

First Aid & Medical Arrangements Policy



Our Mission Statement – the reason our College exists

“Learning & Growing in the Light of the Gospel”

With Christ at the centre of our learning, we:

- *Help young people to achieve their greatest potential*
- *Guide their intellectual growth, nurture their God-given talents, and inspire them to live in service to others*
- *Aim to develop honest, confident, responsible and compassionate members of society, based on the educational values of Blessed Antonio Rosmini*

Our Vision Statement – the long-term change resulting from our work

‘Begin Here, Go Anywhere’

Ratcliffe’s unique educational offering based on our College motto, “Legis Plenitudo Charitas”, Love is the fulfilment of the Law, provides a perfect context within which young people may acquire the emotional knowledge and interpersonal skills necessary to live happy and purposeful lives. The College’s inclusive Catholic ethos is complemented by the outstanding quality of our College community through which our Mission, “Learning and Growing in the Light of the Gospel”, serves to nurture resilience and develop maturity. Young people leave Ratcliffe with a strong sense of who they are and their purpose in the world, equipped socially, emotionally, morally and spiritually to go forth and make a difference to the communities in which they live and work.

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Applicability			
Students -	✓	Staff -	✓
Governors -	✓	Other -	✓
Summary This policy is to ensure that adequate medical arrangements are provided for pupils and staff on the College's premises. It also extends to out-of-school activities, particularly sports fixtures.			
Equality & diversity		Yes	
GDPR		Yes	
Health & safety		Yes	
Safeguarding		Yes	
POLICY CHANGES			
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Arrangements

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1 MEDICAL ARRANGEMENTS

1.1 Legislation/Guidance

The arrangements set out below have been guided by the various regulations but, more particularly, by the schools' own registered nursing staff. Through this informed discussion a system of "best practice" has been established reflecting the needs of the College.

This policy is written with reference to the Independent School Standards Regulations (ISSRs), National Minimum Standards for Boarding Schools (2022), the EYFS Statutory Framework (2024), and relevant NHS and DfE guidance on managing medical needs in schools.

This policy should be read alongside the College's Safeguarding and Child Protection Policy, EYFS First Aid Policy, Positive Behaviour and Relationships Policy, and Supporting Students with Medical Conditions Policy.

1.2 Organisation

Certain key members of staff are responsible for managing our medical policy. These key personnel are as follows:

- a. Medical Officer,
- b. School Nurses,
- c. First Aiders,
- d. The Health & Safety Officer, currently the Estates Manager.

The responsibilities of these personnel are:

- a. **Medical Officer:** Is Dr Susie Corner, The County Practice Syston, GP for the boarders.
- b. **School Nurses:** They are primarily responsible for the administration of the Medical Arrangements at the College. They are able to administer any medication required by students or staff within their areas of authority and responsibility. They are also involved in arranging any secondary treatment at hospital or surgery, particularly for the boarders. Boarding staff, (those not specifically first aid trained), are given guidance from the School Nurses.
- c. **First Aiders:** Support the School Nurses as far as they are able and within their areas of competence and training.
- d. **Health & Safety Officer:** Is responsible for the regular, on-going review of the arrangements, providing support and advice as appropriate and within his level of training and competence.

1.3 Medical Centre - General Information

Location:

The Medical Centre is situated in the main School Building on the Ground Floor corridor near to the Refectory.

Internal Telephone	2029
Daytime Mobile	07432 566517
Out of Hours Mobile	07432 566911

The School Nurses are Debra Warburton and Helen Bogwandas & Caroline Lang

The Medical Centre is staffed during term time on Monday to Thursday from 8.00am - 6.30pm, Friday 8.00am -6.15pm and Saturday for sports fixtures. The Sisters operate an on-call rota for out of hours' emergencies.

The Medical Officer is Dr Susie Corner from The County Practice Health Centre in Syston.

The First Aiders who hold current certificates are listed on noticeboards around the school as are those staff who are AED trained. In the Nursery, all staff are trained in paediatric first aid. At least one qualified First Aider is present on site whenever students are engaged in school activities, including evenings, weekends, and boarding. School trips and visits are accompanied by at least one qualified First Aider, or the Educational Visits Coordinator has to be assured that first aid support would be readily accessible on the school trip.

1.4. Confidentiality and arrangements for treatment:

To avoid any possible confusion in the care of our students (and if, appropriate, our staff), and to ensure that accurate information is appropriately shared, it is deemed wise to adhere to a policy on the sharing of confidential information with the Medical Department.

Medical information about pupils is shared strictly on a 'need to know' basis in accordance with the *UK GDPR* and *Data Protection Act 2018*. Sensitive data is stored securely by the Medical Department and accessed only by authorised staff. This is currently managed through the College's Management Information System and the Medical Tracker digital system. Staff who teach or supervise a student with a medical condition will receive relevant guidance directly from the Medical Department. For example, this is shared with trip leaders through the EVOLVE system.

In accordance with professional obligations medical information about pupils, regardless of their age, will remain confidential. However, in providing medical care for a student, it is recognised that on occasions the doctor or nurse may liaise with the parents or guardians, the Headmaster or other academic and house staff, and that information, ideally with the student's prior consent, will be passed on as appropriate. With all matters, the doctor or nurse will respect a student's confidence except on the very rare occasions when, having failed to persuade a student, or his or her representative, to give

consent to divulgence, the doctor or nurse considers it in the student'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.

All staff should be mindful of the fact that behavioural issues within and outside the classroom environment are often related to emotional needs. Such emotional needs may also be triggered by a child's physical well-being, such as a chemical imbalance.

Similarly, a distressed child may present himself/herself to the Medical Department with related physical / emotional ill-health.

Where it is deemed helpful, the Headmaster, Senior Deputy Head, Deputy Head Pastoral, Assistant Head, or Director of Safeguarding may request a team approach, whereby relevant staff attend a 'case conference' to address the needs of any given child.

Appropriate staff may include the Headmaster, Senior Deputy Head, Deputy Head Pastoral, Assistant Head, Learning Support, Medical, Chaplaincy, Senior Housemaster/Housemistress, Head of Year and Tutor.

All relevant parties would then be present to hear and share information first-hand, contribute their own experiences with, and knowledge about, the child, and offer their professional guidance so that a comprehensive picture might be built, and the best outcome reached. This may in turn lead to referrals to the primary healthcare team if necessary.

CAMHS and educational psychologists welcome such liaison with school nurses, the school doctor and teaching staff in implementing care strategies for the child at school.

1.5 Students' illness

Quick reference – If a student becomes unwell:

- Encourage visit to Medical Centre at lesson change or break.
- Contact the School Nurse if immediate assistance required.
- No pupil may leave site without authorisation from the Medical Centre.
- All illnesses recorded on the Medical Tracker system by a School Nurse.

If a student is unwell during a lesson, the member of staff will encourage the pupil to visit the medical centre at the lesson change or break. In the Prep School, they will be encouraged to wait until the Prep School lunchtime, or a call will be made to the medical centre. If the student is unable to wait, Sister will come to the Prep School or a member of staff may escort them to the Medical Centre. In the event of an emergency, the Duty Sister will come to the classroom. If a student is unwell and not able to remain at school, Sister will arrange for the parents to be informed and asked to collect their child from the Medical Centre. In the Prep School, a First Aider is available to be the first response at lunchtime play to avoid having to cross the road unnecessarily. When possible, Sister will come to the Prep School to deliver necessary treatment. If they feel further medical assistance is required, they will contact the Medical Department via the Prep School Reception.

No student may leave school for reasons of ill health without Sister's knowledge.

If a student is sent home by the Medical Department the Sister on duty notifies Registration

1.6 Accident and Emergency

Sister will decide if emergency hospital treatment is needed. In an emergency, Sister will take responsibility for calling an ambulance and inform the Main Reception and Preparatory School Reception of this, as appropriate.

Sister will arrange for Parents to be informed if their child has been involved in a serious accident.

Boarders: A member of staff will accompany them to hospital.
The Deputy Head Pastoral, Housemaster and Housemistress will be informed.
Parents will be informed by Boarding staff or Sister.

Day pupils: If the injury is minor, parents will be asked to collect and the student

If the injury is serious or if parents are unavailable, a member of staff will accompany the student to A & E and be responsible for the student until parents arrive.

Sister should remain in school at all times unless she decides it is necessary for her to accompany a student to hospital. Should this be necessary, the Main Reception will be made aware of the matter.

Providers must notify local child protection agencies of any serious accident or injury to, or the death of, any child while in their care, and must act on any advice from those agencies.

1.7 Letters regarding absence from sport

In the event of a student not able to participate in their games lesson, they are required to bring their sports kit into school & an alternative will be agreed by the sports staff

If a medical condition arises at school leading to a student being unable to take part in P.E, Games or Swimming, the Sister will liaise with the sports department re the student needs

To be excused from games long term, a Doctor's letter will be necessary; to notify the Director of Sport.

Long-term permission will normally need to be renewed every half term unless the parents and a member of the Medical Department have agreed otherwise.

1.8 Gillick competence

Children under the age of 16 can consent to their own treatment if they are understood to have sufficient intelligence, competence and understanding to fully appreciate what's

involved in their treatment. This is known as being Gillick competent. A child is deemed Gillick competent if they are under 16 years of age and are understood to be intelligent and mature enough to fully understand the medical treatment/procedure that is proposed by a healthcare professional. This relates to both day and boarding students in terms of medication and or vaccinations, for example and includes the right of a boarder deemed to be 'Gillick Competent' to give or withhold consent for their own treatment.

Both medical and boarding staff receive guidance and training regarding the protocols surrounding Gillick competencies. If a child is not thought to be Gillick Competent or there are inconsistencies in their understanding, school will seek consent from their parents or carers before proceeding with any medical care.

All decisions regarding competence should be clearly documented and referred to the Director of Safeguarding where appropriate.

2 Boarders

The Sister is available for Boarders throughout the day in line with the working hours outlined in section 1.3 above.

In the evenings and overnight, Boarders **must see** their duty boarding staff for matters concerning illness. Boarding staff will contact the Duty Sister on her mobile for advice or to request attendance to a boarder.

2.1 Boarders' Illnesses

If a Boarder feels unable to attend school due to medical reasons, they **must** report to Sister at 8.00am. Depending on their age and medical condition, they will then, if 'off school', either remain in the Medical Centre until discharged by Sister or return to their bedroom.

Before going off duty in the evening, the duty Sister will liaise with the Boarding staff to arrange the necessary care that is required whilst she is off duty.

Food/drinks will be taken in the Medical Centre by collection of food from the Refectory by Sister or other member of staff.

2.2 Management plan for Boarders who are ill and require to be confined to their bedrooms

This applies to boarders who have a mild sickness or injury that requires them to be confined to bed. Senior boarding staff or nurses will refer more serious cases to the GP or the hospital.

Parents are kept regularly informed of the progress of their child and the opportunity is given for the child to recuperate at home if this is feasible.

A student is only confined to bed after consultation with nursing staff.

Whenever possible a student who requires bed rest is, subject to availability, looked after in the medical centre by the medical staff until the end of their working day. In other situations, and outside of working hours, the student is in his/her own room and is checked by boarding staff/medical staff at a frequency agreed with medical staff.

Medical staff telephone numbers are displayed in the Staff Common Room and one nurse is on call when the medical centre is not manned. Boarding staff must call for assistance if they feel it appropriate.

If a sick student shares a room, provision is made for the sick student to have exclusive use of a bedroom. Each boarding house has a designated medical room.

If the sickness involves frequent use of a toilet or shower, arrangements are made to locate a sick student adjacent to these facilities. This is in the medical centre until the end of the working day, and in a suitable room in the boarding area after this time.

If the illness involves vomiting or diarrhoea, boarding staff assign and clearly mark a specific toilet/shower for the exclusive use of that student. This is in the medical centre during working hours and in a suitable room in the boarding area after this time. House staff are advised of the situation so that a change of bedding is available should it be required, and the toilet/ shower/ bath is regularly inspected, disinfected and cleaned.

Where a sick student may need attention overnight, boarding staff agree with nurses an action plan, which may include regular visits through the night or the provision of a mobile phone so that boarding staff can be contacted.

2.3 Management plan for boarding students in the event of an epidemic

If it becomes clear than an epidemic is possible, normally by several cases developing during a short period or on the advice of nursing staff, boarding staff, working with the medical staff, make available a corridor of single rooms with the provision of a nearby toilet/shower.

The area is clearly identified by notices on corridor doors that this is an area strictly for those who are ill, and that in all other situations the area is out of bounds.

Additional measures may be taken to prevent the spread of infection by ensuring that appropriate additional cleaning and hygiene measures are taken.

In liaison with the Catering Department, nursing staff will suggest appropriate meals and liquid intake and where the meals should be taken.

A member of the boarding or nursing staff will be assigned specific duties on the regularity of visits to ensure that the situation is monitored, day and night. These arrangements may include the provision of extra cleaning duties so that toilets/showers can be kept clean and hygienic. The medical centre holds a supply of disposable aprons, masks, gloves, and hand wash for situations such as this; nursing staff give advice as to whether the wearing of this apparel is appropriate.

Contaminated material is stored in appropriately marked bags or containers and disposed of under the supervision of medical staff.

At the end of a period of sickness or epidemic, rooms that have been used by sick students are thoroughly cleaned, surfaces wiped and bedding aired and changed. Beds are washed down with disinfectant.

All laundry, both during and at the end of a sickness, is kept in separate clearly marked red laundry bags so that laundry staff can take the appropriate action to ensure that it is properly disinfected and cleaned.

2.4 Appointments for Boarders

Parents are asked to arrange routine optician and/or dental appointments to coincide with School holidays and half term breaks to minimise disruption to academic work. Parents/Guardians of students coming from abroad, who are in the process of having orthodontic treatment, should make their own arrangements before arriving in this country to have the treatment continued while in the UK.

‘Emergency’ visits (e.g. in case of injury or acute conditions) – The School provides transport (including appointments to The Heath Centre in Syston). Depending on circumstances, transport may be via ambulance, or in a vehicle driven by any appropriate member of staff.

‘Follow up’ appointments – these are the responsibility of parent/guardian. However, the School may be able to provide transport, but the cost will be passed onto the parents.

‘Routine’ appointments – As ‘follow up’ appointments.

Boarders as patients in hospital – The school will exercise a duty of care in escorting a boarder to hospital and will remain with the boarder until their appointed guardian arrives. It is expected that the guardian will then assume responsibility for the care of the child for the duration of their hospital stay.

2.5 Medical Officer

The School Medical Officer is Dr Susie Corner from The County Practice in Syston. Should a Boarder be ill and need to see the Doctor, Sister will arrange for them to be seen at the Health Centre. Sister will also arrange for appointments with a female Doctor when requested.

If Dr Corner is absent, medical cover is provided by the practice.

Boarders under 16 needing to see the doctor will be accompanied to the appointment at the surgery by the Boarding house matron

The students’ right to see the Doctor in confidence will always be respected. Boarders over 16 will normally have a private consultation with the Doctor.

2.6 Registration

All full time Boarders are registered with Dr Corner at the County Practice. They **must** have a school medical file completed and signed by their parent/guardian.

Should they need to see a Doctor in the school holidays Boarders should register as a temporary resident patient with their local Doctor.

Day and Boarding students' medical notes and information are kept securely in the Medical department. The Sister and Doctor are the only staff with access to these records.

2.7 Medicals

Sister will carry out medicals during the first few weeks of a new term and register all new full time boarders with the Syston Health Centre.

The medical will include:

- Record height/weight/blood pressure
- test routine urine sample
- fill out forms needed to register with the Doctor
- discuss any health worries

Sister will inform parents if there are any specific medical needs arising from the medical examination or any further appointments.

2.8 Prescriptions

Any boarder requiring a prescription should inform Sister who will arrange for it to be collected.

3 Medication Policy

A stock of over-the-counter medication and analgesia is kept in a locked cupboard in the medical department and in a locked drawer in the Prep School.

Sister will give medication at her discretion unless otherwise stated by parents of the child. A record of all medication administered to students is kept by Sister medical tracker

If a student needs to take medication during the school day this must be handed into the medical department.

It should be in its original packaging. For the medical staff to be able to administer the medication, a form needs to be completed by a parent/guardian in the medical department, or a note should be sent explaining who it is for, the dose & time it is needed and the reason it is being taken.

Students with asthma, who need to take an inhaler, can carry this with them. We ask that a spare inhaler be provided, to be kept in the medical department in the event of it being misplaced/run out.

If a student is prescribed an EpiPen for a severe allergy, a form is required to be completed by a parent/guardian. We ask that the student carries a EpiPen with them at all times, and that a spare EpiPen is provided to be kept in the medical department. There are emergency EpiPen stations throughout the school

Boarders may only have medication in their rooms if authorised by Sister. It should not be shared with another student. A self-medication form is completed by Sister, Student and Boarding Staff and a copy is kept in the student's file and in the boarding house.

Only appointed members of boarding and medical staff, or those teaching staff specifically given written permission by the student's parents, e.g. when escorting students on trips, are allowed to give medication to a student.

If a student needs to have medication regularly administered by Sister during the school day this will be discussed with the parents.

Medicines issued will be recorded on medical tracker system.

3.1 Staff taking medication/other substances

Staff must not be under the influence of alcohol or any other substance which may affect their ability to care for children. If practitioners are taking medication which may affect their ability to care for children, those practitioners should seek medical advice.

Line managers must ensure that staff only work directly with children if medical advice confirms that the medication is unlikely to impair that staff member's ability to look after children properly.

Staff medication on the premises must be securely stored, and out of reach of children, at all times.

3.2 'Out of hours' medicines for Boarders

If a Boarder feels unwell during any time that Sister is not on duty they should see the duty member of Boarding Staff.

The Girls' and Boys' Boarding Houses both have a locked medicine cupboard from which the Boarding Staff can administer over the counter medicines. A log/record of any medicine administered is kept, and Sister informed of any boarder's illness or need for medication on her return.

Sister will liaise with the Boarding staff regularly regarding sick boarders whilst paying attention to each boarder's confidentially; (however the boarder's health and well-being are paramount).

Senior or Assistant Housemaster/Housemistress check with Sister at supper time about anyone who has been ill during the day and therefore any aftercare/medication needs once Sister has gone, until 8.00am the following morning, or over the weekend. Sister will also add any notes to the confidential boarding diaries.

Sisters are available for advice 'out of hours' and can be contacted at any time. The Boarding staff have the necessary contact numbers.

In emergencies the 'on call' Doctor or 111 should be called (in liaison with the Duty Sister on call) or an ambulance.

Medicines issued will be recorded on medical tracker system.

The 'on call' Doctor is contacted by dialling the Syston Health Centre on 01162 950500 and following the instructions on the recorded message (in liaison with the Duty Sister on call).

Protocol for the Storage and Administration of Controlled Drugs in Boarding

1. Storage of Controlled Drugs

Controlled drugs will be kept in the separate locked drawer located inside the medical safe.

The key for the locked controlled-drug drawer is stored in a secured keys cabinet, which remains locked at all times.

Access to the keys cabinet is restricted; the key to this cabinet is kept in a lockable room, accessible only to authorised senior boarding staff.

2. Access and Administration

Controlled drugs may only be accessed and administered by Senior Boarding Staff who have been authorised and trained in medication management procedures.

- Before administration, staff must verify:
- The correct student
- The correct medication and dosage
- The time and reason for administration

All administration of controlled drugs must be recorded immediately in the Controlled Drugs Register, including:

- Date and time of administration
- Name of the student
- Name, dose, and form of the medication

- Signature of the administering Senior Boarding Staff member

3. Security and Accountability

The controlled-drug drawer must remain locked at all times except when medication is being retrieved or returned.

Keys must never be left unattended and must be returned to the secured keys cabinet immediately after use.

Any discrepancies, concerns, or incidents involving controlled drugs must be reported immediately to the designated safeguarding/medical lead and recorded according to the incident-reporting procedure.

4. Monitoring and Audit

Regular checks of controlled-drug stock must be carried out by medical staff to ensure accurate record-keeping and safe practice.

Any irregularities discovered during audits must be escalated promptly and investigated.

3.3 Vaccination Programme

In Year 8, all students are offered a HPV vaccination programme and this is co-ordinated in line with the Leicestershire Immunisation Team and Sister.

Flu vaccines are also offered to students in Reception to Year 11 in the Autumn Term.

The booster injection for Diphtheria, Tetanus and Polio is offered for all students when they reach the age of 15.

Vaccinations are only given to students who have returned a completed consent form to the Leicestershire Immunisation Team.

4 Asthma

Students are responsible for taking their inhaler medication as prescribed and for always keeping an inhaler with them. Students in the Prep school, who are prescribed an inhaler will have their inhaler kept in an identified bag in their classroom. We ask that parents provide the school with a spare inhaler which can be used in the event of an asthma attack, if the original has been miss-placed.

All school staff will let the students take their own inhaler when they need to.

Students with asthma will be encouraged to participate in all sporting activities unless stated otherwise by their Doctor, Parents or Sister.

The following procedure is to be used in the event of an asthma attack: -

- 1) ensure that the reliever inhaler is taken immediately
- 2) stay calm and reassure the child
- 3) help the child to breathe by ensuring tight clothing is loosened
- 4) inform Sister
- 5) Sister will decide if GP or ambulance should be called
- 6) Sister will inform parents.

5 Sports Injury

Students must be fit to play sports.

First aid bags are provided for all sports staff, for both home & away fixtures, as well as sports lessons

There is a Sister is on duty for all Home Sports fixtures on Saturdays and for 1st and 2nd XV Rugby fixtures on weekdays.

There is a paramedic at school to cover Saturday Rugby fixtures.

Sister will assess the injuries and decide what treatment is necessary.

Sister will decide if she or a member of staff needs to accompany a student to A & E in the ambulance if a parent is not available.

Sister will make sure there is adequate first aid cover if she leaves the site.

The injury will be fully documented, and an accident form filled in.

Sister will contact the relevant school to follow up injuries to students from visiting teams on the Monday

If a student is injured during a Sports lesson the student is sent to the Medical Centre. If necessary, they will be accompanied by another student or, the member of staff will telephone the Medical Centre to for advice and alternative arrangements.

If injured during a Sports lesson or fixture the Medical Centre will tell the student to report to the duty Sister, the following day to have the condition reviewed.

6 Head Injuries and Concussion

All students who sustain a head injury should be seen by Sister.

Sister will arrange for an email/message via medical tracker to be sent to parent. The coach will complete the "Return to Play" form including any advice information to be sent home with all students after head injury. Referral to a medical practitioner is also available via the "Return to Play".

If a student has a minor head injury during games or a sports fixture, they will not return to play and will be seen by the duty Sister.

The coach will inform parents of head injuries that have occurred off site & complete a "return to play" form.

Symptoms of concussion can persist or re-occur and if so, the student should be re-assessed by Sister.

A player is at further risk of sustaining greater injury after a blow to the head; (Second Impact Syndrome).

Head injuries sustained during rugby practice or fixtures will be treated in accordance with the RFU guidelines, copies of which are sent to parents together with a cover letter explaining the school's position in the event of a head injury. Any student who receives concussion must delay their return to full fixtures following a managed rehabilitation process, which includes a visit to their GP/"Return to Play". It is the responsibility of each player and their family/guardian to inform the school if they have received concussion whilst playing for a club or during a representative match and vice versa. All head injuries are reported on the Return to Play system where a practitioner will assess and advise on return to play.

7 Serious Medical Conditions

A confidential list of students with known chronic medical conditions is available to staff and is situated in the following places: -

- Medical Centre
- Preparatory School– in the confidential medical file
- Nursery School – in the confidential medical file
- In each Boarding House

8 Severe Allergic Reaction

A confidential list of students who are known to have severe allergic reactions will be available to Staff in the Staff Common Room, in the red medical file.

For those students whose allergic reaction is likely to be life threatening, Sister will make available to all staff who teaches them the necessary details to enable them to deal confidently a situation that may arise. They will be required to indicate that they have read them.

If any students with severe allergies are prescribed an Antihistamine or Adrenaline pen for use in emergencies, these are stored in the medical department. Parents must arrange for clearly named spares to be given to Sister at the beginning of each academic year.

In the event of a student having a severe allergic reaction, the following procedure is to be followed: -

1. Ensure that the Antihistamine or Adrenaline pen is administered.
2. Call for medical assistance.
3. Be prepared to resuscitate if necessary.

9 Meningitis and Tuberculosis

If a student or member of staff is diagnosed with Meningitis or Tuberculosis, the following procedures will be followed: -

The Chief Medical Officer at the Public Health Centre will be informed by either the G.P., Hospital or School.

The Chief Medical Officer will inform the School of the appropriate procedures to inform all Staff, Parents and Students.

The Public Health Centre will co-ordinate any treatment necessary and the School will co-operate fully.

Parents will be kept fully informed of all treatment and care necessary.

The School will advise parents; The Public Health Centre have a Helpline to give advice to parents during an outbreak of Meningitis or Tuberculosis.

10 Head Lice

Any incident of a student having head lice during school must be reported to Sister by any member of staff.

If a student is found to have head lice, all parents of children associated with that student will be sent a letter from the School and, if appropriate, the Boarding Staff making them aware there is Head Lice in the year group. It requests that they check their child's hair and treat accordingly

11 Automated External Defibrillator (AED)

An Automated External Defibrillator (AED) is used to treat someone who experiences sudden cardiac arrest. It is only to be applied to someone, who is unconscious, not breathing normally and showing no signs of circulation such as normal breathing, coughing or movement. The AED will analyse the heart rhythm and advise the operator if a shockable rhythm is detected. If a shockable rhythm is detected, the AED will charge to the appropriate energy level and deliver a shock.

Location of AED:

There are 4 AEDs located within the school buildings/grounds

- 1 outside the Medical Department in the Senior School
- 1 outside Sports Hall in secure cabinet
- 1 in the Prep School Reception
- 1 outside, in secure cabinet one outside the Prep School, near the netball courts

All AEDs are registered with the East Midlands Ambulance Service.

Training in using an AED:

Designated staff will attend the necessary training sessions, achieving the required level of competence. They will attend refresher/updates sessions. The Medical Department will manage this.

Operating an AED:

There are lists displayed in school of the designated staff, both teaching & non-teaching, who have received training in operating an AED.

Maintenance of AED:

The AED is checked monthly by the Medical Department. Any servicing /replacements also arranged by them.

Reporting of Incidents:

Once the incident is over, an accident/incident form should be completed at the earliest opportunity. Completed forms should be submitted to the Health & Safety Officer.

12 First Aid Bags

First aid boxes are kept in all departments within school and are checked regularly and restocked by the Medical department.

First aid bags must be taken on all day and residential trips, including boarding trips other than local trips to Leicester or Thurmaston. A first Aid bag is kept in the minibus at all times.

13 Alternative/Chinese Medicines

As a multicultural school we respect and understand that there are different approaches to treating medical conditions.

If a student comes to school with an alternative/Chinese medicine, the duty sister will talk to the student and discuss the reason for them taking it and who has prescribed /supplied it.

All parents are requested to let the medical staff know of any medicines they are sending their child with. In the event of any medication not being able to be clarified, it will be discussed with the school's medical officer.

In the event of all parties being satisfied and in agreement, the medicine will be either stored in the medical department or if it is necessary, kept in the student's room, with them and the required staff, having understood and signed the Clinical Assessment for Patient Self Medication form.