



DORSET HOUSE SCHOOL

First Aid and Administration of Medicines Policy

Contents	Page #
1. Policy Statement	2
2. Accident or Injury	3
3. Illness	4
4. Medical Forms	4
5. Medicines and First Aid	5
6. Authorisation for Administering Medication	5
7. Boarders' Medical Matters	7
8. Record Keeping	8
9. List of First Aiders and location of First Aid kits	9

Date of policy: September 2017

Last review: September 2023

Next review: September 2024

Prepared by: Andrew Owens/Mary Lamb

Approved by: Governors' Health & Safety Committee



1. POLICY STATEMENT

All staff, pupils and visitors at Dorset House have immediate access to medical assistance in the event of an accident, injury or illness. We undertake the timely and competent administration of first aid and the effective implementation of this first aid policy.

The school has modern surgery based on the first floor of the Manor, adjacent to the Boarding House. All pupils and staff are aware of the location of this surgery. There is a paediatric first aid qualified matron on duty at all times during the school day and 24 hours a day when boarders are present. At least one person with a current paediatric first aid certificate accompanies Pre-Prep children when they go on outings.

There are first aid notices around the school detailing those qualified in First Aid. This provision is reviewed annually by SMT to ensure that all areas of the school are covered. (These details can also be found at the end of this policy). Training for these staff is updated every three years and the Bursar's Assistant keeps a record of the date at which training is due. A matron is always available to discuss any concerns or worries parents or guardians may have about their child's health.

Information for employees on first aid arrangements are pointed out to new staff and are included in the Staff Handbook.

When the premises are let, it is made clear that lettings cover the hire of premises only and that first aid is not included.

Certain work-related injuries to a member of staff, a pupil or a visitor must, by law, be recorded and reported (as per the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 ("RIDDOR") to the Health & Safety Executive ("HSE"). (www.hse.gov.uk/riddor/index.htm).

The Governing Body has delegated the responsibility to report to the HSE to the Bursar. Staff must immediately inform the Bursar of any suspected reportable injuries or incidents.

Further details regarding RIDDOR and the Management of Health and Safety at Work, can be found in the school's Health and Safety Policy, (Section 3 and Appendix 1).

We follow the advice set out in DfE document, '*Guidance on First Aid for Schools*'
<https://www.gov.uk/government/publications/first-aid-in-schools>

2 ACCIDENT OR INJURY

The first line of assistance is the adult nearest the incident. The school's policy is that staff in regular contact with pupils are trained as First Aid Appointed Persons as is the Matron on site.

The school maintains an appropriately equipped surgery under the control of a Matron. First Aid boxes are located around the school. Portable kits are always taken out on trips and to matches. First Aid kits are located in the Prep and Pre-Prep buildings, Barn, office, kitchen, minibuses, science laboratory, art room, edge of the woods and the Surgery. Matron is responsible for re-stocking kits and staff are responsible for informing her when they have used supplies. Extra stock is always kept in school.

A matron is always on duty when children are present at school. If she is not in the surgery, her whereabouts are indicated on the board outside the surgery and there is a buzzer to alert her by pager. Matron is also aware of times/locations that will necessitate extra first aid provision.

If an incident occurs in an isolated area such as the woods or on the pitches, staff can contact Matron via walkie talkie or mobile.

Matron or staff attending any incident will advise the Estates staff in the event of bodily fluids needing to be removed. A suitable receptacle for these can be found in the surgery and this is emptied on a regular basis by a contractor.

In the event of an accident warranting hospital treatment, parents are **always** informed as soon as reasonably practicable and they will take the child to hospital. If the parents are not available, a member of the teaching or pastoral staff will take them. In serious cases or in emergencies, an ambulance will be called* and the child accompanied by a parent or member of staff. If there is any doubt, an ambulance should be called. A member of staff will stay with the pupil until the parents arrive.

*Information regarding the school's location and potential access issues for emergency vehicles has been provided to WSCC as part of their review of our compliance with fire safety requirements.

Details of accidents are recorded in the daily treatment log and in the pupil's personal treatment file. More serious accidents are also reported on an Accident Form and kept in the Bursar's office; these are reviewed by the Bursar and the Governors' Health & Safety Committee. Depending on the nature of the incident, the accident will be investigated to help prevent re-occurrence.

Adults needing hospital treatment will be supported in the same way as a child, until a member of their family or other adult requested by them can attend. A record of any accident will be recorded in the daily treatment log, and on an Accident Form where appropriate.

In the event of any head injury, matron will complete a paediatric head injury advice sheet which is given to the child's parent at the end of the day. In addition, children who have experienced a head injury wear a yellow wristband identifying the time, date and position of the injury.



The school takes head injuries extremely seriously. 30 members of staff completed online concussion training in 2021 and INSET training was delivered by a concussion specialist in September 2021. Sports staff complete RFU concussion training annually.

3. ILLNESS

Minor illnesses of a short duration and first aid are dealt with by Matron. Parents/guardians are notified when it is felt necessary and the details recorded in the daily treatment log and in the pupils' personal treatment file.

In the event of more serious illness, parents/guardians are notified and asked to take their child home. It is the policy of the school not to keep ill children in school overnight, except in exceptional circumstances.

If a pupil has vomited or has diarrhoea, parents are asked not to return the child to school until 48 hours after the last occurrence.

Boarders and day pupils needing routine medical attention or follow up treatment are seen by their own doctor, (arranged by parents/guardians). All dental treatment is administered by a pupil's own dentist, through their parents/guardians.

A defibrillator is sited on the side of the music school. **The code for the cabinet is 321X.** The defibrillator has been registered with the South East Coast Ambulance Service. 24 staff have received online training in using it (April 2022).

4. MEDICAL FORMS

Parents of children who attend Dorset House must have completed a medical form before their child joins the school. This form indicates name, date of birth, emergency addresses, next of kin, allergies and past vaccinations. It also includes permission for prescribed or non-prescribed medications to be administered.

Parents are made aware of the need to make sure that the information we hold is current and a reminder to this effect is sent termly.

Under no circumstances should any drugs containing Paracetamol be administered without parental approval.

The medical form is copied with one copy being held in the child's file in the office and the other in alphabetical order (by surname) file in the surgery (personal treatment file).

Any allergies or information that needs to be known by general staff is given to them. This is distributed to all teachers and departments including the catering department. This form is also



split into sections for quick reference - children who are asthmatic, children with food allergies and children with specific conditions i.e. eczema, hearing impairments etc.

Children who have food allergies are highlighted to all staff with details of which foods are involved and if necessary, whether the child has an Epipen. There is also a quick reference board in the kitchen which includes photographs of the children involved and any medication they need for this.

Parents of children who are having a 'taster day' at Dorset House (i.e. are not registered pupils), are asked to fill in a shortened version of the medical form in order for the school to be aware of any allergies or relevant information.

5. MEDICINES AND FIRST AID

Storage:

All medicines and first aid items are located in the Surgery on the first floor of the Manor House.

- All medicines are kept at room temperature and in accordance with Health and Safety regulations.
- Inhalers and Epipens are in a cupboard that is never locked as they are emergency medications.
- Paracetamol containing medications are in a double locked cupboard.
- All others are in a single locked cupboard.
- The First Aid cupboard is not locked. This cupboard contains essential First Aid items i.e. plasters, bandages, micro pore tape, scissors etc. It also contains a thermometer and an additional First Aid pack suitable for burns.
- Ice packs are kept cold in the fridge located in the surgery.

6. AUTHORISATION FOR ADMINISTERING MEDICATION

If a day pupil or a boarder has been given a prescribed medicine from a doctor, the medication is taken to the surgery for the matron to sign in, name and place into the locked cupboard. The medicine must be kept in the original container it was dispensed in. There is an 'Authorisation for Administering Medicine' form on which the parent **must sign** (giving doctor's details for administering the medicine such as how often and how much). This form is kept in the daily treatment log book.

If a child has a non-prescribed medicine such as an over the counter medicine, the parent still needs to ensure they have given it into the matron and signed the 'Authorisation for Administering' form. The medicine must be contained in its original packaging and it will also be kept in the locked cupboard and is given to the child by the matron.

Once any medicine is finished, the parent must collect it or give consent to the matron to dispense with it.

- **Administration of Paracetamol containing drugs from the School Stock**

Every time Paracetamol containing drugs are dispensed, they must be marked off on the stock list. This shows how many tablets or capsules are left in the container/packet. Matrons must ensure that the parents/guardians have signed and consented to administering Paracetamol containing drugs to their child(ren).

- **Prescribed and Non-prescribed medications/drugs**

Matron records and signs the daily treatment log and 'Authorisation for Administering Medicine' form (kept with the log) each and every time a pupil is given medicine. Once the course of treatment is completed, the 'Authorisation for Administering Medicine' form is transferred to the pupil's personal treatment file.

In case of an emergency involving restricted breathing, and following new guidelines, first aiders will have access to a non-prescribed inhaler, kept in the unlocked medicine cupboard in the Surgery. Any use will be recorded and parents will be informed as soon as reasonably practicable.

For all school trips, the teacher in charge will take any medicines that are required with them including Epipens and prescribed inhalers. These will be named. They will also be given a complete first aid bag including non-prescribed inhaler. These must be returned to the matron at the end of the trip or end of day. For all medicines that are to be taken off site, a photocopied 'Authorisation for Administering Medicine Form' signed by the parent must be taken by the teacher in charge. The teacher will record on the form any medication given. This will be transferred to the daily treatment log once the form is returned to Matron.

- **Inhalers and Epipens**

Inhalers and Epipens are kept in an unlocked cupboard and Matron administers them. Children who are aged 11+ and in need of Ventolin inhalers responsibly carry these and self administer. Those children who are prescribed once or twice daily inhalers have these administered by Matron. Epipens are kept in an orange 'bum' bag – worn by the teacher in charge of a child/children who may need them. Extra Epipens are kept in an unlocked cupboard in the Surgery and are called for in an emergency.

- **Epilepsy and Diabetes**

Should a child suffering from these conditions be admitted to Dorset House School, matrons would meet with the child's parents to discuss their needs and protocol for dealing with any episodes which might arise.

7. BOARDERS' MEDICAL MATTERS

Boarders have access to the full range of medical services. The Matrons (all of whom are qualified in paediatric first aid or first aid) deal with minor illnesses and first aid. Matrons maintain detailed records for all boarders of prescribed and 'over the counter' drugs and their administration. The boarders' medications are placed in a red basket in the locked cupboard with the 'Treatment Record' inside for reference.

Sick children have immediate access to a Matron (day or night), who will keep them under appropriate supervision until they are better and return to class or are collected by their parents/guardians. As Dorset House is a flexi boarding school, boarders are not required to be registered with a school doctor; it is expected that parents will be responsible for all their child's medical, dental and optical needs whilst boarding.

If any boarder is ill or sick during boarding hours and it is deemed that they will benefit from being at home, their parents/guardians will be called usually no later than 10:30pm. Beyond this time (unless in the case of severe illness when a parent will always be called), the child will stay in the surgery 'sick bay' if they need to be isolated due to sickness and/or fever. They will be carefully monitored by the Matron. Their parents/guardians will be informed of their condition first thing in the morning which will usually be at 7am. The child may still need to go home or, if the symptoms have gone, the child can join in with the regular routine of the day.

Very occasionally a pupil has had to be taken to St Richard's Hospital (in Chichester), by the Houseparent, during the night. In this unlikely event we have a roster of emergency cover, where one member of staff is 'on call' and will remain in the Manor on duty until the Houseparent returns.

Any specific medications required by boarders should be handed in to the office or surgery where a form will be filled in by the parent. The matron will administer it according to the prescription. It is vital that each boarder has an up to date medical file and parents are asked to contact the school and inform them of any changes in medical circumstances. In addition, the surgery contains a stock of 'basic' medication which can be administered as required. A detailed log is kept in the surgery of all illness and injury as well as any medications administered. Health education, both physical and mental, and promoting positive behaviour and wellbeing for pupils is covered as part of the PSHE provision and is reinforced amongst boarders at appropriate times.

8. RECORD KEEPING

Whenever a child has been given a prescribed or a non-prescribed medicine, it is recorded in the daily treatment log and pupil's personal treatment file. These are held in the surgery. The name of the child, dosage and reason for treatment is recorded as well as the time, date and the matron's signature. The same procedure is followed in relation to any first aid administered. The Pre-Prep children are given an orange wrist band with details of treatment given.

The child specific information is then recorded in the child's own file which is in alphabetical order by surname. The children have a personal treatment file of their own and again, the matron will write up the date, time and reason for the administering of any drug/first aid. She will also sign the entry. This record acts as a history for each child and is used for a reference regarding patterns of illnesses, treated bruises, cuts etc and behaviour (patterns of days and time relative to a disliked lesson etc). The file containing these treatment records is held in the Surgery. These files are vital as they may play a role in child protection and are a potential paper trail.

If a child is prescribed for an on-going long-term medication such as inhalers for asthma or cream for eczema, this will be written up once in the children's treatment record but always recorded in the treatment book and if they are a boarder, signed off by matron on the boarders' treatment record.

All medical records and accident records are kept for three years.

It is mandatory that:

- All medicines are out of the reach of children.
- No form of medicine, however innocuous, may be kept and administered by the child. All medicines must be retained by the matron. (Apart from Ventolin in some instances).
- Day pupils or boarders do not have access to their medicine. These are administered by Matrons.
- The only exception is on match days and games sessions when inhalers are given to the member of staff taking teams away from school or on the games' fields. All inhalers are named for a specific child. No inhaler shall be shared at any time.
- Epipens are handed to the master or mistress in charge of anaphylactic children when on a day trip or on an away match. Specialist trained staff are to administer the Epipen only.
- All staff are to be kept up to date with any serious conditions that any child may have in any Year group.
- A list of first aid trained staff is kept in the Surgery and in various locations around the school.



DORSET HOUSE SCHOOL - FIRST AIDERS

In the event of anyone needing first aid, the injured person should go to the surgery on the first floor of the Manor. There is always a Matron on duty when pupils are present at school. If she is not in surgery, her whereabouts will be shown on the notice board outside the surgery. If a Matron cannot be found, then the Office or Duty Teacher should be contacted and an approved first aider will be found.

First Aiders (* denotes paediatric first aid certificate)

Mr Bardouveau (Sport) Training due 05/09/25	Mrs Bentley* (Pre-Prep) Training due 23/09/24	Mrs Cross (Kitchen) Training due 05/09/25	Miss Fentiman (Sport) Training due 05/09/25
Mrs Harrison (Art/DT) Training due 05/09/25	Mrs Hills (Kitchen) Training due 05/09/25	Mrs Howard-Dace (Kitchen) Training due 05/09/25	Mr Keane (Science) Training due 05/09/25
Mrs Lake* (Pre-Prep) Training due 11/01/25	Mrs Lamb* (Matron) Training due 12/01/25	Mr Manley (Sport/Boarding) Training due 05/09/25	Mr Marconi (Housemaster) Training due 05/09/25
Mrs Metzger (Pre-Prep) Training due 05/09/25	Mrs Owen (Sport) Training due 05/09/25	Mrs Posnett* (Admin Asst/Matron) Training due 05/10/23	Miss Powell-Davies (Night Matron) Training due 29/11/25
Mrs Truscott* (Pre-Prep SENDCO) Training due 08/02/25	Mrs Wake* (Pre-Prep) Training due 23/09/24	Mr Weaver (Sport) Training due 05/09/25	Mr White (Estates) Training due 05/09/25

First Aid Boxes are available for use in emergencies and are located:

Surgery	Science Lab
Kitchen	Pre Prep Department (Champions)
Minibuses	Wildbrooks Changing Room
Match bags	Art Room
School office	Outer Barn
Edge of woods (side of pool shed)	

Defibrillator located on side of music school (code is 321X)