

Health Centre Policy

School Tier:

Ranby House including EYFS.

1. Introduction

This policy is written in accordance with the requirements of EYFS.

The Health Centre is situated on the first floor of the main school building, within the boarding house. The purpose of the Health Centre is to provide first aid equipment, treatment and a recovery area for pupils and staff at Ranby House School. It is also a safe and secure area for children to receive medication.

2. Staff

The school employs a Designated First aider who is supported by other first aid trained staff. The College HCC staff are always available for support and advice.

3. Out Of Hours

Boarding house parents supported by other first aid trained duty staff will provide cover outside of the designated First Aiders working hours. They will be responsible for first aid, care of boarding pupils and emergency care. After receiving appropriate training and annual updates, they will also be responsible for the administration of medications. A key to the Health Centre is kept in the Designated First Aider's pigeon hole in the staff room for access to medications and any required first aid provisions.

4. Facilities

The Health Centre is equipped to deal with minor first aid incidents and medical health issues. A limited amount of simple medications and on occasions prescribed pupil medications, are safely stored within the Health Centre, along with dressings and equipment for treating minor health injuries.

Bedded sick bays, one for boys and one for girls are located adjacent to the Health Centre to accommodate pupils who are unwell and require supervision.

5. Staff Health

All staff can attend the Health Centre for first aid treatment. Staff are encouraged to consult the appropriate health agencies outside school for example, their own General Practitioner (GP) if they have any health concerns or would like medical advice.

6. Boarding Pupils' Health

Pupils are able to attend the Health Centre and speak to the designated First Aider Louise Martland for a confidential appointment to discuss any physical, psychological or social problems they may be experiencing. Boarding house staff act 'in loco parentis' and are responsible for bringing any concerns they may have regarding social, psychological or medical conditions to the attention of the School Nurse (based at Worksop College) for assessment.



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Ranby House offers flexible and weekly boarding only; therefore pupils remain registered with their own GP local to home. If a boarding pupil requires an urgent medical appointment and the child's parents are unavailable, the school nurse (based at Worksop College), in consultation with the parents, can try to arrange an emergency appointment at a local doctor's surgery. The pupil will be accompanied to the appointment by a member of school staff.

7. Management of The Sick Pupil

Any pupil presenting with vomiting and/or diarrhoea will be assessed by the First Aider and isolated in a sick bay. If a viral / bacterial infection is suspected the pupil must not return to school for 48 hours from the last episode.

If a pupil has been identified as suffering from a notifiable disease then the First Aider will liaise with the Health protection Agency and inform the Headmaster of any action that may be required. College HCC staff will readily help and advise.

7.1 Boarders

Boarding pupils requiring a stay in the sick bay will be assessed and monitored by the Designated First Aider during school hours. Their care will be continued by the house parents after hours. Parents will be informed to collect their child.

During the night, a call-bell system operates where pupils can contact the House Parents.

7.2 Day Pupils

Pupils who become unwell and require a short stay in sick bay will be cared for by the Designated First Aider. Parents will be notified and requested to collect their child. In an emergency appropriate care and the required action will be given by any trained staff to ensure the safety and comfort of the pupil, as necessary, before contacting parents.

In the case of pupils in Years 1-6 receiving injuries, parents will be notified in writing of the injury and treatment that their child has received. In order to avoid accidental overdose, when a pupil is administered over the counter medication, a note will be sent home with them indicating the type, time and dosage given. For pupils in Years 1 to 6 the parents of a child's visit to the Health Centre, will be informed if there is a visible injury or further monitoring or care is needed at home.

7.3 EYFS Pupils

When a child in EYFS becomes unwell during the school day, their parents or guardians will be notified to come and collect their child. Where there is likely to be a delay in collection or the child requires admission to the sick bay, the Designated First Aider will collect the child from EYFS Centre. Parents will in all cases, be informed in writing of any injuries, illnesses and any medication / treatment given.

8. Pupil Welfare

Pupils are able to attend the Health Centre during school hours for advice and treatment of minor injuries and medical ailments. Pupils are encouraged to attend during break times to avoid disruption. However if a pupil is in obvious discomfort they may attend during lesson time with teaching staff permission. The member of staff can contact the first aider with radio or send the child to Reception where the First Aider can be called upon.



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All pupils will have a completed medical form kept in a lockable filing cabinet within the Health Centre detailing health and social wellbeing. A system is in place to record pupil and staff treatment from the Health Centre. Each pupil has an individual record and a consent form for the dispensing of medication, creams and lotions for pupils in Years 1 to 6. Medicines are not routinely given to the younger children, although permissions are kept for emergency medication.

A list of pupils with specific health concerns e.g. Asthma, Diabetes, and allergies etc that may need special considerations in school, will be maintained and distributed to staff on a termly / half termly basis and updated as necessary. Individual policies for the management of Asthma, Epilepsy, Anaphylaxis and Diabetes exist to cover these illnesses in more detail.

All health information regarding pupils is confidential. However, to safeguard pupils and staff, certain information which is considered essential to the welfare of the pupil concerned, will be shared only with the relevant members of staff.

At no time will any sensitive information about health issues be discussed without the knowledge or consent of the parents or pupils concerned.

Any concerns regarding a pupil's psychological welfare or suspicion of non- accidental injury will be referred to the designated member of staff in charge of safeguarding.

9. Record Keeping

It is the designated First aider and supporting staff's responsibility to ensure the following are maintained. College HCC Staff are available to assist and/or advise as needed

- Recording each pupil's treatment in the Health Centre in the daily attendance record sheet;
- Entering a signature on an individually named medication chart after dispensing prescribed medication.
- Recording the occurrence of any incident / accident using the correct documentation;
- Recording the treatment of staff and visitors to the school in the appropriate log book*;
- Maintaining confidentiality and dignity of pupils / staff attending the Health Centre.

*Staff and visitors to the school who report an injury must have the details of the accident recorded in the accident book in accordance with the Social Security Regulations Administration Act 1992, the Health and Safety at Work Act 1974 and the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 1995.

10. Communication

The Health Centre has a noticeboard on the door where messages can be written indicating the whereabouts of the Designated First Aider in the event of them being away from the Health Centre.

The Designated First Aider will be in possession of a walkie-talkie radio. In the event of needing urgent medical assistance, the Designated First Aider can be summoned by a member of staff quickly by this means.

The Designated First Aider is responsible for communicating to staff any issues of a medical nature concerning pupils. If a pupil is sent home due to illness, it is the responsibility of the Designated First Aider to inform the Reception Office, so that the register can be updated accordingly. Parents of pupils in the EYFS centre are notified by EYFS Staff and the class teacher adjusts their register accordingly.



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The 'Allergy and Medical Condition' list is posted on the shared T-Drive at the beginning of each term and is updated as and when new information becomes available.

First Aid

Aim

Through the operation of this policy we aim to: outline the first aid procedures at Ranby House.

Introduction

This policy outlines the school's responsibility to provide adequate and appropriate First Aid to pupils, staff and visitors and the procedures in place to meet that responsibility. The policy is an extension to the Health and Safety policy and is written in accordance with the requirements of the EYFS.

The school is predominantly a low risk environment however, there are specific areas around the school which have a slightly higher risk of injury.

There is a lot of movement around the school as pupils and staff change classrooms for lessons and various activities. The extensive school grounds, include tennis courts, sports fields, sports hall, and timber trail and adventure playground. The school day can include offsite activities such as horse riding and archery where pupils are transferred by school minibus. The risks associated with the above activities and within the school are low as they are well supervised and equipment is well maintained. Specific risk areas within the school include the woods, car parking area, outdoor play area, science and domestic science rooms, the kitchen and the maintenance work areas which include the use of heavy machinery and lone working.

On occasion school trips take place outside the U.K. These can include ski trips and sports tours. First aid provision is offered for these trips on receipt of a completed Notification of School Trip form.

1. The Health and Safety (First Aid) Regulations 1981

The school will ensure that the First Aid arrangements will be managed in compliance with the Health and Safety (First Aid) at Work Regulations 1981. The school will provide adequate arrangements for training and the retraining of First Aiders. Basic First Aid training will be provided as part of INSET every 3 years however, the College nurses will also provide First Aid training on an ad hoc basis to ensure that qualifications do not lapse. The school will provide adequate facilities to care for basic First Aid requirements of pupils, staff and visitors. There will be a minimum of four First Aid qualified staff on site during the school day. The Headmaster holds a copy of the current first aiders.

- 1.1** The Health Centre is situated on the first floor of the Prep school building. It has the equipment and facilities to deal with the majority of first aid emergencies expected to be encountered within the workplace during school term time. The Health Centre is staffed by designated first aiders.

A House Parent trained in first aid covers the Health Centre outside of these hours.

- 1.2** The designated and appointed first aiders hold valid First Aid certificates which must be renewed every three years in accordance with Health and Safety (First aid) Regulations 1981.

Ranby House is situated approximately 10 minutes away from the local hospital which has an accident and emergency department, where pupils may be referred for treatment if required.

2. First Aid Boxes

Large and small first aid boxes, first aid panels and plaster stations are situated around the school, (Appendix 1). These provide first aid materials to be used in the event of a medical emergency, where the casualty is unable to be moved or taken to the Health Centre. These supplies are accessible in areas visited by the public. The three school mini buses each have a first aid kit supplied.

The first aid boxes, mini panels, plaster stations and their contents are the responsibility of the Designated First Aider, alongside the key people responsible to check weekly and report low stock. Documentation regarding the maintenance of the first aid materials is kept in a folder in the Health Centre.

In the event of minor cuts or grazes all staff who have access to plasters (either via mini first aid panels or plaster stations) should encourage the injured pupil to wash and dry the affected area thoroughly and supervise the application of a plaster. There is no need to send the pupil to the Health Centre unless there are complications such as chemical exposure, a foreign object embedded in the skin or on questioning an allergy to plasters.

3. EYFS Centre

The EYFS Centre is situated in a self-contained unit away from the Health Centre. All minor scrapes, grazes and cuts are dealt with by the EYFS staff. There are qualified Paediatric First Aid trained members of staff, and at least one member will accompany off site school trips. In the event of a more serious injury either the child can be accompanied to the Health Centre or EYFS staff will radio and request the Designated First Aider to attend. Record keeping by EYFS staff consists of an accident record book.

There is a first aid cabinet with limited supplies and 5 full first aid travel kits are held within EYFS. These are available for extracurricular staff, forest sessions and educational trips and visits.

4. Location Of First Aid Notices

First Aid Notices detailing the location of first aid stations, first aiders and procedures in the event of an emergency are located around the school (Appendix 2). The revision of these notices is the responsibility of the designated first aiders and will be reviewed on an annual basis or when a change in first aid provision has occurred. A list of the location of these notices is kept in the Health Centre.

5. Provision of First Aid to Pupils

All pupils who attend the Health Centre will be assessed and their attendance and treatment recorded.

- 5.1** Day pupils requiring non-life threatening referral for hospital treatment will be kept in the Health Centre until a parent / guardian is contacted and arrives. If a parent / guardian cannot be located then an assessment will be made and if necessary preparations made for the pupil to be escorted to hospital with two designated members of staff.
- 5.2** Boarding pupils requiring non-life threatening referral for hospital treatment will be escorted to hospital by a member of staff (usually the Boarding House Parent on duty) and the pupil's parents will be informed.



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- 5.3** In the event of a more serious and overwhelming incident referral to the Critical Incident Policy will be made.

6. Provision Of First Aid To Employees And Visitors

Employees or visitors to the school in need of medical attention can attend the Health Centre to obtain advice and treatment for minor ailments.

Any member of staff attending the Health Centre must have their visit and any treatment received recorded. A record book is kept in the Health Centre and it is the duty of the attending first aider to record the first aid details.

7. Record Keeping

A computerised log is completed by the Designated First Aider for all pupils who attend the Health Centre for treatment. Any child that receives treatment for an injury or illness will also be given an Accident/Incident/Illness Report Slip to take home for their parent or guardians information. This is a duplicate form which is taken from an accident book and ensures that any member of staff attending to a child in the Health Centre has the required information available to prevent the risk of accidental overdose.

A staff logbook is kept in the Health Centre to record any attendance and treatment of staff or visitors. If they have an injury arising from an accident at school, the accident will be recorded in the accident book which is kept in the Health Centre. Any RIDDOR reportable injuries will be submitted to the Health and Safety Executive by the school.

8. Training and Provision of First Aid Within School

A list of named teaching and non-teaching staff that will act as Appointed First Aiders is held by the Head. Their responsibilities will be to:

- i) Act as appointed first aiders to the qualified first aiders in the event of an emergency;
- ii) Provide essential immediate attention in the rare occurrence of witnessing or attending a serious accident / illness;
- iii) Monitor and maintain the first aid box in their designated area by informing the Health Centre if contents have been used;
- iv) Attend First Aid courses, in accordance with Health and Safety (First Aid) Regulations 1981.

9. Provision Of First Aid To Pupils On School Trips

First aid equipment and over the counter medical supplies will be provided by the Health Centre. It is the responsibility of the staff organising a school trip to liaise with the Health Centre by completing a Notification of School Trip form at least 4 weeks in advance of a residential trip and 1 week before a day trip. Guidelines for requesting first aid for school trips is provided in the Educational visits policy.

10. First Aid Provision For Home Sports Matches

Staff who organise home matches are responsible for ensuring that the First Aid bags are taken onto the sports field / courts and for informing the Health Centre of any materials used. Materials used to stem bodily fluids should be safely disposed of by placing in a yellow bag. Each First Aid bag will contain an aide memoire in case of serious injury. In addition to this responsibility, staff will also ensure the following:

- i) Hand held radios are kept charged and ready for use;
- ii) Appointed first aiders will carry a radio;
- iii) In the event of first aid being required away from the Health Centre a member of the sports staff will make radio contact with the appointed first aider requesting assistance;
- iv) At the end of the sports match the radios must be returned to their charging station.

11. Calling An Ambulance

In the event of a serious injury requiring an ambulance, the attending first aider will call for an ambulance themselves or delegate the task to a responsible adult.

12. Provision Of First Aid Equipment

The First Aider is responsible for notifying the Lead Nurse when the ordering and provision of first aid supplies, materials and equipment is required. They are also responsible for the management of the stock and ensuring product viability.

Health Care Policy Appendix 1:

Location of First Aid Boxes and Equipment

Location	Equipment
Adler Building	First Aid Box Plaster Station
Art Room	Mini First Aid Panel Plaster Station Eye wash station
Y1 Classroom	First Aid Box
Design Technology Lab	Plaster Station Mini Panel
Domestic Science Room	Mini First Aid Panel
Health Centre	First Aid Materials Mobile Bag
Kitchen	Full First Aid Box Plaster Station
Laundry	Plaster Station
Maintenance Dept.	Full First Aid Box
Mini Buses x 3	Full First Aid boxes
Performing Arts Centre	Full First Aid Box Plaster Station
EYFS Centre	Staff Room Lockable Cabinet with stock Sick Kit 4 Woods Burns Kit Woods First Aid box Classroom First Aid Kit Nursery Classroom First Aid Kit Reception Classroom First Aid Kit Kindergarten
Science Lab (1)	Mini First Aid Panel Minor Burns Kit Eye Wash Box
Sewing Room	First Aid Box for Y4
Sports Hall	Full First Aid box Mini First Aid Panel Ice Packs
Staff Room (Prep School)	Full First Aid Boxes x 6 Travel Sickness Kits x 3
Quad Playground	Full First Aid Box Cabinet in Y2 Classroom

Health Care Policy Appendix 2

First Aid Notice

FIRST AID STATION	
FIRST AID STATION LOCATION MAIN SCHOOL BUILDING 1st FLOOR - HEALTH CENTRE	
QUALIFIED FIRST AIDERS THE DESIGNATED FIRST AIDER OR A FIRST AIDER ARE ON DUTY DURING SCHOOL HOURS	LOCATION of HEALTH CENTRE EXTENSION NUMBER 252 or CONTACT RECEPTION OFFICE TO RADIO FOR ASSISTANCE
OPENING HOURS OF FIRST AID STATION HEALTH CENTRE 08.15 – 16.00 hrs Monday to Friday	
EMERGENCY PLANNING	
EMERGENCY TELEPHONE NUMBERS	
AMBULANCE FIRE POLICE Bassetlaw District Hospital	999 / 112 from mobile device 01909 500990
LOCATION OF MAIN FIRST AID BOXES	
Prep School Staff Room Kitchen Maintenance Department (Poles Cottage) Performing Arts Centre Sports Hall Office EYFS QUAD	
AMBULANCE REQUEST – GIVE FOLLOWING INFORMATION	
• Address	Ranby House Retford Nottinghamshire DN22 8HX
• Telephone number	01777 703138
• Location of school - on A620 between Ranby Prison and turning for Ranby • From Worksop take 2nd entrance on the left. • From Retford take the 1st entrance on the right • What three words if available	
• Give type of emergency, the number, sex and age of the casualty and information about their condition	

Locations of First Aid Notice

Boarders' Sitting Room
Boarding House
Chapel Area
Chaplain's Study
Deputy Head's Office
Design Technology Lab
Domestic Science Room
Domestic Supervisor's Office
EYFS Centre
Headmaster's House
Headmaster's Study
House Parents' Flat
Kitchen
Laundry
Maintenance Dept.
Old Gym
Performing Arts Centre
Reception Office
Science Lab (1)
Science Lab (2)
Sports Hall
Staff Room

Appendix 3 Appointed First Aiders

Dept.	Name	Safeguarding (training & updates – CP Training Folder)		First Aid (3 Yearly) EFA at Work (1 day course) FA at Work (3 day course) Paediatric (2 day course)		Fire Safety in Education (FS ED - EduCare) Fire Marshal Course (FM - EduCare 3 Yearly) Manual Handling (Handling - Educare)	
SLT	David Thorpe	14.11.25 8.9.25	Refresher'25 KCSIE Pt.1	Completed 20.1.26	EFA at Work	28.12.23 28.12.23	FS Ed Handling
	Helen Clark	31.10.25 31.10.25	Refresher'25 KCSIE Pt.1	Completed 30.1.25	EFA at Work	30.10.21	FS Ed Handling
	Stephanie Payne	2.9.25	Refresher'25 KCSIE Pt.1	Completed 22.5.25	Full Paediatric	16.9.23 16.9.23	FS Ed Handling
PRE-PREP & PREP SCHOOL TEACHING STAFF	Ashley Thompson	8.10.25	Refresher'25 KCSIE Pt.1	Completed 20.1.26	EFA at Work	21.9.23 31.8.23	FS Ed Handling
	Louise Lane	24.8.25	Refresher'25 KCSIE Pt.1	Completed 30.1.25	EFA at Work		
	Isabel Colbrook	3.9.25	Refresher'25 KCSIE Pt.1	Completed 20.1.26	EFA at Work	19.9.23 13.9.23	FS Ed Handling
	Nicola Wing	29.8.25	Refresher'25 KCSIE Pt.1	Completed 28.1.26	EFA at Work	31.8.23 31.8.23	FS Ed Handling
	Lucy Lia	17.11.25 17.11.25	Refresher'25 KCSIE Pt.1	Training - Jan. 26			
	Sarah Hughes	29.8.25	Refresher'25 KCSIE Pt.1	Completed 3.1.23 Refresher - Jan. 26	EFA at Work	5.9.23 18.9.23	FS Ed Handling
	Rebecca James	2.9.25	Refresher'25 KCSIE Pt.1	Completed 5.1.24	Full Paediatric	9.9.23 17.9.23	FS Ed Handling
	Elena Bezoari	28.8.25	Refresher'25 KCSIE Pt.1	Completed 12.2.25	EFA at Work	9.9.23 9.9.23	FS Ed Handling
	Aynsley Williams-Grace	29.8.25	Refresher'25 KCSIE Pt.1	Completed 6.2.25	EFA at Work	25.9.23 25.9.23	FS Ed Handling
	Fiona Oldacre	28.8.25	Refresher'25 KCSIE Pt.1	Completed 20.1.26	EFA at Work	17.9.23 16.9.23	FS Ed Handling
	Alison Thorpe	27.8.25	Refresher'25 KCSIE Pt.1	Completed 6.2.25 Refresher - Jan. 26	EFA at Work	17.9.23	FS Ed Handling
	Adam Newton	14.9.25	Refresher'25 KCSIE Pt.1	Completed 20.1.26	EFA at Work	3.9.23 3.9.23	FS Ed Handling
	Kerry Moss	21.9.25	Refresher'25 KCSIE Pt.1	Completed 12.2.25	EFA at Work		
	Dan Simpson	26.8.25	Refresher'25 KCSIE Pt.1	Completed 22.5.24	EFA at Work	18.9.23 18.9.23	FS Ed Handling
	Stephen Marsh	4.9.25	Refresher'25 KCSIE Pt.1	Completed 7.11.22 Refresher - Jan. 26	EFA at Work	6.9.23 6.9.23	FS Ed Handling
	Mary (Yan) Ma	5.9.25	Refresher'25 KCSIE Pt.1	Completed 3.1.23 Refresher - Jan. 26	EFA at Work	4.9.23 4.9.23	FS Ed Handling
	Charlotte Williams-Grace	29.8.25	Refresher'25 KCSIE Pt.1	Completed 30.1.25	EFA at Work	19.9.23 20.9.23	FS Ed Handling
	Phoebe Mitchell	15.9.25	Refresher'25 KCSIE Pt.1	Completed 20.1.26	EFA at Work	10.9.23 4.9.23	FS Ed Handling
	Ross Rooney	22.9.25	Refresher'25 KCSIE Pt.1	Completed 28.1.26	EFA at Work	19.11.25	Fire Warden
	Rebecca Rooney	28.9.25	Refresher'25 KCSIE Pt.1	Completed 28.1.26	EFA at Work	19.11.25	Fire Warden



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Dept.	Name	Safeguarding (training & updates - CP Training Folder)		First Aid (3 Yearly) EFA at Work (1 day course) FA at Work (3 day course) Paediatric (2 day course)		Fire Safety in Education (FS ED - EduCare) Fire Marshal Course (FM - EduCare 3 Yearly) Manual Handling (Handling - Educare)	
CLASSROOM, TEACHING & GAMES SUPPORT	Fiona Exley	7.9.25	Refresher'25 KCSIE Pt.1	Completed 12.2.25	EFA at Work	6.9.23 10.9.23	FS Ed Handling
	Louise Martland	13.9.25	Refresher'25 KCSIE Pt.1	Completed 22.5.25	Full Paediatric	25.9.23 1.11.22	FS Ed Handling
	Sharon Fowler	17.10.25	Refresher'25 KCSIE Pt.1	24.3.22	Full Paediatric	20.9.23 21.9.23	FS Ed Handling
	Rebecca Oakley	10.9.25	Refresher'25 KCSIE Pt.1	Completed 22.5.25	Full Paediatric	6.1.20	FS Ed Handling
	Rebecca Draycott	1.9.25	Refresher'25 KCSIE Pt.1	Completed 22.5.25	Full Paediatric	9.9.23 9.9.23	FS Ed Handling
	Charlotte Earnshaw (Grad)	1.9.25	Induction KCSIE Pt.1				
	Archie Shannon (Trainee)	29.8.25	Induction KCSIE Pt.1				
	Sophie Parnell	10.9.25	Refresher'25 KCSIE Pt.1	Completed 5.1.24	Full Paediatric	26.10.22	FS Ed Handling
	Lauren Neal	1.9.25	Refresher'25 KCSIE Pt.1	Completed 5.1.24	Full Paediatric	21.9.23 16.9.23	FS Ed Handling
	Susie Kaye	23.9.25	Refresher'25 KCSIE Pt.1	Completed 5.1.24	Full Paediatric	3.10.23 3.10.23	FS Ed Handling
	Kaitlin Sipson-Heath	29.8.25	Refresher'25 KCSIE Pt.1	Completed 5.1.24	Full Paediatric		FS Ed Handling
	Alice Hammond	11.9.25	Refresher'25 KCSIE Pt.1	Completed 5.1.24	Full Paediatric		
	Courtney Blagg	1.9.25	Refresher'25 KCSIE Pt.1	Completed 22.5.25	Full Paediatric		
	Alison Garner	15.10.25	Refresher'25 KCSIE Pt.1	Completed 28.1.26	EFA at Work		
	Rachael Grist	21.10.25	Refresher'25 KCSIE Pt.1				

ADMIN	Jacqueline Newbold	15.9.25	Refresher'25 KCSIE Pt.1	Completed 28.1.26	EFA at Work	3.11.21	FS Ed
	Jane Sulley	12.11.25 17.11.25	Refresher'25 KCSIE Pt.1	Completed 20.1.26	EFA at Work		
	Amy Cheuk	17.11.25	Refresher'25 KCSIE Pt.1	Completed 6.2.25	EFA at Work		

Medicines in School

Aim

Through the operation of this policy we aim to: develop effective management systems to support individual children with medical needs who require access to their medications whilst in school, in accordance with the Medicines Standard of the National Service Framework for Children.

2. Introduction

This policy is written in accordance with the requirements of the EYFS. Ranby House agrees to be responsible for managing medicines in school in partnership with parents. Further detailed information on how medicines are managed within the school, is given in the Supply and Administration of Non-Prescribed Drugs Policy.

2. Storing Medication

- 2.1** The College nurse is responsible for the ordering and the safe storage of all non-prescribed drugs held within the Health Centre. All medication will be stored safely in a lockable cupboard in its original container, and in accordance with product instructions. Medicine which needs to be refrigerated will be clearly labelled and kept in the Health Centre fridge. A list of non-prescribed medications held by the Health Centre is detailed in the Supply and Administration of Non-Prescribed Drugs Policy.
- 2.2** Each pupil requiring prescribed medications will have an individually named plastic box within the lockable cupboard. The First Aider will be responsible for safe storage of the medication.
- 2.3** The EYFS centre will only hold emergency prescription medication for example, asthma inhalers and EpiPens and Cetirizine. These will be stored either in a lockable First Aid cabinet within the EYFS staff room or in a bag, which will be carried by the child for whom the medication is prescribed.

3. Health Information

- 3.1** On admission to the school, parents are supplied with a medical record and consent form to complete. They are required to inform school of any medical conditions that their child has. Thereafter, it is the responsibility of parents to inform the Designated First Aider of any changes to their child's medical condition. Staff cannot be held responsible for any medication given in good faith where the parents have failed to inform the school in writing, of any changes to the child's circumstances.
- 3.2** Parents are responsible for ensuring that adequate supplies of clearly labelled medication is received by the Health Centre when appropriate. Medication should be supplied in the original container, within the expiry date, provided with any potential known side effects or special instructions and accompanied by a letter of authority to give the medication.

4. Roles And Responsibilities In Administering Medicine

- 4.1** Parents who wish their child to receive medication in school will be asked to complete a Parental Agreement to Administer Medications form, (Appendix1). An accurate entry will be made by the member of staff administering the medication each time that



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it is given. Once the course is complete, the form will be entered into the child's paper records, held in the Health Care Centre and a digital copy kept on iSAMs.

- 4.2** Staff will ensure that prescribed medications will be given strictly in accordance with the prescriber's instructions and will only be given to the named individual.
- 4.3** It is the responsibility of Prep School pupils to attend the Health Centre for administration of prescribed medications at the instructed time. If a pupil fails to attend the health centre, every reasonable effort will be made by staff to ensure the pupil is located and receives the medication in accordance with the prescription details.
- 4.4** Pre-Prep pupils including EYFS will be visited by the Designated First Aider (wherever they might be at the time the medicine needs to be administered), and the medicine administered for non-prescribed medicine only. A written record of administration will be provided to parents at the end of the school day. This will include the date, time and dosage given to avoid accidental overdose.
- 4.5** Over the counter medicines will only be administered by a trained member of staff when there is a clear health reason to do so.
- 4.6** Annual staff training will be provided by the College Nurse. The relevant staff will receive training on the administration of both prescriptive and non-prescriptive medications. A form will be completed as proof of training and this will be held in the Health Centre at Worksop College.
- 4.7** Crèche staff may not administer any medications and must refer any queries regarding medication to the College Nurse.
- 4.8** The nurse will provide training in the administration of medication to school trip leaders where necessary. The Designated First Aider will also ensure that staff are provided with appropriate medical information and forms as detailed in the schools' Educational Visits/Out of School Activities Protocol.
- 4.9** The school has a separate policy for the management of asthma and asthma medication.

5. ACCESS TO MEDICATION

Access to medication after these hours is managed by the house parents in the first instance, and by other First Aid qualified staff who have received relevant training in administering medicine.

6. EPI-PENS

Epi-pens are a prescription-only medication for a named individual. Each pupil must have two Epi-pens in school. Both Epi-pens are kept with the child as they will likely need to be administered. The other will be held by the individual child either in a portable box or bag which is kept with them during the school day. The school has a separate policy for Anaphylaxis.

7. Emergency Procedures

Pupils with complex medical conditions and who may require emergency care must have a full care plan drawn up by the nurse. A copy of the care plan must be made available to all staff involved in the care of the pupil, on how to handle the child in an emergency.

8. Controlled Drugs

A pupil who has been prescribed a controlled drug may legally have it in their possession. Whilst in school, the drug will be stored in a locked non-portable container and only named staff will have access. A record of the administration will be kept using the administration and treatment record sheet and individual record keeping.

9. Self Management

Children develop at different rates therefore the ability to assume responsibility for their own medication will vary. The school seeks to encourage the responsibility of self-management wherever possible, practicable and safe to do so.

10. Confidentiality

- 10.1** Pupils should, where possible, receive their medication within the Health Centre and have their medical information treated confidentially.
- 10.2** To safeguard pupils and staff, certain information regarding medication which is considered essential to the welfare of the pupil, will be shared with the relevant members of staff.

11. Disposal Of Medicines

The First Aider will dispose of all medication whenever:

- The course of treatment is complete;
- The labels become detached or unreadable ;
- The expiry date has been reached;
- End of term.

12. Staff Medication In School

There may be occasions where members of staff will be carrying over the counter or prescription medication within school. Staff are requested and reminded at regular intervals to ensure that this medication is kept in a safe place, where there is no chance of it falling into the hands of a child. Staff medication may also be stored in the Health Centre if required.

Medicines in School APPENDIX 1

Parental Agreement to Administer Medications Form

Parental Agreement for Ranby House School to Administer Medication

If you wish your child to receive medication whilst in school please complete this form and return it with the medication to either the school reception or the Designated First Aider. The medicine must be clearly labelled with the child's name, in its original container and within its expiry date.

Please administer the following medication to my child;

Name;.....

Class;.....

Contact name and telephone number of parent / guardian;

.....

Medical condition or illness for which medicine is given;

.....

Name of Medicine to be given; (As described on container)

.....

Expiry Date;.....**Duration of course/review date;**.....

Dose & time to be given;

.....

Any special Instructions?.....

I agree that I will inform the school in writing of any changes either to my child's health or instructions regarding the medication. I will take responsibility for my child's medication by keeping a record of the expiry date of the medicine and renewing long term medicines.

Parent / Guardian Signature;.....

Relationship to pupil;.....**Date;**.....



Ranby House – Health Centre Policy V008 September 2026

Supply and Administration of Non-Prescribed Drugs

Aim

The aim is to give guidance on the safe supply and administration of non-prescribed drugs within the setting of Ranby House. This will enable suitably trained staff to dispense over the counter medications where appropriate, to pupils, staff and visitors. The benefits include prompt and simple access for minor health problems and enrichment of quality of care.

1. Introduction

Currently there is no legislation governing the supply and administration of medicines within the school setting by unqualified staff. However, within the National Health Service, Group Protocols are in place, where qualified nurses can administer non-prescription medications in defined clinical settings.

2. Clinical Conditions To Be Treated

The clinical conditions to be treated are wide ranging, covering simple childhood illnesses, viral, bacterial and fungal infections and minor injuries gained during normal school activities. Over the counter medicines will only be administered when there is a clear health reason to do so.

3. Inclusion Criteria

All children attending Ranby House either as day pupils, flexi-boarders or a visiting pupil, who present to the Health Centre may be treated. Staff and visitors to the school will also be able to have over the counter medication dispensed if appropriate.

4. Exclusion Criteria

Pupils who may be visiting the school will be exempt from treatment (excepting emergencies). Exception to this criteria may only occur at the discretion of a qualified professional practitioner who will make an assessment based on the presenting scenario. Parents of these children are responsible for their child's welfare and must seek their own General Practitioner advice regarding any form of diagnosis and treatment.

5. Staff

Ranby House is staffed by Appointed First Aiders during the school day. However, out of hours, boarding pupils are looked after by the boarding house-parents and members of the boarding community staff. In order for medications to be administered safely this policy aims to provide named members of staff guidance on administer non-prescription drugs.

5.1 Suitably Trained Individuals

Under this policy, the dispensing of over the counter medication can be undertaken by the individuals named below:

Mr D. Thorpe	EFAW Certificate
Mrs J Newbold	EFAW Certificate
Miss R Oakley	Paediatric Certificate
Mrs L Martland	Paediatric Certificate & First Aid at Work

6. Continuing Education

- 6.1** The College nurse is responsible for ensuring the safety of the untrained members of the team by evaluating their knowledge and providing on-going training in the safe storage, use and documentation of all medicines within the school.
- 6.2** Staff responsible for dispensing stock medicines must receive education and training to maintain their competence. Training will be given to the named individuals in this procedure annually by the nurse, during Inset staff training days.
- 6.3** A staff training record will be completed and signed by the individual members of staff and the nurse to confirm that training has been undertaken. This will be held in the Health Centre at Worksop College.

7. Treatment / Stock Medication

Some medications are used on a regular basis and are standard stock held within the Health Centre. Procedures for the safe storage and protection of medicines in school can be found in the Medicines in School Policy. A list of stock medication can be found at Appendix A.

Supply and Administration of Non-Prescribed Drugs Appendix A:

Stock Medications

Paracetamol	500mg Caplets 250mg/5mls Suspension 120mg/5mls Suspension
Ibuprofen	200mg Tablets 100mg/5mls Suspension
Piriton	2mg/5mls Suspension
Certirizine Hydrochloride	10mg Tablets

Hyoscine Hydrobromide (Motion sickness) 150mg tablets

Simpkins Lemon, Honey & Glycerin Lozenges

Stock Lotions and Creams

Savlon Antiseptic Cream

Hydrocortisone 1% (Steroid cream)

Vaseline

Management of Human Bodily Waste

Aim

The aim is to set out the guidelines for managing bodily human waste at Ranby House.

8. Introduction

Offensive/hygiene wastes are the product of a healthy population (not known to be infectious). However, when handled, there is a residual health risk. Bodily fluid waste includes vomit, faeces, urine, catheter and stoma bags, nappies, sanitary waste, incontinence pads, sputum and soiled bedding. Although they are non-hazardous they can pose a potential threat to health by those exposed to them if not dealt with properly. Potential examples of health risk include skin or eye infections, for example conjunctivitis and gastroenteritis. Providing the waste is appropriately, wrapped and handled, and is free from excess liquid, the risk of ill health is deemed to be very low. (HSE Managing offensive/hygiene waste 01/09).

9. Equipment

There are 6 locations at Ranby House where human bodily waste disposal equipment is kept:

1. Health Care Centre
2. Main hall in domestic cupboard
3. EYFS Centre domestic cupboard
4. PAC domestic cupboard
5. Sports Hall domestic cupboard

Each area will have a disposal kit which comprises of disposable gloves and apron, a scoop, biohazard bag, wipes, absorbent granules, hard surface sterilising spray, disinfectant for the cleaning of equipment, a yellow mop / bucket, dustpan and brush. Disposable vomit bowls will be kept in each classroom and in areas such as the Sports Hall, PAC and Boarding House.

10. Method Of Cleaning

Before beginning to clean up any bodily waste, disposable gloves and apron should be worn. The procedure for cleaning spills is attached to this document and will be laminated and posted at each of the 6 locations identified around the school. (Appendix 1)

11. Disposal

Yellow bags must be used for all clinical and bodily fluid waste and secured firmly. Each bag must be placed in a yellow wheelie bin for incineration. These are situated behind the kitchen area and at the rear of EYFS. Yellow bags must not be placed into waste bins destined for landfill sites.

12. Boarding Pupils

Between the hours of 18.30 and 08.30 the responsibility for boarding pupils' health falls to the House Parents or Duty Staff. During the night there is a bell system in place for both boys and girls to contact the House Parents in case of illness.

13. Day Pupils

The Health Centre is staffed by a Designated First Aider. Responsibility for any ill pupil falls to the First Aider. If a pupil vomits during the school day the Designated First Aider is responsible (either directly or indirectly by delegation), for cleaning up any bodily waste. Staff have been trained how to use sick kits. The unwell pupil will be isolated in the sick bay and monitored whilst awaiting collection by a parent or guardian. In an emergency where the Designated First Aider is required to leave Health Centre, they will inform the school office staff (located on the same landing) as to their whereabouts, in order for them to act as cover until either the Designated First Aider returns or other cover arrangements can be made. The Designated First Aider will also carry a hand held radio which enables them to be contacted urgently.

14. EYFS Centre

If a pupil from the EYFS becomes unwell during the school day, EYFS staff will be responsible for the immediate containment and cleaning of bodily waste, using the approved procedure. The pupil's parent will be informed and asked to collect their child. If there is going to be any delay in collection, the Designated First Aider should be informed and will arrange to collect the pupil from EYFS. The child will be monitored in the sick bay until their parent arrives.

15. Staff

In certain circumstances staff should refrain from handling bodily waste. Staff who are pregnant, have recently or are currently receiving any form of chemotherapy, have a compromised immune system, recently undergone any form of surgery, have an open wound or have a contagious illness should not handle bodily waste and should seek advice before being involved in any cleaning up procedure.

Management of Human Bodily Waste Appendix A:

Procedure For The Cleaning Up Of Bodily Human Waste

The following procedure should be followed in the event of any spillage of non-hazardous waste e.g. vomit, faeces, urine, or sputum.

Equipment Location

1. Health Care Centre
2. Main Hall in Domestic cupboard
3. EYFS Domestic cupboard
4. PAC Domestic cupboard
5. Sports Hall Domestic cupboard

Disposal Equipment

1. Body fluid spill kit in yellow case, (containing – apron, gloves, absorbent powder, biohazard bag, scoop & scraper)
1. Yellow mop and bucket
2. Yellow dustpan & brush
3. Haz-Tab Granules
4. Disinfectant spray (safe for carpets & hard surfaces)
5. Paper towels

A yellow hazard sign, if available, should be displayed whilst the spillage is being dealt with to warn others the area may be slippery.

It is strongly recommended that disposable gloves and an apron should be worn before attempting to clean the area.

- I. Cover the spill with the absorbent granules and leave for a few minutes.
- II. Collect the spill and granules using the scoop & scraper and discard in yellow biohazard bag.
- III. The yellow bag must be placed in the yellow wheelie bin situated at the rear of EYFS and behind the kitchen.
- IV. Use the trigger spray to clean both carpet and hard surfaces. If necessary, use an Aqua Vac to thoroughly clean a carpeted area, or the designated bucket and mop for hard surfaces.
- V. The Aqua Vac if used, must be cleaned immediately using a solution of Bioguard disinfectant stored in the boarding house.
- VI. The Domestic Supervisor must be informed of any spills on carpeted areas.
- VII. Soiled linen must be put into a red plastic laundry bag and sealed before sending to the laundry.
- VIII. The Designated First Aider must be informed of any products used and will be responsible for restocking used equipment.

Management of Flu Pandemic

The starting point for the school's Health and Safeguarding of its pupils, is the Health and Safety Policy and the Health Centre Policy. However, periodically, national and international health incidents/concerns necessitate special arrangements for pupils, staff, governors and parents of pupils at the School. Most recently these concerns have been Avian Influenza and Swine Influenza, but this policy could be adapted to apply to other global health crisis/crises.

Avian Influenza

Background:

The risk of a new human influenza pandemic is considered by the World Health Organisation (WHO) to have increased over the last two years, based largely on the risk posed by the H5N1 avian influenza virus.

Avian influenza is a disease that affects birds. It can be carried by wild birds and can therefore be easily transmitted across country borders. The main worries as far as the UK is concerned are:

- that the disease reaches the UK and poultry is affected
- there is bird-human transmission
- the virus mutates and becomes easily transmissible between humans.

There is no evidence, even in those areas long affected, that bird-human transmission is anything other than difficult and uncommon. There is no evidence of facile human-human transmission. At this stage the school's view is that there is nothing to be done other than to outline a policy that would apply should the situation worsen. This is the same policy that would apply to the outbreak of any Pandemic Influenza Infection, with the following caveats.

Swine Influenza

Background:

Swine influenza 'A(H1N1)' virus is a respiratory disease normally found in pigs but human cases can and do happen. This strain of swine influenza contains a combination of genetic material typical to avian, swine and human 'flu viruses. Transmission of this new swine influenza virus is thought to occur in the same way as seasonal 'flu. Antiviral drugs are available which can effectively prevent and treat the infection, most reported cases of this infection outside of Mexico have recovered fully, without the need for medical attention or antivirals.

Swine 'Flu and Symptoms

- Typical Symptoms: sudden fever, sudden cough
- Other symptoms may include: headache, tiredness, chills, aching muscles, limb or joint pain, diarrhoea or stomach upset, sore throat, runny nose, sneezing, loss of appetite
- The NHS currently advise that anyone who has 'flu-like symptoms should stay at home and contact either their GP or National Pandemic 'Flu Service on 0800 1 513 100.

Planning and preparation for a Pandemic have been put in place (see Appendix 1) and the following Pandemic 'Flu policy and procedure will be followed:

- 1 In the event that any pupil or staff member displays symptoms of Swine 'Flu (see notes above):
 - i. Pupils will be asked to stay at home;
 - ii. Parents will be asked to contact their son/daughter's GP immediately;

- iii. GPs will follow national protocols for managing the Pandemic;
- iv. Parents will be asked to relay results of tests on suspected cases to the School Health Centre;
- v. Overseas students will be accommodated at their Guardian's home.

2 The school will:

- i. Inform parents of the situation and the school's response;
- ii. Update that response regularly in line with the developing situation;
- iii. Act strictly on the generic advice given by the HPA, other relevant government agencies and Medical Officers in School Associations;
- iv. Provide pupils with basic health guidance to counter the spread of the 'flu. Basic guidelines for Swine Influenza are:

- (1) Covering your nose and mouth when coughing or sneezing, using a tissue when possible or crook of the arm where not possible;
- (2) Disposing of dirty tissues promptly and carefully, preferably in a lidded bin;
- (3) Maintaining good basic hygiene, for example washing hands frequently with soap and water and use of antiseptic hand gel to reduce the spread of the virus from your hands to face or to other people;
- (4) Cleaning hard surfaces (eg door handles) frequently using a normal cleaning product;
- (5) Making sure children follow this advice.

Basic guidelines for Avian Influenza are to avoid contact with dead birds but report (3 or more/5 or more).

- v. Review Risk Assessments for activities likely to involve accessing rural areas, high-densities of wild birds, overseas trips;
- vi. Ensure the Health Centre is well-stocked and prepared for pupils who show signs of suffering from 'flu;
- vii. Brief staff: to make them aware of Pandemic 'Flu policy and tell them not to come in to school if they suffer 'flu-like symptoms;
- viii. Give consideration to options for staff with families on site;
- ix. Ensure that the school is well-stocked with cleaning materials: soap, hand gel, tissues and bins for tissues and protective equipment for those who clear bins;
- x. Plan curriculum time for educating about Pandemic 'Flu.
- xi. Ensure that pupils who have suffered from 'flu have an adequate recovery period before participating in sport.

3 In the event of a confirmed case of Swine 'flu at the school, school closure and catering requirements will be carefully considered.

School Closure.

- i. Contrary to advice issued by the HPA in May 2009, latest advice is that schools will not be expected to close but, instead, staff and pupils who display symptoms of 'flu will be expected to stay at home.
- ii. Additionally, the school will respond to Local Authority advice with a view to making a decision about closure. The following contact will be used **in this order**:

- (1) East Midlands HPT 0344 2254 524 (opt1)



RANBY HOUSE

- (2) HPA Regional Office – 0116 2631400 (Office Hours); ring same number for further numbers if out of hours) or
 - (3) Mr Proudman (Bassetlaw Environmental Health offices): 01909 533219 / 01777 713764 (office hours) or their emergency number out of hours: 0800 590542
- iii. In accordance with HPA guidance, the school will undertake an individual risk assessment looking at the risks specific to this school. Risk factors taken into consideration will include:
- (1) Type and duration of exposure in the school's setting;
 - (2) The nature of the illness in the specific case;
 - (3) The nature of this particular environment: how much different age-groups inter-mingle, the physical layout of classes and the impact of communal eating facilities.
- iv. Consideration will be given to the provision of a quarantine area in order to manage care for pupils who are unable to return home or go to a guardian. The Health Centre will be designated for this purpose.

Catering Facilities.

- i. Catering facilities will be subject to specific consideration because of the ease with which 'flu might spread from this area of the school. The following specific areas will require assessment:
- (1) Food preparation;
 - (2) Catering staff health;
 - (3) Meal time arrangements to minimize potential spread of 'flu.

NOTES:

- 1. A summary of advice about Avian Influenza or Swine Influenza provided by www.hpa.org.uk is attached in Appendix 1.
- 2. Further advice and updates can be found at www.hpa.org.uk (Health Security Agency).
- 3. Travel advice can be obtained from the National Travel Health Network Centre www.nathnac.org and the Foreign and Commonwealth Office www.fco.gov.uk.
- 4. Details of areas of current incidence can be obtained from the World Health Organisation at www.who.int
- 5. This policy takes into consideration the advice provided by the DCSF at www.teachernet.gov.uk/emergencies/planning/flupandemic/

Management of Flu Pandemic APPENDIX 1

Planning and Preparing for a 'Flu Pandemic

1 Planning

- 1 1 Read guidance (available at www.teachernet.gov.uk/humanflupandemic); communicate to staff and governors.
Act strictly on the generic advice given by the Chief Medical Office, government agencies and Medical Officers in School Association
- 2 Establish decision procedure for i) closing school if it becomes necessary and ii) managing staff absence to prevent spread of infection
- 3 Establish who is LA liaison on this issue
- 4 Read the DCSF (DfES) infection control guidance at www.teachernet.gov.uk/emergencies/planning/flupandemic/
- 5 Check that we have materials to control infection: tissues, bins for tissue disposal, hot water, soap
- 6 Check cleaning arrangements/facilities: special measures during pandemic
- 7 Plan communication with staff, pupils, parents in the event of closure
- 8 Review school policies: illness, health and safety, staff sickness, first aid,
- 9 Parent Contract:
 - Review contract and insurance for losses from business interruption.
 - Do our 'terms and conditions' include rules on quarantine and disclosure of information to the school.
 - Payment of fees clauses should state that there will be no waiver or refund of fees in the event of shortened term, except at the schools' discretion in exceptional circumstances.
 - Force Majeure clauses: a failure or delay in providing educational services will normally be treated as a breach of contract if closure because of swine 'flu becomes necessary, unless the contract includes a force majeure clause.
 - Insurance should be checked: covering loss suffered because of an interruption to business due to swine 'flu.
 - Parents who have opted into School Fees Refund Scheme are likely to be covered if their child is off for more than a set period of time – check..
- 10 Health Centre: needs to be well-stocked and prepared for pupils who show signs of suffering from 'flu.
- 11 Ensure that the school is well-stocked with cleaning materials: soap, tissues and bins for tissues and protective equipment for those who clear bins.
- 12 Provision of alternative education. A force majeure clause in contract with parents will mean generally there is no duty to provide alternative education in the event of absence or school closure but, there is this duty in some circumstances: the school needs to seek independent legal advice to clarify this.
- 13 Briefing of staff: make them aware of Pandemic 'Flu policy and tell them not to come in to school if they suffer 'flu-like symptoms; consideration for staff with families on site.

14 Boarding considerations:

- Contingency plans for school closure.
- Check educational guardianship scheme arrangements.
- What will be done if pupils cannot return home: need to run school's boarding provision safely: adequate supervision; catering for those who must remain on site.

2 Preparation

- 1 Compile list of key contacts: LA Liaison
- 2 Check/update pupil/parent contact details (email contacts). House Parents to check contacts with Pupils. Particularly important, although not a major issue at Ranby, are overseas pupils. Emergency arrangements for overseas pupils need to be checked and confirmed (Educational Guardians).
- 3 Contact Plan (if the school is forced to close): Phone trees; radio; website; email.
- 4 Plan to update parents/pupils/staff regularly in line with the developing situation. Write to parents to say i) that information about the school's handling of Swine 'Flu will be posted on the School's Website ii) that in taking any individual action responding to a pupils' contracting Swine 'Flu, the school be informed immediately.
- 5 Consider how to manage key staff absence (teaching and non-teaching) and teacher cover. In the event of a member of the SMT absence, the rest of the team will meet and plan management of the school.
- 6 Consider pastoral needs of students/staff during pandemic.
- 7 Consider pupils working from home during pandemic.
- 8 Review Risk Assessments for activities likely to involve accessing rural areas, high-densities of wild birds, overseas trips.

Anaphylaxis

Introduction

Anaphylaxis is an acute, severe and potentially life-threatening allergic reaction to a substance that the body perceives wrongly as a threat, subsequently causing an over reaction of the immune system. It requires immediate medical attention as symptoms can occur within seconds or minutes. Rarely symptoms may develop over hours. Prevention of anaphylaxis by avoiding contact with the allergen is essential and the only way of preventing a reaction.

Common triggers include;

Peanuts and tree nuts (Brazil nuts, almonds, cashews, pistachios and walnuts);
Other foods e.g. dairy products, eggs, shellfish, sesame;
Insect stings (bees, wasps, hornets);
Latex (type1);
Drugs (e.g. penicillin).

It is important to treat anaphylactic shock quickly as this may prevent the development of a more serious life-threatening event.

Treatment is usually by the use of an EpiPen which when activated automatically injects adrenaline into the upper outer thigh muscle. If symptoms are mild the use of an antihistamine or Salbutamol medication may help to prevent progression of the symptoms. If an injector pen has been used the pupil must be sent to hospital (along with the used pen) even if their symptoms have resolved.

Storage of Epi Pens

An EpiPen is a prescription only medicine which can either be prescribed by a doctor or Hospital Consultant, to a named individual. Parents will be asked to provide 2 injector pens for their child in case of emergency during the school day. For Prep School age children a box should be provided by parents containing an EpiPen, a small correctly labeled bottle of antihistamine medicine, a Salbutamol inhaler (if advised on care plan), a personalised care plan and clear instructions for using the EpiPen. This box will be kept in the Health Care Centre ready for emergency use. The child for which the EpiPen is prescribed should also carry two EpiPens with them at all times during the school day. Additional EpiPens can be stored in the HCC.

Children in Pre Prep should have with them a bag containing an EpiPen, a bottle of antihistamine medicine, Salbutamol inhaler (if care plan requires it) and a personalised care plan with instructions for using the EpiPen. This will be kept in their classroom with the child. Pre-Prep staff will ensure that the bag accompanies the child as they move around the school.

Parental Responsibilities

Parents must notify the School Nurse of their child's allergy as soon as possible. This can be done by completing an Allergy Health form which is provided by the Health Centre.

It is the responsibility of the child's parents to provide a box or bag containing an EpiPen, antihistamine medicine and Salbutamol inhaler as required. Parents are also responsible for ensuring that their child's EpiPen is in date and when they are due to expire, a new EpiPen should be provided.

Kitchen Staff

Kitchen staff will be consulted where a pupil's allergy involves food. A picture of the pupil will be provided and information on the specific allergy discussed with the kitchen manager, who will in turn notify the catering team.

School Trips

The Designated First Aider will be responsible for ensuring that staff organising school trips and away games matches are aware of the specific children requiring EpiPens. The staff member in charge and the first aider on the trip are responsible for checking that individual pupils are carrying their EpiPens. They must familiarise themselves with the location of the EpiPen bag or box for the duration of the trip.

Care Plan

Documentation will be kept with the EpiPen at all times. This will be in the form of an individual care plan. The care plan will include details on how to administer the required medicines, next of kin details and specific instruction on how to use the EpiPen. The care plan will be shared with all Ranby House staff. Copies of the care plans are also available in the staff room. During school trips, the Designated First Aider will ensure that a copy of the care plan is included with the risk assessment paperwork.

Training

Anaphylaxis training will be provided to staff on a regular basis. The training will include symptoms and management of anaphylaxis and administration of the EpiPen. It is also available on Educare.

Emergency Instructions for an Allergic Reaction

Child's Name
D.O.B.

..... had an allergic reaction to The ingredients of all foods should be **checked carefully**.

A severe allergic reaction can cause swelling of the mouth, tongue and throat leading to difficulty in breathing and collapse, this is known as ANAPHYLACTIC SHOCK.

IT IS IMPORTANT TO REALISE THAT THE STAGES DESCRIBED BELOW MAY MERGE INTO EACH OTHER RAPIDLY AS A REACTION DEVELOPS

ASSESS THE SITUATION

Send someone to get the emergency kit which is kept in:

MILD REACTION

- ◆ Mild swelling of the face / lips
- ◆ Itching of the Skin / Rash
- ◆ Nausea

ACTION

- ◆ Give (name of anti histamine & dose)
- ◆ Monitor child until you are happy he / she has returned to normal
- ◆ If symptoms worsen see – SEVERE REACTION

SEVERE REACTION

- ◆ Difficulty Breathing/coughing/choking
- ◆ Severe swelling of lips / eyes/ face
- ◆ Pale / floppy
- ◆ Collapsed / unconscious

ACTION

- ◆ Send someone to telephone 999 for an ambulance – as set out in emergency telephone procedure overleaf.
- ◆ Start the Epipen procedure set out overleaf

Lie the child down and remove their trousers if they are made of thick material.

Take Epipen – remove grey cap

Restrain child's leg firmly. Jab Epipen firmly into outer aspect of mid-thigh.

MAKE SURE A CLICK IS HEARD.

Hold Epipen in place for 10 seconds (make a note of the time)

Remain with child until ambulance arrives.
KEEP THEM LAID DOWN. DO NOT SIT UP and OBSERVE AIRWAY

NB Give used Epipen to ambulance staff – do not touch the needle. If you do prick yourself, wash the wound under running water and contact your GP.

Date:	Review date	Review date	Review date
--------------	--------------------	--------------------	--------------------

EMERGENCY

TELEPHONE PROCEDURE

- 1. DIAL 999.** Tell the operator you need an ambulance **immediately**. Tell them you have a case of **anaphylaxis** (ana-fil-ac-sis) and that a child is having difficulty breathing and is losing consciousness.
- 2.** Either telephone the Designated First Aider on extension **252** or use the walkie-talkies. Tell them you have an emergency with a child having an anaphylactic reaction.
- 3.** Family contact numbers

Mother: H:	M:
Father: M:	W:

Epilepsy

Aim

The aim is to ensure that all staff are aware of epilepsy management so that each pupil can participate fully in school life, and in the event of an epileptic seizure, receive prompt and effective treatment.

16. Introduction

Epilepsy is defined as a neurological disorder marked by sudden recurrent episodes of sensory disturbance, loss of consciousness, or convulsions, associated with abnormal electrical activity in the brain. This causes a temporary disruption in the normal message passing between brain cells. This disruption results in the brain's messages becoming halted or mixed.

The brain is responsible for all of the functions in the body, so what a person experiences during a seizure will depend on where in their brain the epileptic activity begins and how widely and rapidly it spreads. For this reason, there are many different types of seizure and each person will experience epilepsy in a way that is unique to them.

The school welcomes pupils with epilepsy and encourages all pupils to achieve their potential in all aspects of school life. Staff will be encouraged to seek opportunities for training on managing epilepsy from the school nurse on an annual basis whenever a pupil with epilepsy is admitted to school.

17. Medication

As there is no cure for epilepsy, pupils may be prescribed regular medication to help control their symptoms. This will either be administered at home or may need to be administered in school, where it will be administered by the Designated First Aider or a trained member of staff in the Health Centre.

18. Record Keeping

When a pupil joins the school, parents are required to complete a Medical Form. If they inform the school that their child suffers from epilepsy, a further more detailed medical form specifically for epilepsy is completed. Pupil's medical conditions are updated regularly and recorded electronically by the School Nurse at Worksop College. This information is then circulated by the School Nurse at Worksop College to school staff. Staff are reminded intermittently to check the information and familiarise themselves with the individual pupils. All pupils with epilepsy will have an individualised care plan which will highlight triggers for their seizures and give suitable treatment options.

19. Games And Activities

Taking part in sports, games and activities is an essential part of school life for all pupils. Pupils with epilepsy are encouraged to participate fully in all P.E. lessons and games sessions. Teaching staff may need to be aware of the activity they are supervising in case of potential triggers e.g. photosensitivity – flashing or flickering lights, stress, excitement or anxiety. Teaching staff will be made aware of any known triggers.

20. Epileptic Seizures

A flow diagram of emergency action in the event of a pupil suffering an epileptic seizure is attached to this policy and will be in each pupil's individual Care Plan, Appendix A.

Epilepsy Appendix 1: Epilepsy Flow Chart

Epilepsy Flow Chart

Name.....

Class.....

Photograph of Pupil

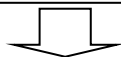


RANBY HOUSE

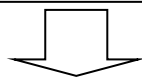
Absence seizure

Symptoms include:

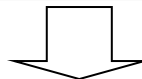
- Twitching
- Sweating
- Dizziness or nausea
- Disturbances to hearing, vision, smell or taste
- Unaware of surroundings or what they are doing, seem to be day dreaming
- Smacking lips
- Fully conscious



- Guide the pupil away from danger
- Keep calm and reassure the pupil
- Stay with pupil until fully recovered



Tonic-clonic seizure Pupil loses consciousness; the body stiffens, and then falls to the ground followed by jerking movements. After a minute or two jerking movements should stop and pupil should slowly regain consciousness



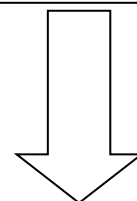
Is pupil responding?

YES

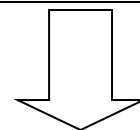
- Reassure pupil
- Cushion their head
- Stay with pupil
- Place in recovery position to aid breathing once seizure has finished
- Inform Health Centre Ext 138

Call an ambulance if:

- Seizure continues **for more than 5 minutes**
- One seizure follows another without the person regaining consciousness between seizures
- The pupil is injured during the seizure
- You believe the child needs urgent medical attention



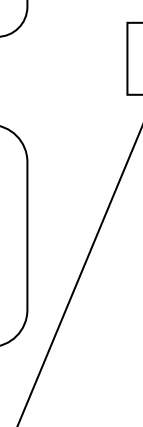
- Dial 999 for ambulance
- Stay with pupil



While waiting for the help:

- Do not restrain pupil
- Do not put anything in the pupil's mouth
- Do not move pupil unless in danger
- Do not attempt to bring them round
- Do not give anything to eat or drink until fully recovered

NO



Sun Protection

Aim

Through the operation of this policy we aim to: ensure children in Prep, Pre-Prep and EYFS to enjoy the benefits of the sun without incurring sun damaged skin.

Introduction

Research has consistently shown that suffering episodes of sunburn in childhood can lead to skin cancer in later life (Cancer Research UK). In conjunction with Cancer Research, Ranby House has adopted the SunSmart code.

The Sunsmart Code

Spend time in the shade between 11 & 3
Make sure you never burn
Aim to cover up with a t-shirt, hat and sunglasses
Remember to take extra care with children
Then use factor 15+ sunscreen

Protection – Parents Responsibility

The parents of Prep, Pre-Prep and EYFS children are primarily responsible for ensuring that their child is fully protected against the harmful effects of the sun.

- It is recommended that a suitable all day sunscreen (at least factor 15+) is applied by parents before school, regardless of the weather, during the summer months.
- Where a child requires extra sun protection for a recognised medical condition; parents will provide a doctor's letter highlighting specific details. Sunscreen in a clearly named, labelled bottle will be supplied by parents along with written consent for staff to apply the sunscreen at break times.
- Parents or carers of children, who have a medical reason which prevents them from wearing sun screen, will be asked to provide a suitable alternative.
- Sunscreen should be replaced by parents annually or more often as required.
- Each child must have a named Ranby House hat, and a named water bottle. Both items can be purchased from the school shop.
- Parents should encourage their children to be sun safe by educating them about sun exposure, using the SunSmart code and teaching them how to apply sunscreen properly.
- If parents feel that their child is able to, sun protection may be applied by the child if needed. It should be clearly labelled and kept in their bag and applied during breaks.

Protection – The School's Responsibility

The school is committed to encouraging children to be sun safe, and have introduced a number of measures to help towards this end.



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- A large covered area is provided within the EYFS playground and children are encouraged by staff to use the covered area during hot sunny weather.
- On very hot days, between 11am and 3pm, children's play will be restricted to the covered area.
- At the start of summer term, staff will have a sun-safe story/ information session with all the EYFS and Pre-Prep children, to remind them of the dangers of the sun.
- Staff will use daily opportunities to remind the children of sun safety and the importance of wearing a hat, applying sunscreen and covering up.
- Staff will encourage children to drink plenty of water to help prevent dehydration.

Asthma

Introduction

The aim of this policy is to ensure all staff are aware of asthma management so that each pupil can participate fully in school life and, in the event of an asthma attack, receive efficient and prompt treatment.

The school recognises that asthma is a widespread serious but controllable condition affecting some pupils at school. It is estimated that 1 in 10 children suffer from asthma, making it a significant condition for all staff to be aware of and know the basic management.

The school welcomes pupils with asthma and encourages them to achieve their potential in all aspects of school life. School staff will be provided with opportunities for training on asthma management from the School Nurse during First Aid training and on the September INSET days on an annual basis.

Asthma Medicines

Reliever medicines in the form of asthma inhalers are often prescribed to individuals diagnosed with asthma. When used effectively they should help manage their symptoms. Immediate access to asthma inhalers is essential. Reliever inhalers are usually blue in colour and pupils in the Prep School with asthma are encouraged to carry their inhaler with them at all times. Pupils in EYFS will have their asthma inhaler stored in the staff room medicine cabinet and staff will administer or assist in administering it as required. Pupils in Year 1 and 2 will store their asthma inhaler on the teachers desk.

Asthma inhalers are prescribed on an individually named basis. Parents are requested to label inhalers and to provide a spare one for their child, which is kept in the Health Centre.

School staff will allow pupils to use their inhaler when they need to. However, if they are concerned about the amount of times an inhaler is required, the child should be referred to the Health Centre for assessment by the Designated First Aider.

Record Keeping

When a pupil joins the school, parents complete a Medical Form which requests details of any allergies or medical conditions that their child has. It is the responsibility of parents to notify the Designated First Aider of any changes or new diagnosis.

Medical records are updated regularly by the Designated First Aider in conjunction with the School Nurse at Worksop College. Medical information is distributed electronically on a daily basis and is accessible to any member of staff taking a class register. Photographs of pupils with asthma are circulated regularly throughout the school year and includes if a child has been given permission by parent/guardian to use an emergency inhaler kept in school. These are displayed in the staff room first aid cupboard. Parents occasionally forget to inform the Health Centre if their child has been diagnosed with a condition, so any child suspected of having asthma must be referred to the Designated First Aider.

Games And Activities

Taking part in sports, games and activities is an essential part of school life for all pupils. Pupils with asthma are encouraged to participate fully in all P.E. lessons. Teaching staff involved in games, art,



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cooking, design technology and outside activities / trips etc. are required to remind any pupils to take their inhaler before activities begin. School staff should be aware of the particular triggers within their subject specialism, and know what to do in the event of an asthma attack.

Asthma Attacks

A flow chart of action in the event of a pupil suffering an asthma attack is attached to this policy (Appendix 1), and will be in every asthma pupil's Individual Care Plan.

Asthma Appendix 1 Asthma Flow Chart

Symptom Flowchart for Asthma Attack

Photograph
of pupil

Name.....

Class.....

Refer to individual Health Care Plan and
medication container for dosage

Mild Asthma Attack

- Increase in coughing
- Slight wheeze
- No difficulty in speaking
- Not distressed

Help Child to:

- Breathe slowly
- Sit upright or lean forward
- Loosen tight clothing

- Give Reliever inhaler (blue) preferably through spacer
- Repeat as required up to a maximum of 4 puffs until symptoms resolved

Is child responding?

YES

- Reassure child
- Stay with child

NO

Severe asthma attack

- Distressed and gasping or struggling for breath
- Cannot complete a sentence
- Showing signs of fatigue or exhaustion
- Pale, sweaty and may be blue around lips
- Reduced level of consciousness

- Dial 999 for ambulance
- Stay with child
- Reassure child

While waiting for the ambulance;

- Continue to give reliever inhaler 1 puff / minute for ten minutes preferably through spacer
- DO NOT attempt to put your arm around child's back or "cuddle" the child
- Help the child to;
 - Breathe slowly
 - Sit upright or lean forward
 - Loosen tight clothing