medication Awareness (Education) online course. This can be arranged by the Risk & Compliance Manager on request.

5.2.4 Contacting a First Aider (In addition to Health Centre Staff)

To contact a First Aider in any area of the College see the green "Your First Aiders Are" sticker on or near the first aid kits or speak to reception.

Details can also be obtained from the Risk & Compliance Manager on 07540 725780 (Ext 424).

5.3 First Aid Kits & Equipment

First aid kits have been strategically placed around the College and in all College vehicles. Kits on campus are wall mounted so that they can be easily seen. Kits in vehicles are located either in the glove compartment or in the back of the vehicle. Their location is clearly marked with a sticker with a green background and white cross.

First aid kits for use in the workplace are green with a white cross. Some Departments i.e. practical areas, Sport, DT, Grounds & Gardens, Minibuses and Swimming Pool etc. may require additional First Aid supplies to reflect the activities and/or associated potential risks. Portable kit bags are also provided for sports staff and are also available for staff organising out of school trips or activities. Each kit contains a first aid instructional booklet and a contents checklist.

It is the responsibility of the First Aiders, and any other persons who have used the contents of a first aid box, to inform the Health Centre staff so that they can restock the kit if necessary.. The Health Centre check all kits and replace any out of date items termly.

NB: Items such as Antiseptic liquids, creams, Aspirin, Paracetamol or other drugs must NEVER be stocked in first aid boxes as kit contents must be available to everyone irrespective of allergies or incompatibilities with other medications. These items will be kept in separate storage bags to be issued by trained staff.

Pre-Prep

First aid boxes are kept in the Reception/KS1 building. The first aid boxes are easily accessible to adults and are kept out of the reach of children. A number of portable bags are available for outings and playground duties. The content of the first aid boxes are appropriate to meet the needs of the children. All members of staff are responsible for ensuring that first aid supplies do not run out and should report any deficiencies to the Health Centre team for re-stocking.

All staff must familiarise themselves with the location of First Aid Boxes within the department(s) they work and the name of their local area first aiders.

5.3.1 Automated External Defibrillator (AED)

An automated external defibrillator (AED) is a portable electronic device that automatically diagnoses life-threatening cardiac arrhythmias in a patient. If you suspect someone is having a heart attack, or if a casualty has stopped breathing, immediately dial 999 for assistance and ask someone to bring the nearest AED.

With simple audio and visual commands, AEDs are designed to be simple for the layperson to use with little or no training. The use of an AED is taught on all first aid courses and training is also available to staff on request from the Risk & Compliance Manager.

AED Locations

There are four AEDs available on campus. They are located at the following points:

1. Prep School – Inside the entrance to the Swimming Pool
2. Senior School – Health Centre, on the wall outside the main entrance.
3. Senior School – Sports hall, adjacent to the Sports Supervisor's Office.
4. Senior School – Wycliffe Hall, on the wall inside the main entrance.

There are two sizes of pads available for the machine. Generally adult pads are loaded into the machine as standard. Paediatric pads are available (and are located separately in the cabinet or in the back of the AED case) in the event of a child, under the age of 8, requiring assistance.

The Health Centre staff will carry out monthly checks of the AEDs and associated equipment and will hold a register of battery and pad expiry dates. The Risk & Compliance Manager will take over the checks during Summer holiday periods.

Where an AED is needed to accompany a pupil with a known heart condition on a school trip or other offsite activity such as CCF camp or DofE expedition, the trip leader must make a request to the Risk & Compliance Manager. The need for an AED must be documented in the individual's care plan and risk assessment.

If one of the AEDs is taken the following criteria apply:

- The AED should, as a preference, be taken from the Wycliffe Hall unless there is a function on in the hall during the planned trip, in which case either the Sports Hall or Health Centre AED should be taken.
- The trip leader should, in the first instance, check the availability of AEDs in the area that they are visiting to see if there is a need to one from College.
- The trip leader must email all staff, including Holroyd Howe managers to inform them of the dates and times that the AED will be missing and to remind them of the alternative locations.

The trip leader must place a sign on the AED case to remind staff that the AED has been taken and where alternatives are located. The AED must be returned as soon as the group return to College. If

the AED pads are used, the trip leader must inform the Health Centre and the Risk & Compliance Manager so that replacements can be obtained.

Oxygen & Entonox

Oxygen & Entonox are available for emergency use at both Prep and Senior Schools. They are supplied and maintained by Prime Practice. Only trained staff are permitted to administer these medical gases. Training can be provided by the Risk & Compliance Manager and Health Centre Manager. The canisters and associated equipment are stored in the Health Centre (Senior School) and Matron's Office (Ryeford Prep School). All ancillary equipment (masks, airways, hoses) will be replenished as necessary by the Health Centre.

5.4 Minor Injuries

If a child sustains a minor injury, a member of staff with a current first aid certificate, must assess the injury and treat it. Following a minor injury to a child in Rec/KS1 that requires treatment from an adult, the member of staff in charge must complete the daily record sheet and the medical record sheet in the child's personal medical folder. A treatment slip must be completed to send home with the child. The member of staff must inform other staff who are working with the child.

If a child sustains a minor injury to their head that requires treatment, staff will observe the child for the remainder of the day. If other symptoms develop, the child's parent and/or carer must be informed, or if they are unavailable, their emergency contact named adult. A head injury advice sheet will be sent home with the child on the same day.

If a child sustains an injury, that a first aider has assessed as requiring further specialist medical intervention, for example a deep cut or suspected broken bone, the patient should be triaged by Health Centre staff and the child's parent and/or carer must be contacted or if unavailable, the emergency contact named adult, to advise them of the injury and to request that they collect the child and take them to a medical practitioner to be examined. If it is not possible for a parent and/or carer or emergency contact named adult to collect the child then a staff member should take the child to Gloucester A&E or to Stroud Minor Injuries Unit as appropriate. Staff can also contact 111 for medical advice. An ambulance should only be called in an emergency situation. At no time must the injured child be left unattended and first aid must be given in accordance with training received.

Note: It may be necessary for two members of staff to accompany the child to hospital depending on their condition as the driver will not be able to assist the child enroute.

5.5 Major Injuries and Illness

Any injury or illness which is beyond basic first aid assistance, including serious head injuries, excessive bleeding or unconsciousness, must be treated as an emergency and a call for ambulance assistance must be made. Any member of staff can do this as haste is of the essence. The emergency services operator will need to know the exact location of the casualty including the gate number and postcode (See Appendix A).

- If the casualty is a child, The Senior Deputy Head at either School, or the most senior member of staff on the premises at the time) must be informed as soon as possible.
- If the casualty is a staff member, their line manager should be notified without delay.
- If the casualty is a contractor, the Estates Bursar should be informed.
- If the casualty is a visitor the Senior Deputy Head at either School, or the Director of Finance & Operations, should be informed.

In the case of a pupil, the member of staff in charge must arrange for the parents and/or carers to be informed or, if unavailable, the emergency contact named adult. A member of staff must be designated to accompany the child to hospital in an ambulance and remain with them until the parent and/or carer or emergency contact named adult arrives. Parents sign a consent form prior to their child entering the school consenting to emergency first aid treatment (including medical, dental and optical) if necessary.

Children are not admitted to the school until their completed pupil health form has been received by the Wycliffe Health Centre.

Following the incident, a record must be created on the Evolve accident reporting system by the member of staff who dealt with the incident. Details of the incident must also be kept in the child's personal file. The injury must be logged on the daily record sheet, stating that an occurrence form has been completed. The Risk & Compliance Manager will report to the HSE under RIDDOR if necessary.

The local Child Protection Agency and ISI will be informed of any serious accident or serious injury to, or the death of any child whilst in the care of the school and the action taken in respect of it as soon as possible and within 14 days of the incident occurring.

5.6 Existing Injuries Pre-Prep

If a child in Rec/KS1 has an existing injury, for example a bumped head or bruises, which has occurred while the child is not at school, parents and/or carers are requested to record the details on the child's medical record sheet. Staff must then be made aware and should report back if the injuries worsen.

5.7 The Health Centre

5.7.1 Introduction

The following information has been developed to ensure that all staff understand the role of the Health Centre. Wycliffe College Health Centre exists to safeguard and promote the health and welfare of all pupils within the school. It serves Pre-Prep, Prep and Senior Schools by ensuring that:

- Appropriate first aid and minor illness treatment is available
- Boarders have access to medical, dental and optical services as required
- Pupils are adequately supervised and looked after when ill and any deviation from normal growth and development of the child is detected and appropriate treatment/advice sought
- Pupils are supported in relation to any health or personal problems taking into account their spiritual and cultural needs
- Any pupil with medical needs is offered the appropriate support to lead as normal a life as possible with minimum disruption and minimal emphasis on illness
- All pupils are offered immunisations in accordance with current practice recommended by the Department of Health
- Support is offered to parents, Housemasters, Housemistresses and other staff concerning the physical and mental health and fitness of individual pupils
- The Health Centre is a resource for pupils and staff on any health related topic.

5.7.2 Location

The Health Centre is situated on the school boundary with Robinson House and Regent Street. Access can be gained from the senior school between Loosley Halls and Robinson House or via Regent Street where it is convenient to the doctors' surgery opposite.

5.7.3 Accommodation

The Health Centre is a detached house within its own grounds. On the first floor there is a staff room and a large room that can accommodate 2 pupils at any one time. Separate toilet facilities are available for male and female. There is also a bathroom with a shower and bath. On the ground floor there is a waiting room which is also used as a lounge, 2 consultation rooms for private consultation with the nurse and 2 single bedrooms for pupils with ensuite facilities. In addition, there is a small kitchen and utility area.

5.7.4 Staff

All nurses have current registrations with the Nursing and Midwifery Council (NMC), a regulatory body for health professionals. All Health Centre assistants have current first aid qualifications and all nurses have experience in working with children/young people. In addition, all nurses undertake regular training

to maintain their professional competence. GP cover is provided by the school doctors at the Regent Street Practice.

5.7.5 Confidentiality

For both doctors and nurses, clear guidelines are laid down regarding their obligation to maintain professional confidentiality. In essence, a duty of confidentiality is owed to all patients from birth to death and beyond, although there are clearly defined situations where a doctor or nurse may break that confidence.

In accordance with the school doctor's and nurse's professional obligations, medical information about pupils, regardless of their age, will remain confidential. However, in providing medical and nursing care for a pupil, it is recognised that on occasions the doctor and nurse may liaise with the Head, Senior Deputy Head (Prep or Senior as appropriate) and other academic staff, House Staff and parents or guardians, with the pupil's prior consent. With all medical and nursing matters, the doctor and nurse will respect a pupil's confidence except on the very rare occasions when, having failed to persuade that pupil, or his or her authorised

representative, to give consent to divulgence, the doctor or nurse considers that it is in the pupil's better interests or necessary for the protection of the wider school community, to breach confidence and pass information to a relevant person or body.

The College recognises that a child has the right under Fraser Guidelines to be advised and treated in confidence if seen to be competent.

Surgeries

The nurse on duty is available in the Health Centre at the times below, Mon-Sat. There are no surgeries on Sunday, however if a pupil is unwell the member of House Staff on duty can call the nurse 'on-call' for advice. This facility is available for senior day pupils and boarders. All pupils are offered a private consultation with the nurse during surgery times. When pupils arrive at the Health Centre during surgery time they are expected to wait their turn with other pupils in the waiting room.

5.7.6 Surgery Times

Senior School

08:00 – 08:45	For those boarders who feel too unwell for school and for those requiring medication (please note, this time is for boarders only)
Throughout morning break.	For assessment of injuries and off games notes
13:00 – 13:45	General drop in session
16:15 – 17:00	General drop in session

Prep School

1 x Daily clinic Monday – Saturday

1 x Full day on Thursday school nurse in attendance

Health Centre on call at all other times for advice or to attend during School hours.

Pupils are encouraged to visit the nurse within surgery times rather than during lessons. If they are unwell during the day and feel they require medical attention then they should speak to a member of staff who should telephone the Health Centre to ensure the nurse is aware the pupil is on their way. If a pupil is unwell in Nursery or the Prep School then a member of staff can liaise with the nurse and arrange for them to be seen.

If a pupil needs to speak to the nurse about a personal matter and does not feel comfortable attending during surgery times, they are able to attend the Health Centre outside of surgery hours. This can be

arranged through their House Staff or via email or emailing Health Centre directly. Each house is allocated a Named Nurse who visits the house half termly so that pupils can also access the School nurse within house if preferred. A surgery is run in the Prep School daily in matrons room from 10-11am to allow any Prep School pupil to see the nurse confidentially. A nurse also visits prep boarding every Saturday from 3-4pm.

Some pupils rely on extra support from the Health Centre or need to attend on a regular basis for treatment. Usually if this is the case, the nurse will arrange with the pupil a mutually convenient time outside of surgery hours so she has more time to spend with the pupil.

5.7.7 Out of Hours Emergency Treatment

Emergencies

If a pupil is very unwell or has an accident which requires urgent medical attention, parents / guardians and House Staff, will be informed as soon as possible.

Monday - Saturday (08:00 – 18:15)

The Health Centre should be contacted for advice from the nurse on duty. She may be out on site and be contactable by mobile telephone. If the member of staff feels it is a serious emergency and it is necessary for an ambulance to be called, this should not be delayed by calling the nurse in the first instance. If it is a minor emergency the nurse may request for the pupil to be brought to the Health Centre for assessment/treatment, or she may visit on site.

Monday - Sunday (18:15 – 07:45hrs)

During the evening/night the member of medical staff on duty will offer advice to staff over the telephone and will see emergencies or any pupil who is causing staff concern. Health Centre assistants are on call overnight and will also staff the Health Centre at night if necessary. The Health Centre mobile is switched on 24hrs a day 7 days a week and should be used to contact Health Centre staff if no one is in Health Centre.

Sunday / Exeat Weekends

An 'on-call' service is provided by the Health Centre during these times. One of the nurses/Health Centre assistants will carry a mobile telephone and will be able to offer advice to the member of staff.

5.7.8 Admissions

If a pupil is unwell it may be necessary for them to be admitted to the Health Centre to allow staff to monitor their condition. The House Staff will be informed so they are aware of the admission. The nurse will liaise with the Housemaster/Housemistress regarding contacting parents to ensure they are kept fully informed. It may be necessary, with medical conditions which require more than a few days absence from school, to arrange for a boarder to go home or to a guardian until they are well enough to attend school. Sometimes pupils are given permission by the nurse to 'rest in house'. The nurse will inform House Staff/Matrons of this decision and will liaise with them until the pupil is well enough to return to lessons.

5.7.9 Monitoring of pupils

All boarders are expected to register with the school doctor and then to consult their home doctor, if necessary during the holidays, as a 'temporary resident'. There are both male and female doctors available at the surgery. A completed Pupil Health Form is required for all pupils prior to them commencing at school. Failure to provide a completed Pupil Health Form results in the pupil not being allowed to leave the campus on trips. Information from the Pupil Health Form will be accessible to relevant staff from ISAMS. Health Centre will follow-up with parents and staff anything on the form which causes concern. The completed form will also enable the nurse to register all boarders with the school doctor. All pupils registered with the school doctor have a right to see them and can make appointments themselves without the Health Centre being involved. However, to ensure continuity of care and in some cases more prompt treatment, pupils are encouraged to see the nurse in the first instance. In exceptional

cases the doctor may offer some advice to a day pupil, however, they are usually advised to see their own GP. If appropriate their parents/guardians will be contacted to arrange an appointment.

5.7.10 Health Interview

All new boarders are given a basic medical examination within the first term of admission to school. This takes place in the Health Centre with as little disruption to lessons as possible. Pupils are referred to the doctor if any cause for concern is noted by the nurse either from information given on the Pupil Health Form or as a result of the health interview.

5.7.11 Vaccinations

The Pupil Health Form requests a vaccination history from all pupils on entrance to Wycliffe and to be up-dated with further information from parents/guardians as it arises. The information is recorded and pupils are then offered vaccinations in accordance with current practice recommended by the Department of Health. Parental consent is obtained for each vaccination where necessary. This ensures that immunity levels are high enough within the school to reduce the risk of outbreak of infectious disease and ensures the Health Centre is aware of pupils where vaccination has been refused by parents and hence leaves them vulnerable to infection in the event of a local or national outbreak or pandemic. In the event of a local outbreak of infection, those pupils whose parents have declined vaccination, may have to be removed from the school until it is safe for them to return. In addition, if a parent refuses for their child to receive the recommended travel vaccinations for an overseas school trip, the school reserves the right to refuse to allow the pupil to take part.

If **travel vaccinations** are required the nurse will liaise with the boarding pupil, parents and school doctor to arrange for them to be given.

5.7.12 Medication

Parents are asked not to send their children to Wycliffe with any medication, herbal or homeopathic remedies, unless accompanied by a letter by the prescribing doctor. A 'Request for School to Administer Medication' form needs to be completed by parents if they would like their child to have any other non-prescribed medical treatment administered by the school staff. If a pupil is assessed by staff and parents as sufficiently responsible to administer and keep their own medication, then they should be encouraged to do so. All pupils should have suitable lockable storage for medication. The nurse will assess the pupil using a 'Self Medication Assessment Form' which demonstrates that the pupil has an understanding and level of responsibility which allows him or her to hold their own medications. Pupils who have prescribed medication from the doctor can either have this assessment or the nurse will create a 'Medication Care Plan' for staff to follow, this form will be returned to the Health Centre when the medication has finished and kept with notes. If a pupil is going out on a trip or overnight stay the member of staff responsible must take this form with the medication and continue to follow the plan, returning both medication and plan to the House Staff on return. Please refer to the 'Wycliffe Management & Administration of Medications & Supporting Pupils with Medical Needs' policy. Paracetamol and anti-histamine (cetirizine) is kept in houses and can be administered by House Staff using the guidelines provided by the Health Centre. All medication administered is recorded on ISAMS and is regularly monitored by the school nurse. The Health Centre supports and liaises regularly with the Matrons to discuss administration of medication.

5.7.13 Off-Games Notes

A note will be issued by the Health Centre to those pupils who the nurse feels should be excused from specific or all games for a period of time, to allow for illness or injury recovery. Notes may also be issued to advise restricted activity to reintroduce games less vigorously. Pupils give one copy to House Staff and a second to games staff. As games staff need to be aware of those expected to be 'off-games' for lessons or matches a list is up-dated on iSAMS daily. Consequently, unless an emergency, notes need to be requested by morning or previous afternoon surgeries.

5.7.14 Dental Care

Medical Officers for Schools Association (MOSA) recommends that for both day and boarding pupils their routine dental care should, as far as possible, be carried out during holidays and periods of absence from the school. It is recognised that for some pupils, particularly from overseas, who may be away from home for long periods of time and who have no constant or holiday address in the UK, problems may arise accessing routine dental care. For these pupils the Health Centre is able to register them for treatment with a local dentist if requested. All dental fees should be paid directly to the dental practice. All pupils are covered by insurance for emergency dental care and this can be provided by our local dentist. Parents will be informed as soon as possible if their child requires emergency dental treatment.

5.7.15 Optical Care

The pupil health form asks for date of last visual assessment on entry to the school. For those who use prescription glasses or contact lenses optical care may be continued at home during holiday periods with regular visual assessments continued. The Health Centre has established a good relationship with a local optician who will see pupils for visual assessments and emergencies if necessary.

5.7.16 Counselling

Both the Prep and Senior School has a counselling service provided by Gloucestershire Counselling, a confidential counselling service for young people. To make an appointment with the counsellor the pupil can either speak directly to the nurse at the Health Centre or ask House Staff to make one for them.

Sometimes it may be necessary for a pupil to be placed on a waiting list until there is an available slot.

5.7.17 Physiotherapy

On a weekly basis a registered physiotherapist visits the Health Centre to see pupils who have been referred for physiotherapy, either via the Health Centre, parents or school staff. The first assessment is free and advisory exercises may be all that is necessary but follow up sessions will be charged to the parent following consent for treatment being received.

5.7.18 Health Education

The school nurse provides health education for pupils and staff in a variety of ways. These include: one to one advice, group work and nurse-led education sessions in the classroom. The Health Centre displays a range of leaflets on health matters and uses posters to promote themes on health and well-being.

5.8 Arrangements for Medical Conditions

5.8.1 Introduction

The following policy has been developed to ensure that all staff understand what their responsibility is regarding medications in school and the supervision of pupils with health care needs. The following documents have been consulted:-

- Department for Education (2016) *Supporting Pupils at School with Medical Conditions*
- The Boarding Schools' Association Briefing papers: An A to Z of Medical Matters (2015) & Medical Protocols and Practice (2005).
- Medical Officers of Schools Association (MOSA) Administration of Medicines in Schools (2017)

Monitoring and evaluation of this policy, against the statutory requirements of the EYFS, is completed through regular review by the EYFS Lead. It is the responsibility of the EYFS Lead to ensure that this policy is being applied effectively throughout the department.

5.8.2 Pupils with Medical Needs

Most pupils will at some time have a medical condition that may affect their participation in school 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. For example: epilepsy, diabetes, severe allergy, chronic asthma and so on. Such pupils are regarded as having

medical needs and have the same rights of admission to school as other children. Most children with medical needs are able to attend school regularly and, with an individual HCP and support from the Health Centre and school staff, can take part in most normal school activities.

5.8.3 Health Care Plans and Asthma Action Plans

Where a pupil has or develops a medical condition or allergy, an individual HCP will be drawn up by the Health Centre in consultation with the pupil, parents, doctor and relevant school staff. The aim of the plan should be to enable the child to lead a normal life with minimal disruption and minimal emphasis on illness. The plan will clarify for staff, parents and the child, the support that can be provided; also the role and responsibilities of the member(s) of staff. A review date will be set, usually every Autumn term, but depends on the child's particular needs. A copy of the plan will be held by parents and be placed on the school's management information system, iSAMS along with a medical alert, so all staff are aware that the child has a HCP which they can print off if necessary. The Health Centre will provide relevant training to members of staff who provide support to the pupil.

5.8.4 Asthma

Asthma is the most common chronic childhood condition. Its effects on daily life range from mild to severe. Childhood deaths from asthma, though rare, still occur.

Wycliffe College:

- Recognises that asthma is an important condition affecting many school children and welcomes all pupils with asthma.
- Will ensure that pupils with asthma participate fully in all aspects of school life including sports.
- Recognises that immediate access to reliever inhalers is vital.
- Will keep records of pupils with asthma and the medication they take.
- Ensures the school environment is favourable to pupils with asthma.
- Will ensure all staff know what to do in the event of an asthma attack.

The information contained in this document is based on information provided by Asthma UK.

Aims

The asthma policy at Wycliffe College seeks to:

- Ensure that there is communication between pupils, parents and, if necessary any healthcare professionals, to establish the causes and treatment for each pupil with asthma.
- Liaise with parents of pupils with asthma in order to create an Asthma Action Plan.
- Provide information for staff on asthma issues, such as, guidance on how to deal with a pupil(s) suffering an asthma attack.
- Communicate to staff, parents and pupils the procedures for dealing with medication and inhalers.
- Generally raise the awareness of asthma in school.
- Indicate how Wycliffe may reduce or eliminate pupil exposure to asthma triggers.
- Reassure parents and pupils we are a caring establishment.

Definition

Asthma is a condition that affects the airways. Symptoms include coughing, wheezing, a tight chest and getting short of breath – but not every asthma sufferer will experience these symptoms.

Children with asthma have airways that are almost always inflamed. These airways can react badly when someone with asthma has a cold or other viral infection or comes into contact with an asthma trigger. A trigger is anything that irritates the airways and causes symptoms of asthma to appear. Common asthma triggers include colds, viral infections, house-dust mites, pollen, cigarette smoke, furry or feathery pets, exercise, air pollution, laughter and stress.

When someone with asthma comes into contact with a trigger that affects their asthma, the airways will do three things. The airway lining starts to swell, it secretes mucus, and the muscles that surround the airway start to get tighter. These three effects combine to make the tubes very narrow, which makes it hard to breathe in and out normally. When this happens asthma symptoms appear (cough, wheeze, a tight chest, and shortness of breath). This is called an asthma attack.

Medication

Asthma medication is usually given by inhalers although some people with asthma might be prescribed extra treatments known as 'add-on treatments' as well as their usual inhalers. Common ones include treatments for hay fever, and medicines known as leukotriene receptor antagonists (LTRAs), theophylline, or long-acting reliever inhalers. If further medications are required these will be listed in the pupil's Asthma Action Plan.

Reliever inhalers

Relievers are usually blue. This is the inhaler that children need to take immediately when asthma symptoms appear. Relievers work quickly to relax the muscles around the airways. As these muscles relax, the airways open wider and it gets easier to breathe again.

Preventer inhalers

Preventers are usually brown, orange, red, purple or pink and they contain a low dose of steroid medicine called corticosteroids. This medicine works over time to help prevent asthma symptoms by reducing sensitivity, swelling and inflammation in the airways. The preventer is the inhaler that should be taken every day (usually first thing in the morning and last thing at night), even when asthma seems well controlled. Note that preventer inhalers are not effective for treating an asthma attack.

Spacers

Spacers make metered dose inhalers (spray inhalers) easier to use and more effective. They allow more of the medication to be breathed straight down into the lungs where it is needed most. Because of the co-ordination needed, children under 12 often find it difficult to use the MDI (spray) inhalers properly without a spacer.

Nebulisers

Normally children should not need to use a nebuliser in school. The Health Centre should be informed if a pupil has been advised by their GP to use a nebuliser during school hours so that staff can receive appropriate training.

Emergency Situation

All First Aid at Work and Paediatric First Aid qualified staff are trained in the recognition and treatment of asthma and will be able to deal with the majority of incidents in the College. However, emergency situations can arise and you must call an ambulance immediately if:

- The reliever has no effect after five to ten minutes.
- The child is getting distressed or unable to talk.
- The child is getting exhausted.
- You have any doubts at all about the child's condition.

THE PUPIL SHOULD ALWAYS BE TAKEN TO HOSPITAL IN AN AMBULANCE. SCHOOL STAFF SHOULD NOT TAKE THEM IN THEIR CAR AS THE PUPIL'S CONDITION MAY DETERIORATE VERY QUICKLY.

Supply of Medication

Once the school is informed that a pupil has asthma, it will be recorded by the Health Centre on the school's management information system, iSAMS and an alert created. It is the responsibility of every member of staff to be aware of the identity of those pupils in their care with asthma. All parents will be

contacted to supply the school with a spare reliever inhaler which will be kept in house for senior school pupils, by Matron in staff room in Prep School and by class teacher in the Nursery Class.

Boarders will have an asthma assessment carried out by the GP surgery and a spare inhaler will be supplied for each one. Once the spare inhaler is used the Health Centre should be informed so another one can be ordered. All new boarders with Asthma will be required to arrive at school with 2 x reliever inhalers. Once registered with the GP, and an asthma review has taken place, replacement inhalers will be obtained from the GP.

Access to Inhalers

The school acknowledges that a delay in taking reliever inhalers can result in severe asthma attacks and in very rare cases could prove fatal.

Consequently, staff must:

- Allow unrestricted access to reliever inhalers.
- Encourage pupils to keep their reliever inhalers with them at all times, in their pocket or in a bag. For younger children the child's parents, doctor or nurse and teacher can decide when they are old enough to do this (usually by the time they are seven).
- Keep younger children's inhalers in an accessible place in the classroom. Make sure they are clearly marked with the child's name. At break time, in PE/games lessons and on school trips make sure the inhaler is still accessible to the child.
- **Reliever inhalers must never be locked up.**

Spare Reliever (Salbutamol) Inhalers

The Health Centre will obtain written parental consent for their use from parents of pupils who have asthma and will place the names of the pupils on a register which will be kept alongside the emergency inhaler. The emergency inhalers can only be used by pupils who are on the register and are only to be used as a spare or back up device and not a replacement for a pupil's own prescribed medication.

Senior School:

They are stored, along with spacers, in clearly labelled boxes in the following locations:-

- Every House – in Matron's office
- Sports Hall – next to the defibrillator
- Work Room – next to the first aid box
- Dining Hall – next to the first aid box
- Health Centre – consultation rooms

Prep School

They are stored, along with spacers, in clearly labelled boxes in the following locations:-

- Boarding house – medical room
- Matron's office – Ryeford
- Staff rooms – basket behind door

The boxes are sealed and will be monitored on a regular basis by the Health Centre. Staff must inform the Health Centre as soon as possible if they have had to open and use an emergency inhaler.

To avoid possible risk of cross-infection, the plastic spacer and inhaler should not be reused

NOTE: Reliever medication is extremely safe. Although reliever inhalers should be treated as medication, school staff should not worry that a child may overdose on their reliever inhaler. If another pupil experiments with another child's reliever inhaler it should not be harmful. If a child takes very many doses, they may experience an increased heart-rate or tremor, please seek medical advice.

Pupils

At Wycliffe all pupils are taught to respect others and as they progress through the school, to take a responsible approach to medication. Pupils are involved with decisions about their care and treatment and older pupils have a responsibility to look after their inhaler, not remove or use anyone else's and, to ask for a replacement in reasonable time.

Sports/PE Staff

Exercise may trigger an asthma attack and in such cases pupils, acting on their doctor's advice, may need to use their inhalers before such activities take place. Games staff should be aware, through iSAMS, which pupils have asthma and remind them to keep their inhalers within reach during exercise. An Asthma Action Plan will be created and attached to the documents and files section of iSAMS. All staff in contact with a child with asthma needs to ensure they are aware of the contents of the Asthma Action Plan.

Off-site Activities

It is the responsibility of all staff to ensure they are aware of any pupil who has asthma before they are taken off site. The Asthma Action Plan should be printed from the documents and files section of iSAMS and must be taken on the trip along with all relevant emergency medication.

Environment

Wycliffe does all it can to ensure the school environment is favourable to pupils with asthma. The school has a strict non-smoking policy and access to animals/pets is limited. As far as possible the school does not use chemicals in science and art lessons that are potential triggers for pupils with asthma.

5.8.5 Allergies (and Anaphylaxis)

Wycliffe is committed to a whole school approach to the health care and management of those members of the school community suffering from allergies. The school is unable to guarantee a completely allergen free environment, but will aim to minimise the risk of exposure, encourage self-responsibility and plan for an effective response to possible emergencies.

The school recognises that a number of pupils may suffer from potentially life threatening allergies and seeks parent, staff and pupil support towards maintaining a minimised risk environment, whilst also concentrating on ensuring effective medical response to potential anaphylactic episodes.

The intent of this policy is to minimise the risk of any child suffering allergy-induced anaphylaxis whilst at school or attending any school related activity, and to ensure staff are properly prepared to manage such emergency situations should they arise.

The School is committed to proactive risk allergy management through:

- The encouragement of self-responsibility and learned avoidance strategies amongst pupils suffering from allergies.
- Providing training to staff on how to manage anaphylaxis and the use of adrenaline auto-injectors.
- The creation of individual Health Care Plans (HCP) for children with anaphylaxis or those with allergies which require treatment.
- Liaison with parents of children who suffer with serious allergies.

Responsibilities:

Parents are responsible for:

- Providing health information to the school, initially via the pupil health form which will ask for details of any allergies their child may have.
- Keeping the school updated of any changes to their child's health which may occur whilst their child is a pupil at the school.
- Providing necessary medications for their child, including monitoring their expiry dates and replacing medication if necessary.

The School Nurse is responsible for:

- Ensuring the School receives appropriate information from parents regarding child's allergy.
- Placing a medical alert on iSAMS to ensure staff are aware.
- Creating an individual HCP in the case of an allergy which requires treatment and ensuring relevant staff, such as house staff and matrons, are aware.
- Ensuring the HCP is regularly reviewed and updated when necessary.
- Ensuring that the catering staff are aware of any child with a severe food allergy and providing a poster, with pictures of pupils with serious allergies, which will be given to the catering department and placed on the staff common room notice board. This is updated half-termly.
- Providing training for staff on the management of severe allergy and anaphylaxis and the use of adrenaline auto-injectors, as requested.
- Ensuring boarders emergency medication and auto-injectors are replaced once they have reached their expiry dates, or if they are used.

Catering Staff are responsible for:

- Ensuring supplies of food stuffs are nut free or labelled "may contain nuts"
- Being aware of pupils and staff who have such food allergies and or intolerances.
- Clear labelling of items of food stuffs that may contain allergens.

House staff are responsible for:

- Ensuring the house team, including matrons and duty staff, are aware of a pupil with a serious allergy which requires treatment.
- Ensuring all the house team have received relevant training by the school nurse. For example, if a pupil has been prescribed an adrenaline auto-injector, all staff will need to receive training on how to manage anaphylaxis and how to administer an adrenaline auto-injector.
- Regularly reminding those pupils who carry adrenaline auto-injectors, to make sure they have them with them at all times.
- Ensuring that the emergency pack containing a 2nd adrenaline auto-injector, for those pupils with anaphylaxis, is kept in an unlocked room and is accessible at all times.

School staff are responsible for:

- Ensuring that they are aware of any child in their care that may have a serious allergy. This can be done by referring to iSAMS and also to the staff common room notice board where a list of pupils with serious allergies is displayed.
- Ensuring that, if they are arranging to take a pupil who has been prescribed an adrenaline auto injector (AAI) on any out of school activity, this condition should be considered as part of the risk assessment process and measures put in place to minimise the risk. It is important to ensure that there is at least one member of staff accompanying the pupil who has received Anaphylaxis training by the School Nurse or Risk & Compliance Manager and that staff have access to each pupils two AAIs at all time.
- For pupils in the senior school, staff will need to ensure that the pupil is carrying their AAI with them at all times and that their emergency pack containing a 2nd AAI and any further emergency treatment as detailed in their HCP, also accompanies them.
- For pupils in the Prep School, staff will need to ensure that a member of staff collects the pupils two AAIs and HCP from matron and ensure that these accompany the pupil at all times. The member of staff may also have to inform another food provider about a pupil's allergy to ensure that an effective control is in place to minimise risk of exposure.

WYCLIFFE COLLEGE
HEALTH & SAFETY HANDBOOK
SECTION 5 – FIRST AID & HEALTH CENTRE POLICY



Spare AAI's in School

There are four emergency AAI's in the Senior school. They are in clearly labelled boxes and are placed in the following locations:

- Sports Hall – next to the defibrillator
- Work Room – next to the first aid box
- Dining Hall – next to the first aid box
- Health Centre – consultation room

There are two emergency AAI's in the Prep school. They are in clearly labelled boxes and are placed in the following locations:

- Boarding house – medical room
- Staff rooms – basket behind door

Emergency AAIs are available for anyone (Pupil, Staff, Visitor) suffering an anaphylactic reaction if they do not have their own device with them or their device fails for some reason.

999 must be called in all cases of suspected anaphylaxis.

The Health Centre will obtain written parental consent for their use from parents of pupils who are diagnosed as being at risk of anaphylaxis.

The spare AAI is a spare or back up device and not a replacement for a person's own prescribed medication. The boxes are sealed and will be monitored on a regular basis by the Health Centre staff.

If another pupil experiences the signs of what may be a severe allergic reaction, but does not have a known allergy, the [Department of Health Guidance](#) advises:

"In the event of a possible severe allergic reaction in a pupil who does not meet these criteria, emergency services (999) should be contacted and advice sought from them as to whether administration of the spare emergency AAI is appropriate."

5.8.6 Diabetes

Each pupil with diabetes will have an individual Health Care Plan via the Management Information System and all staff will be trained during their First Aid course training to recognise the signs, symptoms and treatment of hypoglycaemia.

5.8.7 Epilepsy

An epileptic seizure, sometimes called a fit, turn or blackout can happen to anyone at any time and can happen for many reasons. Most pupils with diagnosed epilepsy will not have a seizure during the school day. Epilepsy is a very individual condition and any pupil with epilepsy will have a Health Care Plan found on the College Management Information System. Seizures can take many different forms and each child may have an individual trigger, all information will be on their individual Health Care Plan.

Most pupils with epilepsy will take anti-epileptic medicines to stop or reduce their seizures. In a convulsive seizure putting something soft under the pupil's head will help protect it. Nothing should be placed in their mouth after a convulsive seizure has stopped. The pupil should be placed in the recovery position and a member of staff should remain with them whilst advice from the Health Centre is sought.

5.9 Medication in School

5.9.1 Staff Training/Monitoring

It is recommended that every member of staff, who is likely to be involved in the administration of medication, ensures they have received the relevant training by the school nurses or the iHasco online training 'Medication Awareness (Education)'. Staff should speak to the Risk & Compliance Manager to be enrolled on iHasco courses. The school nurse will liaise with the Senior Deputy Head in both the Senior and Prep School to ensure that all relevant staff are trained. The school nurses will review the drug registers and inspect the drug cupboards in all areas each term.

5.9.2 Drug Register

Each boarding house in the Senior School and Prep School as well as day matrons in prep school will document their drug stock levels and administration of medication to pupils using iSAMS medication module. Where controlled drugs are being held, a controlled drug register will be used as well as iSAMS to record drug stock and administration

The following forms may also be used for some pupils requiring medication:

- A copy of the self- medication assessment sheet.
- Guidelines, provided by the Health Centre, for the administration of paracetamol.
- A staff specimen signature sheet, which all staff administering medication will be required to provide.
- A 'Request for School to Administer Medication' form.
- A 'Care plan to Administer Medication'.
- Individual conditions reports in iSAMS with treatment section to be followed.
- Guidelines for administering controlled drugs.
- School 'Care Plan for Administering Medication and first aid on trips'

Additional guidelines for pupils aged 5 years and under

- The early years foundation stage (EYFS) sets standards for the learning, development and care of children from birth to 5 years old. For pupils in Nursery and Reception, only medicines that have been prescribed by a doctor, dentist, nurse or pharmacist, will be administered.

5.9.3 Storing Medication

The school should not store large volumes of medication. All medication in school should be stored in a locked medicine cabinet, strictly in accordance with product instructions (paying particular note to temperature) and in the original container in which dispensed. If the medication requires storage in a refrigerator that contains food, then it should be put into an airtight container, clearly labelled and placed in a refrigerator that pupils cannot gain access to. All emergency medicines, such as asthma inhalers and adrenaline auto-injectors, should be readily available to children and not locked away. All medication should be clearly labelled with the name of the child, the name and dose of the medicine and the frequency of administration. Pupils should know where their medicine is stored and who holds the key. Staff should **never** transfer medicines from their original containers. Staff must contact the Health Centre if they have any concerns regarding the safe storage of medication or if any medication goes missing. Controlled drugs should be kept in a locked container within a locked cupboard or, in a separate drug cupboard with the key stored in a locked cupboard.

5.9.4 Disposal of Medication

Staff should not dispose of medication. Parents of day children should be encouraged to collect the medication and dispose of it. If this has not been possible, and in the case of expired medication for boarders, all medicines should be returned to the Health Centre.

5.9.5 Administration of Prescribed Medicines and Medicines provided by Parents

The Health Centre keeps strict control of all medications that are kept in the school, this includes prescription, non-prescription and complementary substances such as herbal or homeopathic remedies, including vitamins. The school will not accept or administer any medications or complementary remedies that are not recognised or licensed in the UK. The school will also not administer any vitamin type substances/preparations unless they are prescribed by a doctor and accompanied by a doctor's letter.

If parents request that a member of staff administer, or supervise administration of a medicine, then parents must complete and sign a request to administer medication form. Parents of pupils in Nursery and the Prep School should be informed on the same day that their child has been given the medication, or as soon as reasonably practicable. For boarders, if a medicine is prescribed by the school doctor, then staff are authorised to administer the medicine without having to gain a permission slip from parents. For the Senior School, the Health Centre will provide a medication care plan. In the Prep School, this will be completed by boarding house staff.

All members of staff giving medicine to a pupil should check:-

- The pupil's name
- Written instructions provided by parents, doctor or Health Centre
- Prescribed/recommended dose
- Expiry date
- Reason for the medication and any side effects (If unsure please contact the Health Centre for advice)

A record of all medication given to a pupil should be documented using iSAMS medication module and in addition a paper record to be completed in EYFS settings. If there are any concerns regarding the administration of medication, then the Health Centre should be consulted for advice.

5.9.6 Administration of Medication Supplied by the Health Centre

The Health Centre supplies and authorises staff to administer paracetamol and cetirizine to pupils in Year 3 and upwards. Houses have a stock of paracetamol and cetirizine (antihistamine) should contact Health Centre if they need re stocking. Before administering paracetamol or cetirizine, the member of staff must refer to and check:

- The administration of paracetamol guidelines provided by the Health Centre.
- Date and time of last dose if appropriate using iSAMS medication module. In the case of a day pupil, the member of staff may have to telephone parents to confirm this if they are unsure about the last dose given.
- Name of any other medication taken in the last 24 hours. (Please check iSAMS medication module).

A record of all medication given to a pupil should be documented in iSAMS **by the member of staff administering the medication**. If administering to a day pupil then the parent(s) should be informed. If there are any concerns regarding the administration of this medication, then the Health Centre should be contacted for advice.

5.9.7 Self Administration of Medication

According to the DfES it is good practice to support and encourage children, who are able to take responsibility, to manage their own medication from an early age. If a pupil is assessed by the Health Centre, school staff and, where possible parents, as sufficiently responsible to administer and keep their own medication, then they should be encouraged to do so. Each pupil should have suitable lockable storage for their medication and they will be asked to visit the Health Centre with their medication. Using the Self Medication Assessment form, the nurse will allow the pupil to self-medicate if they appear to regard their medication in a responsible manner and they can demonstrate knowledge and understanding of the following:

- Name of medicine and reason for use.
- Dose, frequency and any special precautions or side effects.

The form should then be signed by the nurse and the pupil and a copy is forwarded to house staff for them to keep in the child's individual record in their drug register. If at any time a member of staff and/or parent is concerned that a pupil does not appear to be acting responsibly with their medication, the pupil will be sent to the Health Centre and the nurse will discuss with them whether it is appropriate for them to continue to self-administer.

Pupils are requested to bring all their medicines, which they intend to self-administer, to the Health Centre. Sometimes it is necessary for the Health Centre to remove medicines from the pupil, particularly if the medicine is not licensed in the UK. Advice from the school doctor may be sought in this instance and, in the case of a boarder, it may be necessary for the school doctor to prescribe a different medication. Day pupil's parents will be advised to seek advice from their prescribing doctor. Parents/Guardians will be requested to collect the unlicensed/unauthorised medicines from the Health Centre before the end of term. If any medicine is not collected then the Health Centre will take all medicines to the local pharmacy to be disposed of. House staff will also report to the school nurse any pupil who appears to be using medicines that the Health Centre may not be aware of. The pupil will then be sent to the nurse with their medicine for assessment.

5.9.8 Controlled Drugs

The supply, possession and administration of some medicines are controlled by the Misuse of Drugs Act (1971). Controlled drugs may be prescribed as medication for children, e.g. methylphenidate. The Health Centre should be informed immediately if a member of staff becomes aware of a pupil who is taking this type of medication. If the member of staff is unsure then they must always check with the Health Centre for clarification. If a pupil is prescribed a controlled drug then a HCP will be drawn up (see Health Care Plan section). All boarders who are prescribed controlled drugs will be reviewed by the school doctor and, once relevant paperwork has been received, the school doctor will continue to prescribe the medication if they feel this is appropriate. The GP may also prefer to set up a shared care agreement with a boarder's existing prescriptions often communicating with the pupil's regular Doctor from overseas. If a member of staff administers a controlled drug then the 'Guidelines for Administering Controlled drugs' should be followed and a medication care plan will be supplied by the Health Centre. Staff must also complete 'controlled drugs training' given by Health Centre prior to administering any controlled drug (See Appendix H). The controlled drug register needs to be completed and signed with a recording of the balance of the medication, reporting any discrepancy in the balance, or in the documentation, to the Health Centre who will report it to the Senior Deputy Head (Senior School) for them to investigate.

Controlled drugs will only be taken to boarding houses once all paperwork has been received and Health Centre have checked that the medication has arrived in the correct format with required labelling. If it is not in 'blister packs' but in larger unsealed bottles, then it will need to be prescribed by a UK Dr and dispensed in a sealed container from the local pharmacy. Only once all is in order will it be taken to boarding house. All effort will be made for 2 members of staff to be present, one to administer the controlled drug and one to witness, both will sign the controlled drugs book. Health Centre staff will assess a pupil to see if they are Gillick competent regarding their controlled drug administration, if so, they can also counter sign for the medication if a 2nd member of staff is not available to do so. If a pupil is not deemed to be Gillick competent regarding their medication, then it will be administered in Health Centre only and not by boarding house staff.

On a weekly basis the balance of the controlled drug will be cross-checked in the controlled drug register and signed by two members of staff. One of the members of staff should be the manager of the department, for instance, in a boarding house this would be the Housemaster/Housemistress.

5.9.9 Refusal of Medication

If a pupil refuses medication staff should not force them to do so but note it on the medication care plan/individual record. Advice should be sought from the Health Centre who will seek further guidance as appropriate.

5.9.10 Missed Medication

If a member of staff has accepted the responsibility of administering a medication to a pupil then they must take all reasonable steps to carry out this responsibility. If the pupil fails to take their medication, for example, they do not report to a member of staff to collect the medicine, it must be documented on their relevant care plan/individual record of medication, stating the reason why the medication was missed. The Health Centre should be kept informed of any missed medications.

5.9.11 Medication Errors

If a member of staff administers the incorrect dose of medication to the pupil, or if the pupil reports to the member of staff they have self-administered the wrong dose, please report immediately to the Health Centre. If unable to contact the Health Centre, such as during holiday periods, then please contact NHS111 or overseas equivalent, for advice.

Health Centre Staff Contact Details

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