



Lanesborough Preparatory School

First Aid Policy

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This policy is applicable to the whole school, including the Early Years Foundation Stage (EYFS).

Introduction

Lanesborough School (the School) has a duty to provide adequate and appropriate first aid provision to pupils, staff and visitors. For the purpose of this policy, first aid is defined as the help given to an injured person until professional medical treatment is available. The School is committed to providing the best possible care and education to its pupils and to safeguarding and promoting the welfare of children and young people. Our intention is to fulfil our School's Aims and Objectives.

Scope of this policy

This Policy covers the whole school and those who work or are educated on the site. This policy should be read in conjunction with:

- Safeguarding Policy
- Educational Trips Policy
- EYFS Policy
- Intimate Care Policy
- Health and Safety Policy
- Supervision Policy

Aims

To ensure that arrangements are in place:

- to provide safe first aid cover in school, within the competence of the staff trained to provide it;
- for taking the appropriate action where further treatment or advice is needed;
- for informing parents, staff and other appropriate persons of the action taken;
- where appropriate, for following up and monitoring progress after treatment;
- for proper and confidential recording of treatment given and action taken, and
- to make the above provision available to all pupils, staff and visitors.

Responsibility

The Governing Body and Leadership Team are responsible for the site wide safety and that responsibility includes first aid, based on an assessment of the risks presented by activities across the School site and where pupils are involved, outside the site.

Parents are responsible for providing the school with details of their child's medical history and ensuring that the school has up to date information regarding the health of their child. Emergency contact details are held on a password protected central database, always accessible to staff.

References

The arrangements described in this policy are in place to meet the school's responsibilities in accordance with Health and Safety (First Aid at Work) regulations 1981 (amended 2013) and are based on the results of a suitable risk assessment carried out by the School. The school has referenced the DfE guidance on First aid in schools when preparing and reviewing this policy. This policy is based on the:

- Statutory Framework for the Early Years Foundation Stage, advice from the Department for Education on first aid in schools and health and safety in schools, and the following legislation:

- The Health and Safety (First Aid) Regulations 1981, which state that employers must provide adequate and appropriate equipment and facilities to enable first aid to be administered to employees, and qualified first aid personnel
- The Management of Health and Safety at Work Regulations 1992, which require employers to make an assessment of the risks to the health and safety of their employees
- The Management of Health and Safety at Work Regulations 1999, which require employers to carry out risk assessments, make arrangements to implement necessary measures, and arrange for appropriate information and training
- The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013, which state that some accidents must be reported to the Health and Safety Executive (HSE), and set out the timeframe for this and how long records of such accidents must be kept
- Social Security (Claims and Payments) Regulations 1979, which set out rules on the retention of accident records
- The Education (Independent School Standards) Regulations 2014, which require that suitable space is provided to cater for the medical and therapy needs of pupils

As well as:

- Keeping Children Safe in Education (September 2019) (KCSIE)
- Working Together to Safeguard Children (August 2018) (WT)
- DfE Guidance: First aid in schools (updated February 2014)

First aid needs assessment

First aid provision must be 'adequate and appropriate in the circumstances'. The school ensures that adequate first aid equipment (first aid kit), facilities and personnel is always available. An appropriate assessment is completed annually.

First aiders

The School has a Registered School Nurse based at the RGS during most of the core school day during term time. She is responsible for providing First Aid advice to staff and liaises with our medical officers at Lanesborough. In addition, there are qualified First Aiders working across the school site. Staff are considered First Aiders if they have a valid Paediatric First Aid (for EYFS), First Aid at Work (FAW) or Emergency First Aid at Work (EFAW) qualification. A full list of all first aiders is provided in Appendix 4.

First aiders are trained and qualified to carry out the role and are responsible for:

- Acting as first responders to any incidents; they will assess the situation where there is an injured or ill person, and provide immediate and appropriate treatment
- Sending pupils home to recover, where necessary
- Filling in an accident report on the same day, or as soon as is reasonably practicable, after an incident
- Keeping their contact details up to date

The School ensures that a member of staff, who accompanies pupils on visits out of school knows how to access first aid treatment for pupils and staff. A qualified member of staff may administer first aid if the child suffers an injury and will, if necessary, call an ambulance.

Staff receive anaphylaxis training as well as guidance on using the defibrillator.

First aid boxes and equipment

A separate private medical room is available at Prep and Pre-Prep for anyone requiring medical treatment. First Aid boxes are located throughout the School based on need. All First Aid boxes are clearly labelled and easily accessed. A list showing where First Aid Boxes are located is

contained in Appendix 3. There are also First Aid bags available for staff to take off site for school trips and sporting fixtures.

The School has a responsibility under HSE legislation to ensure that pupils, employees and visitors are aware of the location of first aid boxes and First Aiders. First aid boxes and signage should be green and white complying with the Health and Safety at Work (Signs and Signals) Regulations 1996. The Medical Officers (Office Manager/Pre-Prep officer) are responsible for checking and replenishing the First Aid boxes.

Access to first aid

All staff are told how to access help in the event of an accident as part of their induction into the school and reminded at regular intervals.

First aid procedures

In School (term time)

EMERGENCY

- If a situation is thought to be life threatening or very serious then an ambulance must be called immediately. This can be done by the first person on the scene, by ringing 999. Further assistance should then be sought. It is important that the medical room and front office be made aware (this may be done by other staff or the person making the 999 call). A member of staff should wait outside of the entrance to direct the ambulance to where the injured party is. This will usually be a member of the front office.

NON EMERGENCY

- Any pupil complaining of illness should be sent to the medical room where they will be seen by one of the first aiders.
- First Aiders will deal with minor injuries within their personal competency, referring the injured person for additional assistance if required.
- No member of staff or volunteer should administer first aid unless he or she has received approved training and that training is in date.

Calling an ambulance

If an ambulance needs to be called, it is the attending member of staff or First Aider's responsibility to ensure that this is actioned without delay. This is done by ringing 999 and stating:

- Ambulance required at Lanesborough School, Maori Road, Guildford GU1 2EL or Aldersey Road, GU1 2ES (for Pre-Prep)
- Exact location within the site of the person needing help
- Caller's own name, and contact details
- Name of the person needing help
- A brief description of the person's symptoms (and any known medical condition)
- Inform ambulance control of the best entrance and state that the crew will be met at this entrance and taken to the pupil
- Don't hang up until the information has been repeated back to you.

Once an ambulance has been called, the front office staff should be informed and clear directions given to the scene of the incident. A member of the front office should wait outside to direct the ambulance crew on arrival. The Head must be informed as soon as possible if an ambulance is called to site.

If an ambulance is called for a pupil or member of staff someone from the School must accompany the patient. Arrangements must be made for parents or next of kin to be called if a pupil/member of staff is taken to hospital by ambulance.

Reporting an accident

Accidents should be reported through the completion of an Accident Report Form which should then be passed to Office Manager/Pre-Prep medical officer. These records are also shared with the Health and Safety committee for monitoring purposes. Some incidents and injuries must be reported to the Health and Safety Executive (HSE) under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR) - the School Nurse (RGS) is responsible for this in conjunction with the Bursar and the Health and Safety Advisor. (See Appendix 5)

Illness and infection control/hygiene

On entry to the school, the parent of each child completes a Health Form. This information is entered onto the pupil's school records.

Any child who has vomited or has diarrhoea will be sent home and should not come back into school until they have been clear of symptoms for 48 hours. This is in line with Public Health England guidelines which state that '48 hours exclusion from school for diarrhoea and vomiting is recommended'. Parents must inform the Front Office of any infectious diseases so that the community can be made aware. Lanesborough uses 38 °C to determine "fever". A pupil must be fever free for 24 hours before returning to school. When a pupil no longer has any fever (without the help of medicine), you can begin to count 24 hours (one complete day).

Overarching advice

Please keep your son at home following an episode of diarrhoea and/or vomiting for 48 hours after symptoms have disappeared making sure that you 'phone us on the first day that he is ill. An ill child will not be happy in school and will only infect others; we will therefore contact you and ask you to collect him if he becomes ill during the school day.

We will **always** contact you at once if your son suffers anything more than a trivial injury (particularly a head injury), if he becomes unwell during the school day, or if we have any worries or concerns about his health. Parents of EYFS children will be informed even if their son has a minor accident or graze at school.

Please remember that we need written consent for any medicine which is to be given to your son.

Medication

Storage and Administration of Medication

The following should be noted regarding the storage and administration of medication:

- a) Pupils old enough to do so must always carry their emergency medication on their person. At Lanesborough boys are encouraged to do this using a belt pouch for convenience. Emergency medication is readily accessible in the Medical Room at Lanesborough Prep School and the School Office at Lanesborough Pre-Prep.
- b) Non-emergency medication is stored in a locked cupboard/refrigerator in the Medical Room at Lanesborough Prep School and the School Office at Lanesborough Pre-Prep in accordance with the DfES document 'Managing Medicines in Schools and Early Years Settings' (March 2005).
- c) If a pupil requires regular prescribed medication at school, parents must provide written consent. This will then be administered by a member of staff.

Prescribed medication may be administered only with the permission of the parent. If a child needs to take medication whilst at school, the parent/carer must provide written instruction with details of doses already given to the child. All medication handed in must be clearly labelled with the name of the child. Prescribed medicines are only to be given to the child to whom they are prescribed and having received a completed parental consent form. (See Appendix 6).

Non prescribed medication

By signing the consent form, parents agree that the School may administer nonprescribed medication such as Calpol, to their child. Parents will be made aware of any Calpol their child receives the same day or as soon as reasonably practicable.

Staff Medication

Staff must seek medical advice if they are taking medication which may affect their ability to care for children. Staff bringing medication into school for their own use should ensure that all personal medication is: clearly labelled, stored securely in staff offices (apart from emergency medication they keep on their person) and not accessible by, nor falls into the hands of, the pupils. If Staff need to complete an IHCP, this will also be stored, if they give permission, on School base so that their colleagues can provide appropriate support.

Emergency medical treatment

In accepting a place at the School, we require parents to authorise the Head, or a Deputy Head acting on their behalf, to consent (on the advice of an appropriately qualified medical specialist) to your child receiving emergency medical treatment, including general anaesthetic and any surgical procedure under the NHS, if we are unable to contact them.

Children with Medical Needs or Special Education Needs who require special adjustments
If your son has medical needs, special education needs or requires any special adjustments, we will invite you to a meeting with the Deputy Head / Deputy Head (resp. for Pre-Prep- including EYFS) (if appropriate), Head of Learning Support, class teacher and any other adults involved with your son's care to discuss those needs. Where appropriate an Individual Health care Plan will be written (IHCP – see Appendix 7). These will be reviewed three times a year. Parents are asked to inform the School Office if their son has a medical condition which necessitates regular access to medication. The relevant staff will be informed, in confidence, of any medical condition that is likely to affect your son in any area of school life and we will work with you in putting arrangements in place that work best for him. Pupil's medical information is only shared with parental consent. A set of laminated emergency action plans (IHCP) for these conditions are in the school offices and are regularly updated with parents. These will go away with pupils on all away trips. All Staff are made aware of any children suffering from any potentially life-threatening conditions such as diabetes, asthma or allergies which could give rise to anaphylactic shock and the action necessary to take in the event of such an attack. (IHCP document will have been completed - Appendix 7) Pupils carry their own devices (in-date) where appropriate and others are safely stored in the medical rooms. Spare inhalers are available in the medical rooms.

Lanesborough aims to provide all pupils with medical conditions the same opportunities as other pupils to ensure they can:

- Be healthy
- Stay safe
- Enjoy and achieve
- Make a positive contribution
- Achieve economic well being

Pupils with medical conditions are encouraged to take responsibility for their condition at the earliest opportunity with the support of members of staff.

All staff are aware of the most common serious medical conditions and understand their duty of care to pupils in the event of an emergency i.e. anaphylaxis, asthma attacks, diabetes and

epilepsy. A set of laminated emergency action plans (IHCP) for these conditions are in the school offices and are regularly updated with parents. These will go away with pupils on all away trips.

Childhood immunisation Schedule

Your consent will be sought from time to time to administer immunisations recommended by the Department of Health.

Medical records and communication of information within the School

Records are kept of all treatment and immunisations that your child receives during his time at the school; we also record all accidents and injuries and any medication given to him. We will always inform parents of EYFS children if their son has received any form of medical treatment – however minor.

On joining the school parents must complete a medical information form detailing their child's medical history. This is reviewed by the Medical Officer (Office Manager/Pre-Prep officer) and if necessary, the RGS School Nurse. Parents are responsible for keeping the School updated with any medical issues their child has. Staff are made aware of the medical history and any developing needs of the children they teach. This information is kept on the internal computer system, Schoolbase (medical tab).

The Catering staff have lists of all children with dietary issues or allergies and this is reviewed and updated regularly. All children and staff with any level of nut allergy must be made known to the Medical officers. This information is communicated to all catering staff and also made known to the staff using the internal Schoolbase system (medical tab).

Lanesborough tries as far as it is reasonable, to be a nut-free school. Parents should seek advice before bringing in birthday treats for their children to share. Children may also have allergic reactions to other food types, notably beans, shellfish and dairy products. In a consistent manner, the allergies are recorded, and staff informed.

The form teachers and on-duty teaching staff as well as the catering staff are responsible for ensuring that Pre-Prep children are not exposed individually to food that they must not have. Pre-Prep children wear a lanyard to identify themselves to staff. As children grow older through the school, they are encouraged to take more responsibility for what goes on their plates. This includes suitable food groups of protein and carbohydrates but also to avoid appropriate meals if unsuitable.

Review of this Policy

The Governors of the Royal Grammar School, Guildford, who are responsible for the provision of first aid within the school, have charged the Health and Safety Committee with reviewing the policy regularly, and considering what changes to procedures need to be made in the light of termly accident reports.

This policy applies to all pupils including those in the EYFS.

Reviewed by: Head and School Nurse
Date of last review: September 2019
Date of next review: Trinity 2020

Appendix 1 - First Aid Risk assessment

First aid/personnel	Required Yes or no	How many
First-aider with a first aid at work certificate	Yes	At least 2 on duty always
First-aider with additional training (specify): Adrenaline device & anaphylaxis training Paediatric first aid course (2 day) Medicine administration Automated External Defibrillator (AED) training	Yes	Annual adrenaline device and anaphylaxis training to most staff, including kitchen staff. Medicine administration bi-annual training to majority of teaching staff. Paediatric first aid required for early years' provision (see Annex 1 for paediatric first aiders). All First Aiders are trained to use AED too. Annual updates face to face by school nurse
First-aid container	Yes	In locations easily accessible to the whole school
Additional equipment (specify) (e.g. automated external defibrillator (AED))	Yes	Located in Prep School Medical room
Travelling first-aid kit	yes	At least one kit goes with each trip or fixture (home & away)
First-aid room	Yes	Ground floor facility at Prep and Pre-Prep

Appendix 2 - First Aid Policy Procedures

Location of First Aid Kits

First Aid on the Schools' premises is co-ordinated through the School Offices at Lanesborough (Prep and Pre-Prep Departments).

First Aid kits are located in all areas of the schools and are clearly labelled with a white cross on a green background in accordance with Health and Safety regulations. These are regularly checked and restocked by the Office Manager at Lanesborough (Annex A).

All staff at Lanesborough are trained First Aiders. A List of first aid trained personnel is held in the School Office and also available in Annex B.

At Lanesborough (Prep Department) the list is displayed in:

- School Office
- Medical Room

At Lanesborough (Pre-Prep Department), the list is displayed in the School Office

Calling for First Aid Assistance at Lanesborough

The accident reporting procedure is shown at the end of this document along with specific First Aid Action Lists. For instances where a First Aider is required as a matter of urgency or to attend the location of an injured or ill person, the relevant School Office should be contacted with clear instructions as to what is required. The Office Manager is usually responsible for calling an ambulance; however, in an emergency, the member of staff witnessing the incident should make the call and then dispatch another member of staff or competent pupil to inform the School Office (similar action should be taken if the police are required).

It is the responsibility of the School Office to have sufficient knowledge of the location of First Aiders so that they can immediately arrange for one to attend the incident. Green cards have been produced to differentiate between teacher help required and medical support needed.

When the Emergency Services are called a member of the Caretaking or Maintenance Teams (or another member of staff or competent pupil) should be dispatched to await their arrival and guide them first to the School Office; from there they will be taken to the location of the incident. This arrangement ensures that no time is lost in getting professional help to the place it is needed.

Reporting Requirements

The Accident Reporting Procedure states when an Accident Form must be completed. The storing and collating of forms is co-ordinated by the Office Manager who will then pass the relevant forms on to the School Nurse (RGS).

Accident reports must be kept securely for the minimum legal period i.e. until the pupil's 25th year.

Concussion

Lanesborough follows national guidelines for concussion, if a boy suffers a suspected concussion parents will be contacted via email by Return2Play (all Prep boys are signed up to this service) and by the school to inform them of the injury and any other concerns if present.

Hygiene Procedures

Normal hygiene procedures should be followed when administering first aid, these should include the use of disposable gloves where possible. First Aiders should always cover any exposed cuts or

abrasions they may have with a waterproof dressing before treating a casualty; they should always wash their hands before and after applying a dressing.

Face shields, if available, should be used by First Aiders when delivering rescue breaths during CPR. However, resuscitation should not be withheld in an emergency because a face shield is unavailable, it is now recognised that compression only CPR is of some benefit for a short period of time. Splashes of blood on the skin should be washed off immediately with soap and water. Splashes of blood into the eyes or mouth should be washed out immediately with copious amounts of cold water.

On the games field, plastic water containers with pouring spouts should be used. This will facilitate exposure of a muddy wound and allow a decision to be made regarding further treatment.

Surfaces contaminated with blood should be cleaned using appropriate personal protective equipment. Whenever blood, vomit or other body fluids have to be mopped up, disposable plastic gloves and an apron should be worn and paper towels used. All minor cuts or weeping skin lesions / abrasions should be covered with a waterproof plaster or other suitable dressing.

Staff should familiarise themselves with the document 'Guidance on First Aid for Schools' which can be found at: <http://www.teachernet.gov.uk/wholeschool/healthandsafety/firstaid/>

Enquiries

Any enquiries about these instructions should be addressed in the first instance to the Office Manager or to the school nurse (RGS).

Advice for staff in Staff Handbook

Pre-Prep

Most EYFS Pre-Prep staff are paediatric trained and all others are first aid trained.

Accidents - Covid addendum. In the current times, all accidents are logged on SchoolBase and in Pre-Prep they will be emailed out. When times allow, we will move back to stickers and home/schoolbook notes.

In Pre-Prep accidents are logged in the accident book stored in the box on the wall, under the playground first aid cupboard in the downstairs pupils' toilet. This should be done by the member of staff present at the time the accident took place or the adult who was first made aware of the incident. For minor bumps, scratches and bruises, staff put a yellow (cuts/bruises) or red (more serious bumps) sticker in the child's home/schoolbook with a brief note of what happened and how it was dealt with. For head injuries or other serious injuries, staff complete an accident report with details of the incident for the child's parents. This is placed in the child's book bag and a copy is placed in the medical records file in the staffroom. Parents need to sign and return the report which replaces the copy in the accident report file. In cases of bumps to the head, or more serious accidents, attempts will be made to contact parents or carers to notify them of the accident. If the pupil urgently needs to go to hospital or the doctor's surgery and parents cannot be reached despite the school's efforts, then:

- Two members of staff should accompany the child.
- Obtain medical details from Pre-Prep medical officer, IHC plan or pupil records on 'Schoolbase'.
- If parents can't be contacted, then staff should act on their behalf.

Pre-Prep staff are notified of serious accidents by email. Should a pupil need to go to hospital the whole school Accident form will be completed in line with Health and Safety requirements and the Prep school office staff are informed.

In Prep: For minor bumps, scratches and bruises, boys are referred to the Front Office and staff will log the incident and treatment on School base. For head injuries or other serious injuries, staff complete an accident report with details of the incident for the child's parents. This is logged on Schoolbase and an email is sent to the parents. In cases of bumps to the head, or more serious accidents, when further treatment is considered necessary, every attempt will be made to contact parents or carers to notify them of the accident. If the pupil urgently needs to go to hospital or the doctor's surgery and parents cannot be reached despite the school's efforts, then:

- Two members of staff should accompany the child
- Obtain medical details from medical officer, IHC plan or pupil records on 'Schoolbase'.
- If parents can't be contacted, then staff should act on their behalf.

Staff are notified of serious accidents by email. Should a pupil need to go to hospital, the Office will complete the whole school Accident form in line with Health and Safety requirements and the Prep school office staff are informed.

Incidents:

In the case of playground incidents, In Pre-Prep, the member of staff fills in an incident report which is given to the form teacher and filed safely on the school management system and monitored through PFC meetings. In Prep, staff will email around using the pastoral concern form. Parents will be contacted as necessary, and procedures are followed in line with the schools 'Behaviour, rewards & sanctions policy'

Medical procedures:

All medicines must be clearly labelled with the child's name. A permission form must be completed and signed by the parent/carer giving information regarding appropriate dose and times of administration. The medical officer (in Pre-Prep, the Pre-Prep officer and in Prep, the Office Manager) is to have details of all medication being administered and will administer the medicine herself, with a witness, to ensure correct procedures are being followed.

Auto-injectors and inhalers are stored safely in appropriate containers in the classroom; other medicines may be stored in the Medical Room/Office by the medical officer. Reserve/emergency auto-injectors and inhalers are kept in the Medical Room secure cupboard. All pupils suffering from severe allergies or serious health issues have a written Individual Healthcare plan which is updated three times a year. In Pre-Prep this is in conjunction with the form teacher, parents and Pre-Prep medical officer/secretary. In Prep, this is coordinated by the Front Office. Staff liaise with the Head of Learning Support if necessary. Pupils with IHP, who require auto-injectors or inhalers, always carry them on their person in a small backpack/bum bag.

First Aid Action List

Lanesborough

In all case where first aid needs to be summoned in school hours:

- Report to the School Office.
- If it is clearly necessary, ask for emergency services to be called.
- The School Office to find and dispatch a First Aider - the Office Manager will be the first choice if available.
- If the incident appears serious, School Office to summon further assistance
 - When, and if asked, the School Office will call the emergency services then
 - Despatch a member of staff to meet the arriving personnel.
 - School Office to get as much detail about the incident as possible, specifically the identity of any ill or injured party.
 - Emergency personnel to go to the School Office and from there to be immediately taken to the incident and given as much briefing as is available on the way.
 - Obtain Senior Management input to arrange for parents/relatives to be advised.

- Accident Report form to be completed and relevant sections filled in by the First Aider or
- First Aider leaves mini report for the School Office to enter in medical records.

In all cases where first aid is required outside school hours:

- Use any First Aider, if one can be found promptly, otherwise if it appears safe to do so take the ill or injured party to the Royal Surrey County A&E Department or
- If in doubt or if it is clear that professional assistance is required on site call the Emergency Services and
- Follow the bullet points above to meet the arriving personnel.

In all other cases where first aid is needed:

- Locate the nearest First Aider by shouting for help.
- When it appears necessary, arrange for the emergency services to be called then
- Despatch a member of staff or senior boy to greet the arriving personnel and direct them to the scene and
- If the incident appears serious, summon further assistance, stopping games to release staff, if necessary.
- If hospitalisation is required, a member of staff to accompany injured party and act in 'loco parentis' until assistance arrives and
- Advise the Master in Charge of games who will
- Advise parents/relatives and, later, the Head and
- During the week, if the School Nurse is available, to ask her to meet the ambulance at the A&E department to release the attending member of staff and to act in 'loco parentis' until parents/relatives arrive.

In all cases:

- Do not allow those with apparent head injuries to go home unescorted. Parents must be given concussion advice if a concussion is suspected and pupils must be added to the concussion management system
 - Accident Report form to be completed and relevant sections filled in by the member of staff in charge and passed to the School Nurse or
 - Member of staff in charge leaves mini report for the School Nurse to enter in medical records.
 - Advise the Head or duty member of the Senior Management Team as soon as possible thereafter.

Appendix 3 - First Aid Box Locations

Lanesborough Pre-Prep

Main lobby (outside 105)	First Aid box for up to 20 persons
Hall (by door 03N)	First Aid box for up to 20 persons
Medical Room – 0	First Aid cabinet for up to 10 persons, First Aid box for up to 20 persons
Nursery –06	First Aid cabinet for up to 10 persons
New extension – 01N	First Aid box for up to 20 persons
New extension – 102N	First Aid box for up to 20persons
Boys' Toilets – 07	Cabinet for up to 20 persons

Lanesborough Prep School

Adjacent to F9	First Aid box for up to 50 persons
Adjacent to F30	First Aid box for up to 50 persons
Adjacent to G56	First Aid box for up to 10 persons
Art Room F32	First Aid box for up to 10 persons
Kitchen	First Aid box for up to 50 persons
Dining Room	First Aid box for up to 10 persons
Science Lab	First Aid box for up to 10 persons
School Office	First Aid box for playground use
First Aid Room	First Aid box for up to 20 persons
Design & Technology G31	First Aid box for up to 10 persons

Appendix 4 - List of First Aid Qualified Personnel and training

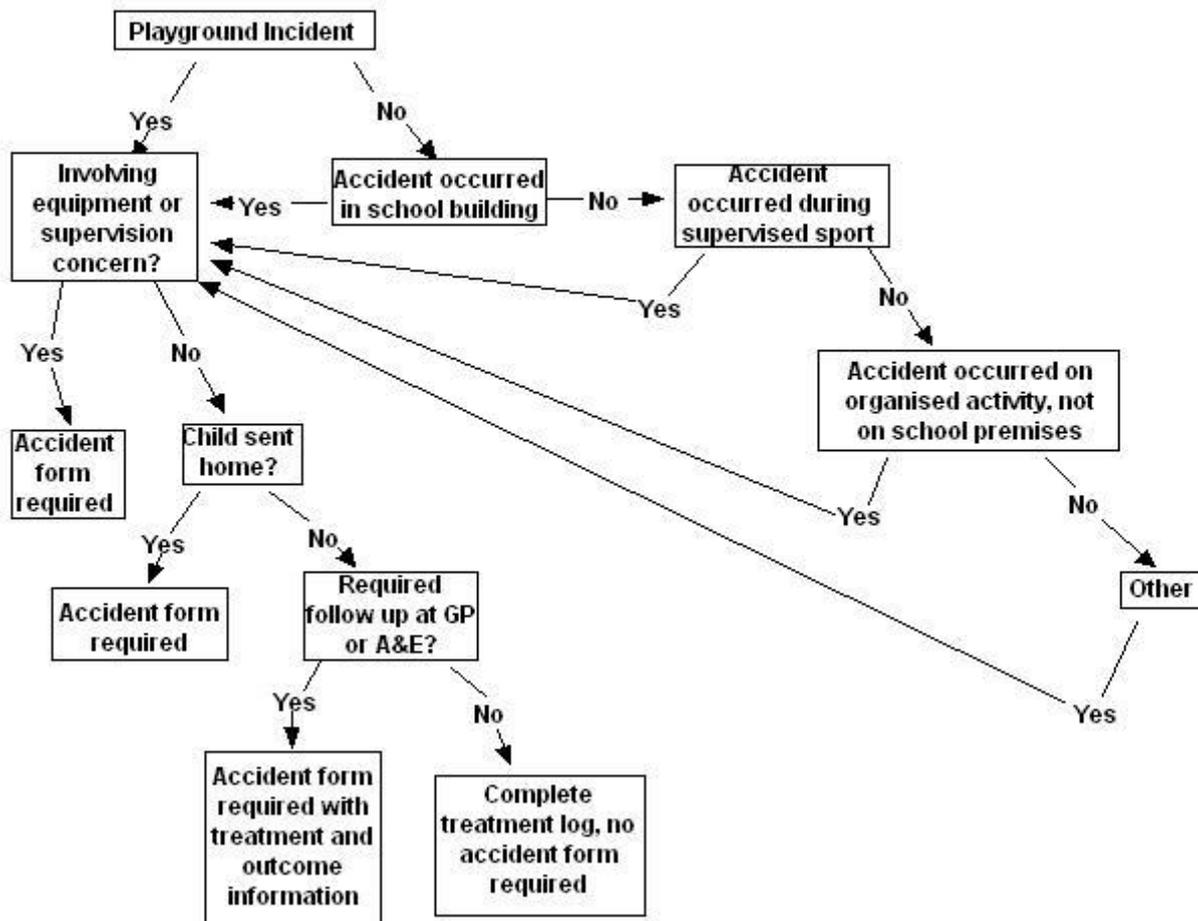
All staff attended a Defibrillator and auto-injector update training session in September 2019.

Lanesborough 2020-2021 - further training to be undertaken by whole school November 2020. Before this time, there are at least 7 first aid trained members of staff on site.

Title	First Name	Surname	Course Name	Expires	Location
Mrs	Annette	Battley	Paediatric First Aid	Aug-20	Pre-Prep
Mr	Steven	Beever	First aid inset	Nov-21	Prep
Mrs	Jane	Bingham	First aid inset	Sept-20	Both
Mr	Joe	Creal	First aid inset	Sept-20	Prep
Ms	Joce	Darch	First aid inset	Sept-20	Prep
Mr	Zarifo	Dias	First aid inset	Nov-21	Both
Mr	Stuart	Divers	First aid inset	Sept-20	Prep
Mr	Nick	Dwyer	Lifeguarding and First Aid	Aug-21	Both
Mrs	Claire	Edmonds	Paediatric First Aid	Sept-20	Pre-Prep
Mrs	Nicola	Edwards	First aid inset	Sept-20	Prep
Mrs	Isabelle	Fenton	First aid inset	Sept-20	Prep
Mrs	Sian	Ford	First aid inset	Sept-20	Prep
Mrs	Christine	Geary	First aid inset	Sept-20	Prep
Miss	Polly	Gillow	First aid inset	Sept-20	Prep
Mis	Teri	Hatton	First aid inset	Sept-20	Prep
Mrs	Janet	Hills	Paediatric First Aid	Sept-20	Pre-Prep
Mrs	Deborah	Hood	Paediatric First Aid	Sept-20	Pre-Prep
Mrs	Sarah	Hough	Emergency First Aid at Work	Sept-20	Prep
Mrs	Pip	Hutchings	First Aid at Work	Apr-21	Prep
Mrs	Tanya	Irving	Paediatric First Aid	Aug-20	Pre-Prep
Mr	Sammy	Jones	FA First Aid	May-21	Prep
Miss	Amelia	Key	Paediatric First Aid	Aug-22	Pre-Prep
Mrs	Helen	Kirkpatrick	Paediatric First Aid	Sept-20	Pre-Prep
Mrs	Susan	Lanson	First aid inset	Sept-20	Prep
Mrs	Valerie	Lucas-Haynes	First aid inset	Sept-20	Prep
Mr	Louis	Lynch	First aid inset	Sept-20	Prep
Mrs	Debbie	MacConnol	First aid inset	Sept-20	Both
Mrs	Carolyn	MacDonald	National Rescue Award	Jan-20	Prep
Mrs	Nicola	Mendoza	First aid inset	Sept-20	Prep
Mr	Connor	Mills	First aid inset	Sept-20	Prep
Mr	Adam	Moore	First aid inset	Sept-20	Prep
Mrs	Penny	Peters	First Aid at Work	Aug-20	Prep
Mrs	Jo	Petersen	Paediatric First Aid	Aug-20	Pre-Prep
Mrs	Kim	Poyser-Jones	First aid inset	Sept-20	Prep
Mrs	Kate	Reynolds	First aid inset	Sept-20	Prep
Mr	James	Roberts	First aid inset	Nov-21	Both
Mrs	Nicola	Sadler	Paediatric First Aid	Sept-20	Pre-Prep
Mr	Chris	Saville	First aid inset	Sept-20	Prep
Mrs	Jackie	Scott	First aid inset	Sept-20	Prep
Mrs	Annie	Smith	Paediatric First Aid	Aug-20	Pre-Prep
Mrs	Sam	Sweetland	Paediatric First Aid	Aug-22	Pre-Prep
Mrs	Lynne	Throssell	Paediatric First Aid	Aug-20	Pre-Prep

Mrs	Emma	Welland	Paediatric First Aid	Sept-20	Pre-Prep
Mr	Nick	Williams	First aid inset	Sept-20	Prep
Miss	Laura	Wilson	First aid inset	Sept-20	Prep

Accident reporting procedure





THE ROYAL GRAMMAR SCHOOL
(Incorporating Lanesborough)

ACCIDENT REPORT FORM

RECORD COMPLETED BY _____ DATE _____ SIGNED _____

ACCIDENT

DAY _____ DATE _____ TIME _____ AM/PM

PLACE _____

DETAILS OF ACCIDENT _____

CASUALTY

NAME _____ TUTOR GROUP/JOB TITLE _____

PUPIL STAFF PARENTS VISITOR CONTRACTOR

INJURY SUSTAINED _____

TREATMENT GIVEN AT SCENE _____

SENT TO: SCHOOLWORK HOME NURSE DOCTOR HOSPITAL

TRANSPORT: AMBULANCE PARENTS OTHER _____

WITNESSED BY:

1. _____

2. _____

3. _____

COMMENTS/FOLLOW UP ACTION

COPY TO RGS YES/NO (GW only)

REPORT TO HSE YES/NO (NL only)

SIGNATURE _____

Authorised Signatory

IN THE CASE OF SERIOUS ACCIDENTS/INCIDENTS WITNESS STATEMENTS MUST ACCOMPANY THE ACCIDENT FORM

Appendix 6 – Medication Request Form



Lanesborough Preparatory School

Medication Request

Please complete and deliver this form, together with your son's clearly labelled medication, to the school office at the start of the school day. (Medication is only accepted with original container instructions.)

- I accept that this is a service that the school is not obliged to undertake.
- I will inform the school in writing if there is any change in dosage or frequency of administration of the medication, or if the medicine is stopped.
- I understand that all medication will be secured in a locked cabinet or fridge in the medical room.
- I will collect all remaining medication from the office as soon as no longer required and understand that all medication is disposed of at the end of each term if it has not been collected.

Pupil name:					
Date of birth:		Age:		Form:	
Condition or illness:					
Name of medication:				Expiry date:	
Dosage:				Completion date:	
Parent/carer name:					
Parent/carer contact nos:					
Relationship to pupil:					
Any special instructions:					
Signature and date:					

Appendix 7 – Independent Healthcase Plan Form (IHCP)



Pupil name:		Date of birth:
Address:		
Medical diagnosis or condition:		
Date of diagnosis/condition:	Review date:	
Name of medication held in school:	Expiry date:	
Location of medication in school (delete as appropriate):	In medical room	On pupil + backup in medical room

Contact Information

Family Contact 1		Family Contact 2	
Name:		Name:	
Tel no (work):		Tel no (work):	
Tel no (home):		Tel no (home):	
Tel no (mobile):		Tel no (mobile):	

Clinic/Hospital Contact		GP	
Name:		Name:	
Tel no:		Tel no:	

Continued overleaf



Describe medical needs and give details of pupil's symptoms:	
Daily care requirements:	
Describe what constitutes an emergency for the pupil, and the action to take if this occurs:	
Follow up care:	
Who is responsible in an emergency (state if different for off-site activities):	
Parent/carer signature:	Date: