



# Abbey College

**The Abbey College**  
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## First Aid & Medication Policy

First Aid is emergency care given to an injured person (in order to minimise injury and future disability) before professional medical care is available. Teachers and other staff are expected to use their best endeavours at all times, particularly in emergencies, to secure the welfare of pupils in the same way that parents are expected to act towards their children. In general, the consequences of taking no action are likely to be more serious than those of trying to assist in an emergency.

### Consulting Parents

Parents/Guardians are requested to complete a health questionnaire for students before they arrive at the college. This includes past illnesses suffered by the student and any allergies that the college needs to be aware of. Parents are also requested to give consent in advance for the college to give permission, in their absence, for their child to receive emergency medical care including general anaesthetics and medical operations.

Parents are given the option for their child to be treated privately or through the NHS. Parents are also asked if there are any activities or sports that they feel may be unsuitable for their children to join.

All the above information is kept in the main office where a hard copy can be found in students' individual files. The information is also obtainable from Class and is kept with Houseparents. All college staff will be made aware when a student with a serious medical concern comes to the college.

### Responsibilities

The Matron is responsible for the administration of all medication by herself or other college staff under her instruction.

The Matron should administer medication as she sees fit in her professional capacity. Any medication given by her must be recorded.

Certain members of the residential staff will receive instruction from the Matron on the administration of basic medication, usually painkillers, stomach medication and throat medication. This is specifically for the eventuality that the Matron may not be available to administer these medicines herself ie it is her day off. These medicines must be kept in secure storage in Student Services. Any medication given must be recorded. The Matron is responsible for monitoring both the supply of this medicine and the recording of administration.

Occasionally, it may be suitable for Houseparents to keep and administer medication. In such an eventuality, the Matron should ensure that the houseparent has suitable storage, is trained to administer the medication properly and has a suitable method to record it.

Students are asked during their registration if they are carrying medication with them. The college (Matron) keeps all household medicines as well as those prescribed, except in exceptional cases where individual circumstances may require that students keep and administer medication themselves with the approval of their parents. 'Herbal medication' is not considered to be a drug or medication. In such cases of self medication a risk assessment will be carried out by the Matron, Welfare Officer and Houseparent to ensure medicine is stored safely/correctly and that dosage is taken appropriately.

All staff should be aware of available First Aid personnel, facilities, and the location of First Aid boxes and information.

First Aid provision must be available at all times, including excursions and during activities.

Adequate First Aid cover will be provided throughout the school. If a staff member is alone on a trip or during an activity then they must have access to a telephone in order to summon help.

First Aiders must have attended a recognised First Aid Course approved by the Health and Safety Executive (HSE) and attend refresher courses every 3 years. They will be reliable, have good communication skills, an ability to cope with stress and able to absorb new knowledge. The HSE states that First Aid does not include the administration of medicines, although there is no legal bar to doing so. Those who dispense medicines should have a reasonable understanding of what is involved. First Aiders can use Epipens if trained to do so.

It is the responsibility of the Principal, to ensure good First Aid practice is being carried out within the school and during activities organised by the school.

Lists of staff with First Aid responsibilities and/or appropriate training are displayed in reception, the staff room and throughout the boarding houses.

First Aid boxes are situated in;

- The college mini bus
- C Block Director of Studies Office
- Reception
- Staff Room
- Student Services
- With each house parent

Travel first aid kits are available for use during activities and excursions. These are kept in Student Services.

The contents of the First Aid Cabinets/Kits are to be regularly checked and maintained by the Matron, or Head of Welfare, if matron is unavailable. These are also included in the Annual Health & Safety Inspection.

### **The College Surgery**

The College has a surgery. It is resourced with basic office and medical equipment, including sink, secure storage, fridge, telephone, medical bed, blood pressure device etc.

The Surgery is stocked with a number of household medications, notably a variety of painkillers, stomach/digestive medication and throat medication. It also contains spare items for the college First Aid kits. The surgery is maintained by the Matron, who also ensures that the medical stores are properly stocked and secure.

The Matron holds a surgery each weekday morning from 08:30 until the last student is seen. In the event that a student reports too sick to visit the surgery the Matron will visit them in their room.

### **Liaising with local surgeries and doctors**

The college is registered with GP's Practices, therefore, all students are on various Practice's panel with access at all times and the Matron will refer students to the surgery when necessary. Lists of GP's and which students are registered can be found in Student Services. The decision to refer a student to a GP rests with the Matron, who will use her professional training and knowledge to judge when an individual student is best served by receiving non prescription medicine from the college or whether they should visit a doctor. In the event that the Matron is not available to make such a decision then staff should err on the side of caution and make an appointment with a GP if they or the student have the slightest concern that it may be necessary.

Students under the age of 18 should always be accompanied by an adult to a local surgery. Adult students should be offered the option of being accompanied, if appropriate.

Any prescriptions issued to a child should be taken by the accompanying adult to a chemist, the medication collected and given to the Matron. The Matron will then decide on how best to store, administer and record it. Medication proscribed to adult students should be dealt with at the Matron's discretion, taking into account medical history, maturity, age, student accommodation and availability of suitable storage.

The college has a good relationship with surgeries and the Matron can speak directly to doctors if necessary.

### **Reporting & Recording of Medication and First Aid**

Medical records must be securely stored at all times. No one other than the Matron should have access to them, except in cases of emergency.

The Matron is responsible for the upkeep of student medical files.

A written record should be kept of the following

- When a student visits the surgery or asks for the Matron to visit them.
- When a student receives medication in the Matron's absence.
- Any illnesses a student is diagnosed with.
- Any medication which is given by the Matron.
- If a student reacts badly to a medication.
- When a student is admitted to the sickbay
- When and why a student is referred to a doctor
- The advice received from a doctor
- Any medicines prescribed by a doctor

### **College sick bays**

The college maintains two sick bays, both with nearby communal facilities. The sick bays are single sex.

The Matron will decide if a student should be admitted to the sickbay. All under 18 students too ill to attend classes will be placed in the sickbays between 09:00 and 16:00, when there is a low level of duty staff in the boarding houses. Adult students may also be admitted to the sickbay if the Matron deems it necessary.

The Matron should display on the notice board in reception which students have been admitted to the sickbay or permitted to stay in their own rooms if too sick to attend classes.

In the absence of a Matron, the Vice Principal, Head of Sixth Form, Welfare Officer or Principal may admit a student to the sickbay.

Students in the sickbay must have a means of communicating with reception if required. The Matron should visit the sickbay regularly. In certain circumstances, this duty may be carried out by reception.

If circumstances require, facilities will be made available to maintain a student or students in isolation either on or off the college campus at the discretion of the Matron and Principal.

### **Storage of medication outside of the surgery**

If it is necessary to store medication outside of the surgery, the following measures should be taken.

- The medication may be kept in Student services where there is a fridge for this purpose in addition to secure fixed storage. Relevant residential staff should be informed by the Matron.
- The Matron may keep the medication in her room in a fridge or secure fixed storage.
- A Houseparent may keep the medication in her room in a fridge or secure fixed storage
- Adult students may be permitted by the Matron to keep their medication in their rooms if they have the correct facilities to ensure they are secure.

### **Self Medication**

Adult students are permitted to self medicate as long as they can keep their medication secure. In certain instances, with parental permission, children who are on long term medication may be permitted to self medicate.

## **Reporting & Recording of Accidents**

Under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR) some accidents must be reported to the HSE. The college must keep a record of any reportable injury, disease or dangerous occurrence. This must include: the date and method of reporting; the date, time and place of the event; personal details of those involved and a brief description of the nature of the event or disease. This record can be combined with other accident records. The college accident Book is kept in Student Services and maintained by the Head of Welfare

An unreliable accident / incident reporting system, or the under reporting of near miss incidents could lead to dangerous occurrences recurring which may result in personal injury to staff or visitors.

Breach of the statutory requirement to report specific incidents to the Health & Safety Executive (HSE) may lead to prosecution.

### **Procedures**

At Abbey College we make every effort to minimise the risk of accidents but we recognise that accidents may still occur. All accidents to pupils, staff, parents and visitors, no matter how small will be reported to the Principal/Duty Manager and Head of Welfare as soon as possible after the accident takes place.

The college recommends that, unless it cannot possibly be avoided, no member of staff should administer first aid without a witness (preferable another member of staff).

No member of staff should administer first aid unless they have received proper training, except in the case of minor cuts and grazes.

For their own protection and the protection of the patient, staff who administer first aid should take the following precautions;

- Exposed cuts and abrasions should be cleaned under running water and patted dry with a sterile dressing.
- Hands should be washed before and after administering first aid.
- Disposable gloves should always be worn.

If the incident involves bodily fluids the member of staff must not treat the student without protective gloves. All bodily fluids (vomit, diarrhoea, blood) must be cleaned immediately, this is essential if the spread of infection is to be reduced. Absorbent granules (kept in Student Services) should be used to cover the spillage, left to absorb for a few minutes, then swept up into a newspaper. There is a designated dustpan and brush for this in the cupboard. Once this has been done the bag should be disposed of in the external dustbins, the area must be washed down with warm water and detergent, and hands thoroughly washed.

Once the individuals have been treated, all details regarding the accident, will be recorded in the Accident Book by a member of staff. An investigation into the accident should be undertaken immediately or at least on the same day. Judgements should be made as to what can be done to reduce the risk of similar accidents occurring again.

The Accident Book is kept in the Welfare Office. The First Aider should complete the relevant sections, detach the 'Accident/ Injury Record Sheet' and place it in the Incident Log which is situated in the Office. Records should be stored for three years.

The Principal will ensure that accidents, which are reportable to the Health & Safety Executive are reported using the appropriate form.

### **Calling an Ambulance**

The Principal/Duty Manager or Head of Welfare will decide whether to call an ambulance, but if the student has banged their head, is unconscious or has a major bleed this just be done immediately by the member of staff present. In such instances a member of staff will accompany the student to the hospital, regardless of their age

### **Staff Training**

The college will support the Matron to attend relevant professional development courses. The Matron will train some members of the residential staff in the administration of some basic household medicines. The college will organise an annual First Aid training day for relevant staff. The college maintains a record of professional training its staff receives.

## **Abbey College First Aiders 2010 – 2011**

Edward Underwood  
Zlatin Genchev (Zozo)  
Alicia Mobbs  
Andrew Haffner  
Lynne Jones  
Mike Ruddick

### **Contents of House Parent First Aid kits**

A leaflet giving general advice on first aid  
20 individually wrapped sterile adhesive dressings of various sizes  
Two sterile eye pads with bandages  
4 individually wrapped triangular bandages  
6 safety pins  
6 medium sized individually wrapped sterile unmedicated wound dressings  
2 large sterile individually wrapped unmedicated wound dressings  
Antiseptic wipes  
1 roll of cotton wool B.P  
2 bottles of sodium chloride topical irrigation solution  
1 pair of rustless blunt ended scissors  
3 Cooljel sachets  
1 foil blanket  
3 pairs of disposable gloves

### **Student Services First Aid kit**

Strepsils  
Rennie  
Imodium  
Paracetamol

*For required dosages please see below*

### **Contents of the Welfare First Aid kit**

1 tube of itch relief cream  
1 tube of ibuprofen gel  
1 bottle of ear drops  
1 box of ibuprofen tablets (200mg)  
1 tube of Rennie  
1 box of Immodium tablets  
1 tube of Savlon antiseptic cream  
1 box of Clarentin tablets  
1 can of freeze spray  
1 box of Strepsils  
1 bottle of surgical spirit (500 ml)  
1 bottle of Simple Linctus (200ml)  
10 individually wrapped sterile unmedicated wound dressings, assorted sizes  
1 eye pad with a bandage  
2 individually wrapped triangular bandages  
Safety pins  
20 individually wrapped sterile adhesive dressings of various sizes  
Antiseptic wipes  
3 pairs of disposable gloves  
1 roll of cotton wool B.P  
2 bottles of sodium chloride topical irrigation solution  
1 pair of rustless blunt ended scissors  
3 Cooljel sachets  
1 foil blanket  
2 non-adherent dressing pads  
1 bottle of antiseptic mouthwash (200ml)

## **Contents of travel / activity first aid kits**

Leaflet for 1st Aid advice  
24 assorted plasters  
2 triangular bandages  
12 safety pins  
2 sterile eye pads with attachments  
3 large sterilised unmedicated ambulance dressings  
1 pair of disposable gloves  
1 conforming disposable bandage  
10 antiseptic wipes, foil packaged  
1 pair of rustless blunt ended scissors

## **First Aid room equipment / supplies**

Washbasin, drinking water, cups  
1st Aid Manual  
Phone  
Accident / Injury Record book  
Bed, Pillow & Blanket  
Yellow clinical bag

## **RIDDOR – Incidents to be reported**

Accidents resulting in death or major injury  
Accidents which prevent normal duties for more than 3 days  
Loss of consciousness due to asphyxia or absorption of harmful substances  
Fractures / Dislocations  
Amputation  
Loss of sight – temporary or permanent  
Chemicals or hot metal burn to eye  
Penetrating eye injury  
Electric Shock  
Injury leading to hypothermia  
Unconsciousness needing resuscitation / hospital admission for over 24hrs.

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## Medical Dosages (Students aged 12 plus)

### **Paracetamol**

If the student is aged twelve or over you should give them one or two tablets every four hours.

Paracetamol should be given if the student is complaining of;

- Mild to moderate pain
- Neuralgia
- Migraine
- Headache
- Toothache
- Period pain
- Rheumatic pain

### **Rennie**

2 tablets each time, though the student should not exceed more than 16 tablets in 24 hours

Rennie should be given if the student is complaining of;

- Indigestion
- Heartburn
- Dyspepsia
- An upset stomach

## **Imodium**

Imodium should be taken with a full glass of water. Students should drink extra water while taking this medication to keep from getting dehydrated.

Imodium is usually taken at the first sign of diarrhea, and again if diarrhea comes back. The first dose of Imodium (usually 2 capsules) is usually twice as much as the following doses. Do not take this medication more than 3 times in 24 hours without doctor's advice.

Imodium should be given if the student has diarrhoea, though not if the diarrhoea is the result of taking anti-biotics.

## **Strepsils**

1 tablet each two to three hours, though the student should not exceed 12 lozenges in one day.

Strepsils should be given if the student is complaining of a sore throat or a mouth infection.

*Remember.....*

- 1. To check the student's medical questionnaire before distributing medicine to check for any allergies*
- 2. Check the medical book to see when the student was last given any medication*
- 3. Record any medication you give to the student in the medicine book*

**POLICY REVIEWED BY EH 2011**