



DORSET HOUSE SCHOOL

First Aid and Administration of Medicines Policy

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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, kitchen, minibuses, science laboratory, art room, all-weather pitch, cricket pavilion, 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 Ring doorbell to alert her by mobile phone. 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 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 a head injury, the pupil will be assessed by the matron, or first aider if matron is unavailable. If there are no concerns of concussion, the pupil's parents will be emailed informing



them of the head injury. Should there be any signs of concussion, or the pupil's condition deteriorates after initially being assessed, the parents will be telephoned immediately. If the pupil remains at school, the matron or first aider will email relevant staff to notify them of the pupil's head injury so that they can be monitored during lessons. The pupil may continue to participate in PE lessons and activities, providing the pupil shows no signs of concussion. In addition, children who have experienced a head injury will be given a yellow wristband to wear, 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 and/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) in a 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 AAI (Adrenaline Auto-injector). 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 or, if necessary, in a locked container in the pre-prep fridge (such as pupil prescribed Glucagon).

- All medicines are kept at room temperature and in accordance with Health and Safety regulations, or if required for specific medications, in a medication fridge in the Surgery.
- Inhalers and AAI's (adrenaline auto-injectors) are hung in pouches on the door in the surgery so that they are available in an emergency.
- Over the counter (OTC) medication and pupils' own medications are stored in a locked cupboard. Controlled drugs (such as Methylphenidate) are kept in a double locked cupboard and stock checked in a Controlled Drug book.
- The First Aid cupboard is not locked. This cupboard contains essential First Aid items i.e. plasters, bandages, micro pore tape, scissors, burn gel etc. It also contains a thermometer.
- Ice packs are kept cold in the fridge located in the surgery. Single-use ice packs are also available for sport matches.

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 document the details for administering the medicine such as how often and quantity. 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.

For all school trips and away sports matches, the teacher in charge will take any medicines that are required with them including AAI's and prescribed inhalers. These will be named. They will also be given a complete first aid bag. These must be returned to the matron at the end of the trip or end of the 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 AAI's (Adrenaline Auto-Injectors)**

Salbutamol Inhalers and AAI's are kept in pouches hung on the door in the surgery for so that they are easily accessible in an emergency. Children who are aged 11+ and in need of Ventolin inhalers responsibly carry these and self-administer.

There are two emergency anaphylaxis kits located in the main reception in Champs building and in the staff room in the Manor. Keys to unlock the kit are located next to the kits for easy access.

- **Epilepsy and Diabetes**

Should a child suffering from these conditions be admitted to Dorset House School, matrons will meet with the child's parents to discuss their needs and protocol for dealing with any episodes which might arise. Unopened insulin is kept in the fridge in the surgery and once opened is kept in a pupil named pouch on the door in the surgery. Emergency pupil-prescribed glucagon is kept in the pre-prep fridge and surgery fridge for treatment of severe hypoglycaemia.



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 the locked surgery cupboard with the 'Treatment Record' kept in a file by the cupboard 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.

In the unlikely event that a pupil has had to be taken to St Richard's Hospital (in Chichester) by the Houseparent during the night, 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.

Matrons will communicate verbally or via email at the start and end of each day to ensure appropriate handover of any boarders' medical matters.

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 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 Salbutamol inhalers) 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.
- AAI's are handed to the teacher in charge of anaphylactic children when on a day trip or on an away match.
- 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 various locations around the school.



9. LIST OF FIRST AIDERS AND LOCATION OF FIRST AID KITS

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 the surgery, her whereabouts will be shown on the notice board outside the surgery or she can be contacted by mobile via the Ring doorbell. If a Matron cannot be found, then the Office should be contacted and an approved first aider will be found.

First Aiders (* denotes paediatric first aid certificate)

Mrs Kirby (Matron/Surgery)	Mrs Posnett* (Admin Asst/Matron)	Miss Timmins* (Night Matron)	Mrs Bentley* (Pre-Prep)
Registered nurse	Training due 01/10/26	Training due 14/12/28	Training due 18/09/27
Mrs Coombes (Kitchen)	Miss Fentiman (Sport/Pre-Prep)	Mrs Footman (Sport)	Mrs Harrison (Art/DT)
Training due 04/01/29	Training due 04/01/29	Training due 04/01/29	Training due 04/01/29
Mrs Howard-Dace (Kitchen)	Mr Jenkins (Estates)	Mrs Lake* (Pre-Prep)	Mr Manley (Boarding/Sport)
Training due 04/01/29	Training due 04/01/29	Training due 07/03/28	Training due 04/01/29
Mrs Marconi* (Boarding/Pre-Prep)	Mrs Metzger (Pre-Prep)	Mrs Owen (Sport)	Mrs Truscott* (Pre-Prep)
Training due 30/10/27	Training due 04/01/29	Training due 04/01/29	Training due 23/09/28
Mrs Wake* (Pre-Prep)	Mr Weaver (Sport)	Mr White (Estates)	Mrs White (Prep)
Training due 18/09/27	Training due 04/01/29	Training due 04/01/29	Training due 04/01/29

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

Surgery	Kitchen
Wildbrooks – science lab	Wildbrooks – copier room
Outer barn	Pre Prep Department (outside Reception class)
All-weather pitch (by entrance)	Cricket pavilion (by door)
Minibuses	Match bags
Edge of woods (side of pool shed)	Nissen hut
Art/DT room	

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

Anaphylaxis kits are located in the front office facing the car park and the staff room in the Manor