

# First Aid Policy



**COOMBE HOUSE**  
SCHOOL

<b>Policy owner:</b>	Facilities and Health & Safety Manager	<b>Adoption Date:</b> January 2023
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## **1 Aims**

- 1.1 This is the First Aid policy of Dorset Centre of Excellence Limited which operates Coombe House School and other peripheral commercial and community activities.
- 1.2 The aims of this policy are as follows:
  - 1.2.1 to provide a whole company culture of openness, safety, equality, and protection.
  - 1.2.2 to ensure that the Company has adequate, safe, and effective First Aid provision for every member of staff, child and young person, and visitor to the site to be well looked after in the event of any illness, accident, or injury.
  - 1.2.3 to ensure that all staff and children and young people are aware of the procedures in the event of any illness, accident, or injury.

## **2 Scope and Application**

- 2.1 This policy applies to the whole Company, and includes activities which take place away from the main premises.
- 2.2 This policy shall also always apply to children and young people and places in circumstances where failing to apply this policy may:
  - 2.2.1 affect the health, safety, or well-being of a member of the Company community or a member of the public; or
  - 2.2.2 have repercussions for the orderly running of the Company.
- 2.3 **Nothing in this policy should prevent any person from contacting the emergency services in the event of a medical emergency. For the avoidance of doubt, staff should dial 999 for the emergency services in the event of a medical emergency before implementing the terms of this policy and make clear arrangements for liaison with ambulance services.**

## **3 Regulatory Framework**

- 3.1 This policy has been prepared to meet the Company's responsibilities under:
  - 3.1.1 Education (Independent School Standards) Regulations 2014
  - 3.1.2 Education and Skills Act 2008
  - 3.1.3 Children Act 1989
  - 3.1.4 Childcare Act 2006
  - 3.1.5 Equality Act 2010
  - 3.1.6 Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR)
  - 3.1.7 Data Protection Act 2018 and UK General Data Protection Regulation (GDPR)
  - 3.1.8 Health and Safety at Work etc. Act 1974
  - 3.1.9 Health and Safety (First-Aid) Regulations 1981
- 3.2 This policy has regard to the following guidance and advice:

- 3.2.1 Guidance on the use of emergency salbutamol inhalers in schools (Department of Health, March 2015)
- 3.2.2 Guidance on the use of adrenaline auto-injectors in schools (NHS Choices)
- 3.2.3 Guidance on First Aid for schools (DfE, February 2022)
- 3.2.4 Incident reporting in schools (accidents, diseases, and dangerous occurrences): guidance for employers (Health and Safety Executive (HSE) EDIS1 (revision 3), October 2013)
- 3.2.5 First Aid at work: the Health and Safety (First-Aid) Regulations 1981 guidance on Regulations (2013)
- 3.2.6 Workplace First Aid kits. Specification for the contents of workplace First Aid kits, BS 8599-1:20193.3
- 3.3 Other policies may be relevant to this policy including, for example, the Health and Safety Policy.

#### **4 Publication and Availability**

- 4.1 This policy is published on the Company's website.
- 4.2 This policy is available in hard copy on request.
- 4.3 A copy of the policy is available for inspection from the Company office during working hours.
- 4.4 This policy can be made available in large print or another accessible format if required.

#### **5 Definitions**

- 5.1 Where the following words or phrases are used in this policy:
  - 5.1.1 References to the **Proprietor** and/or the **Company** are references to Dorset Centre of Excellence Limited.
  - 5.1.2 References to **Appointed Persons** mean members of staff who are not qualified First Aiders but who are responsible for looking after the First Aid equipment and facilities and calling the emergency services if required.
  - 5.1.3 References to **EFAW** means Emergency First Aid at Work.
  - 5.1.4 References to **First Aid** means the treatment of minor injuries which do not need treatment by a medical practitioner or nurse as well as treatment of more serious injuries prior to assistance from a medical practitioner or nurse for the purpose of preserving life and minimising the consequences of injury or illness.
  - 5.1.5 For the avoidance of doubt, First Aid does not include giving any tablets or medicines, the only exception being giving aspirin in accordance with accepted First Aid practice to treat a suspected heart attack.
  - 5.1.6 References to **FAW** means First Aid at Work.

- 5.1.7 References to **First Aiders** mean the members of staff who have completed an approved First Aid course and hold a valid certificate of competence in FAW, EFAW, PFAW or EPFAW.
- 5.1.8 References to **First Aid Guidance** is the guidance identified at paragraph 3.2.
- 5.1.9 References to **First Aid Personnel** means First Aiders or Appointed Persons or both.
- 5.1.10 References to **PFAW** means Paediatric First Aid at Work.
- 5.1.11 References to **EPFAW** means emergency Paediatric First Aid at Work.
- 5.1.12 References to **RIDDOR** are to the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (SI 2013/1471).
- 5.1.13 References to **staff** means any person employed by the Company, volunteers and self-employed people working on Company premises.
- 5.1.14 The Medical Room is used for the provision of medical treatment, including First Aid, when required and contains essential First Aid facilities and equipment. As far as is possible, this room is reserved exclusively for giving medical treatment. It will always be made available at point of need if it is ever used for any other purpose. The Medical Room is clearly signposted and identifiable with a white cross or white writing on a green background.

## 6 Responsibility statement and allocation of tasks

- 6.1 The Proprietor has overall responsibility for all matters which are the subject of this policy.
- 6.2 To ensure the efficient discharge of its responsibilities under this policy, the Proprietor has allocated the following tasks:

Task	Allocated to	When / frequency of review
Keeping the policy up to date and compliant with the law and best practice	Facilities and Health and Safety Manager	As required and at least annually
Monitoring the implementation of the policy, relevant risk assessments and any action taken in response and evaluating effectiveness	Facilities and Health & Safety Manager Headteacher (for Coombe House School)	As required and at least termly
Seeking input from interested groups (such as children and young people, staff, parents/carers) to consider improvements to the company's processes under the policy	Facilities and Health and Safety Manager Headteacher (for Coombe House School)	As required and at least annually
Formal oversight of the administration of First Aid within the Company including:	Facilities and Health and Safety Manager	Ongoing

Task	Allocated to	When / frequency of review
<ul style="list-style-type: none"> <li>• Ensuring that there is adequate First Aid equipment, facilities and First Aid Personnel available to the Company.</li> <li>• Ensuring that staff have the appropriate and necessary First Aid training as required and that they have the appropriate understanding, confidence and expertise in relation to First Aid.</li> <li>• Ensuring that the medical information and consent forms and up to date medical information for each child and young person is collated and that the forms and information are accessible to staff as necessary.</li> </ul>	Headteacher (for Coombe House School)	
In the event of an accident, injury or illness requiring First Aid, timely completion of a record of First Aid provision using the School's compliance system 'Access Health & Safety'	First Aiders	As required
Monitoring and carrying out regular reviews of the Company's systems and management of First Aid and medical welfare including any trends in accidents, incidents, injuries and illnesses at the Company to identify whether a change in welfare practice is needed to ensure that the Company's First Aid provision is appropriate.	Facilities and Health and Safety Manager Headteacher (for Coombe House School)	Ongoing and at least termly

6.3 The Facilities and Health and Safety Manager and Headteacher may delegate duties as appropriate to other members of staff who have received training in accordance with this policy.

## 7 First Aid provision at the Company

7.1 There will be at least one First Aider on the Company site when children and young people are present.

7.2 An up-to-date list of First Aiders can be found at the Company office.

7.3 The main duties of First Aiders are to give immediate First Aid to children and young people, staff or visitors when needed and to ensure that an ambulance or other professional medical help is called when necessary. First Aiders are to ensure that their First Aid certificates are kept up to date through liaison with the Facilities and Health and Safety Manager and HR Manager.

7.4 First Aiders will undergo updated training at least every three years to maintain their qualification.

- 7.5 All staff should read and be aware of this policy, know who to contact in the event of any illness, accident or injury and ensure this policy is followed in relation to the administration of First Aid.
- 7.6 All staff will use their best endeavours, always, to secure the well-being and welfare of the children and young people.

## **8 Risk Assessment**

- 8.1 The Facilities and Health and Safety Manager has overall responsibility for ensuring that the Company's First Aid needs are adequately risk assessed and for ensuring that the relevant findings are implemented, monitored and evaluated.
- 8.2 Factors which may be considered in assessments may include:
  - 8.2.1 required First Aid provision for staff, children and young people, and others.
  - 8.2.2 any specific First Aid, medical or health needs that may affect the Company community or its members e.g., if those with specific medical conditions or known allergies.
  - 8.2.3 the hazards and risks associated with the Company's operations and activities.
  - 8.2.4 any changes to the Company's activities or operations.
  - 8.2.5 any relevant history of accidents.
  - 8.2.6 the remoteness of the site from emergency medical services.
  - 8.2.7 annual leave and other absences of First Aiders / Appointed persons.

## **9 First Aid Boxes**

- 9.1 First Aid boxes are marked with a white cross on a green background. The content of the First Aid boxes will be appropriate for use with children and young people and will be determined by the Company's First Aid needs assessment and will usually be stocked in accordance with *Workplace First Aid kits. Specification for the contents of workplace First Aid kits*, BS 8599-1:2011, June 2011.
- 9.2 First Aid boxes are located at various positions around the Company site and are as near to hand washing facilities as is practicable.
- 9.3 First Aid boxes can always be found at:
  - 9.3.1 Company Office
  - 9.3.2 Medical Room
- 9.4 If First Aid boxes are used, they should be taken to the Company office where staff will ensure that the First Aid box is properly re-stocked.
- 9.5 The First Aid boxes will regularly be checked to allow the Company to dispose of items safely once they have reached their expiry date.
- 9.6 **Company transport:** Any company vehicles shall have a prominently marked First Aid box on board which is readily available for use, and which is maintained in a good condition. The

First Aid box should be stocked in accordance with part 2 of schedule 7 of the Road Vehicles (Construction and Use) Regulations 1986 (SI 1986/1078) which is set out in Appendix 1.

9.7 **Off-site activities:** First Aid boxes for any off-site activities are kept in the Medical Room.

## **10 Automated External Defibrillators (AEDs)**

10.1 Automated External Defibrillators (AEDs) are devices that are placed externally on the body to deliver an electric shock to restart the heart in the event of cardiac arrest. They are designed to be used with no training and have visual signage on them instructing the user on the actions to take in an emergency.

10.2 AEDs are located in the Swimming Pool reception and First Aid Room.

10.3 Once a defibrillator has been used it should be made ready for use again by replacing pads, batteries and other consumables as required, and ensuring that it is not displaying any warning lights or messages.

10.4 AEDs undertake regular self-tests and, if a problem is detected, will indicate this by means of a warning sign or light on the machine. Checks should be regularly undertaken (at the same time as First Aid boxes noted in Section 9 above) in accordance with the manufacturer's guidance and any error messages actioned as necessary.

## **11 Sharing Information on Children and Young People**

11.1 Staff should never provide children and young people with an absolute assurance of privacy and should explain to them at the outset the importance of sharing information about any medical conditions and treatment with others on a "need-to-know basis". Where applicable, the relevant child protection and safeguarding procedures shall be followed.

11.2 For Coombe House School, the school promotes ongoing communication with parents to ensure that the specific medical needs of all pupils in our care are known and met. However, the School balances this against the wishes of pupils who are Gillick competent to consent to or withhold their consent in relation to treatment without involving their parents. The School will balance the pupil's wishes against the School's overarching duties to safeguard pupils' health, safety, and welfare and to protect pupils from suffering significant harm.

11.3 Parents/carers are requested to provide written consent for the administration of First Aid, medical treatment, and medication. This requirement will not prevent a child of sufficient understanding and intelligence to understand fully what is proposed, from giving or withholding consent to medical treatment or from seeking advice or treatment in confidence. In such circumstances, staff will explain to children and young people the importance of sharing information on a "need-to-know" basis as set out at paragraph 11.1 above.

11.4 Children and young people's medical information should be kept confidential however, where the Company considers it necessary to safeguard or promote their welfare or to avert a perceived risk of serious harm to them or to other persons at the Company, and it is considered proportionate to the need and level of risk, information may still be shared with the DSL, other staff, parents / carers, medical professionals, and external agencies (such as the Local Safeguarding Partner) on a "need-to-know" basis.



## **12 Procedures for Children and Young People with Medical Conditions such as Asthma, Epilepsy, Diabetes, etc.**

- 12.1 The information held by the company will include details of children and young people who need to have access to asthma inhalers, AAIs, injections or similar and this information should be circulated to the relevant staff and First Aiders.
- 12.2 Where appropriate, individual children and young people will be given responsibility for keeping such equipment with them and this will be reviewed on a regular basis. In other cases, arrangements will be made with the individual in consultation with their parents / carers to ensure that they have safe and prompt access based on their particular needs.
- 12.3 The Company will ensure it has access to appropriate guidance to deal with common medical conditions such as anaphylaxis, asthma, epilepsy, and diabetes, dependent on the known diagnoses of the children and young people on the site.
- 12.4 **Asthma:** the Company makes suitable arrangements to ensure that children and young people that require access to a salbutamol inhaler have access to this at point of need.
- 12.5 **Anaphylaxis:** Currently the company does not have the need to store spare AAI kits or provide staff with the appropriate training. If circumstances change, the Company will adopt the *Guidance on the use of adrenaline autoinjectors (AAIs) in schools* and will make arrangements to hold spare / back up devices which can be used when a child or young person is not able to access his or her own AAI. At this time, appropriate training will be provided.

## **13 Procedure in the Event of Illness (Coombe House School)**

- 13.1 If a pupil is unwell during lessons, then they should consult the member of staff in charge who will assess the situation and decide on the next course of action. Where necessary, the pupil will be accompanied to Medical Room or School Office, where the First Aider will provide the First Aid as required and decide on the next course of action.
- 13.2 School staff may visit the School Office should they become unwell or have a medical need as and when necessary but appropriate cover must be arranged.
- 13.3 The School will discuss with parents the procedures for children who may become ill or infectious and take necessary steps to prevent the spread of infection and illnesses.

## **14 Procedure in the Event of an Accident or Injury**

- 14.1 If an accident occurs, then the member of staff in charge should be consulted. That member of staff will assess the situation and decide on the next course of action, which may involve calling immediately for an ambulance.
- 14.2 If a First Aider does not consider that they can adequately deal with the presenting condition by the administration of First Aid, then they should arrange for the injured person to access appropriate medical treatment without delay. This may involve calling for an ambulance or planning to transport the injured person to A & E or access other appropriate medical services.
- 14.3 **Ambulances:** If an ambulance is called then the person in charge should organise for the ambulance to have access to the accident site. Where necessary GPS co-ordinates should be provided, and arrangements should be made for the ambulance to be met.

- 14.4 Staff should always call an ambulance when there is a medical emergency and/or severe injury.
- 14.5 Examples of medical emergencies may include:
  - 14.5.1 a significant head injury.
  - 14.5.2 fitting, unconsciousness, or concussion.
  - 14.5.3 difficulty in breathing and / or chest pains.
  - 14.5.4 exhaustion, collapse and / or other signs of an asthma attack.
  - 14.5.5 a severe allergic reaction.
  - 14.5.6 a severe loss of blood.
  - 14.5.7 severe burns or scalds.
  - 14.5.8 the possibility of a serious fracture.
- 14.6 Arrangements should be made to ensure that any child or young person is accompanied in the ambulance or followed to hospital by a member of Staff if it is not possible to contact their parent(s) (or legal guardian(s)) in time.
- 14.7 If ambulance waiting times are considered excessive, staff will consider guidance from the call handler and / or NHS Direct regarding appropriate steps that should be taken.

## **15 Hygiene and Infection Control**

- 15.1 If a spillage of blood or other bodily fluids occurs, the Facilities and Health and Safety Manager must be informed. They will then arrange for the proper containment, clear-up and cleansing of the spillage site.
- 15.2 Where there is a risk that the person who requires First Aid, has, or is suspected of having a contagious condition such as COVID-19, the First Aider will follow current health protection guidance and will wear appropriate PPE (Personal Protective Equipment) such as fluid-resistant surgical face masks (also known as Type IIR), disposable gloves, disposable plastic aprons and eye protection (where there is a risk of fluids entering the eye). They will arrange for the proper disposal of PPE and cleaning of the contaminated area.
- 15.3 All staff should take precautions to avoid infection and to follow basic hygiene procedures (such as regular hand washing).
- 15.4 The First Aider should take the following precautions to avoid risk of infection:
  - 15.4.1 cover any cuts and grazes on their own skin with a waterproof dressing.
  - 15.4.2 wear suitable single use disposable gloves when dealing with blood or other bodily fluids.
  - 15.4.3 use suitable eye protection and a disposable apron where splashing may occur.
  - 15.4.4 use devices such as surgical face masks or face shields, where appropriate, including when giving mouth to mouth resuscitation.
  - 15.4.5 wash hands after every procedure.

- 15.5 If the First Aider suspects that they or any other person may have been contaminated with blood and other bodily fluids which are not their own, the following actions should be taken without delay:
- 15.5.1 wash splashes off skin with soap and running water.
  - 15.5.2 wash splashes out of eyes with tap water or an eye wash bottle.
  - 15.5.3 wash splashes out of nose or mouth with tap water, taking care not to swallow the water.
  - 15.5.4 record details of the contamination.
  - 15.5.5 report the incident to the Head and take medical advice if appropriate.

## **16 First Aid in the Physical Education Department (Coombe House School)**

- 16.1 **Location of First Aid equipment:** The PE Department is responsible for ensuring First Aid boxes are available for the relevant sporting areas at the site.

## **17 Reporting**

- 17.1 In the event of an accident, injury or illness requiring First Aid, the relevant First Aider should complete a timely record of First Aid provision using the Company's compliance system 'Access Health & Safety'. These records will be regularly monitored by the Facilities and Health & Safety Manager and the Headteacher (for Coombe House School) to identify whether a review or change in practice is needed.
- 17.2 Where the accident, injury or illness could give rise to potential safeguarding concerns, the Company's child protection and safeguarding policies and procedures will be followed as appropriate. Staff are particularly reminded to be alert to indicators of sexual violence and female genital mutilation where in each case there are specific reporting procedures under the Company's Safeguarding and Child Protection Policy.
- 17.3 **Reporting to Parents:** In the event of serious accident, injury or illness, parents or guardian(s) must be informed as soon as practicable. The member of staff in charge at the time will decide how and when this information should be communicated, in consultation with the Headteacher if necessary.
- 17.4 **Coombe House School:** The school will inform parents of any accidents or injury or First Aid treatment that is given to pupils on the same day or as soon as is reasonably practicable.
- 17.5 The Company will notify local child protection agencies, as appropriate, of any serious accident or injury to, or the death of, any child whilst in their care and act on any advice given. Coombe House School (as a registered provider) will consider whether it is necessary to notify Ofsted of any serious accident, illness, or injury to, or death of, any child whilst in their care, and of the action taken in respect of it.
- 17.6 **Reporting to HSE:** The Company is legally required under RIDDOR to report the following to the HSE:
- 17.6.1 **Accidents involving Staff**
    - (a) work related accidents resulting in death or "specified" injury (including because of physical violence) must be reported immediately (major injury

examples: any loss of consciousness caused by head injury or asphyxia; amputation); or

- (b) work related accidents which prevent the injured person from continuing with his / her normal work for more than seven days: or
- (c) cases of work-related diseases that a doctor notifies the company of (for example: certain poisonings; lung diseases; infections such as tuberculosis or hepatitis; occupational cancer); or
- (d) certain dangerous occurrences (near misses - reportable examples: bursting of closed pipes; electrical short circuit causing fire; accidental release of any substance that may cause injury to health).

#### 17.6.2 Accidents involving children and young people or visitors

- (a) accidents where the person is killed or is taken from the site of the accident to hospital and where the accident arises out of or in connection with:
  - (i) any Company activity (on or off the premises)
  - (ii) the way a company activity has been organised or managed (e.g., the supervision of a field trip)
  - (iii) equipment, machinery, or substances; and / or
  - (iv) the design or condition of the premises.

17.6.3 More information on how and what to report to the HSE, can be found in *Incident reporting in schools (accidents, diseases, and dangerous occurrences)* (EDIS1 (revision 3)) and at <http://www.hse.gov.uk/riddor/resources.htm>. It is also possible to report online via the following link: <http://www.hse.gov.uk/riddor/index.htm>.

#### 17.6.4 Reporting to others

- (a) The Company will ensure that it complies with any other reporting obligations triggered by the accident, injury or illness including, but not restricted to, making a report to the Company's relevant insurers, and / or to other relevant statutory agencies and / or regulators.

## 18 Staff Training

- 18.1 The Company ensures that regular guidance and training is arranged on induction and at regular intervals thereafter so that staff and volunteers understand what is expected of them by this policy and have the necessary knowledge and skills to carry out their roles.
- 18.2 The level and frequency of training depends on role of the individual member of staff.
- 18.3 The Company's HR Department maintains records of all staff training.
- 18.4 All staff will be informed of what to do in an emergency, which will include reference to who the designated First Aiders / Appointed Persons are and the identity of those who are trained to administer emergency medication, such as AAls.
- 18.5 First Aiders will undergo updated training at least every three years and as otherwise required to maintain their qualification. First Aiders will undertake either a one day or three day training course as necessary to meet the operational requirements of the Company.

## **19 Education (Coombe House School)**

- 19.1 Age-appropriate concepts of basic First Aid are taught as part of the personal, social, health and economic education curriculum.
- 19.2 This can include explaining to pupils how to judge how they, or someone they know, needs First Aid or support and where they can seek help if they have concerns and details on which adults in school (e.g. First Aiders) and externally can help.

## **20 Record Keeping**

- 20.1 All records created in accordance with this policy are managed in accordance with the Company's policies that apply to the retention and destruction of records.

## **21 Links with Other Policies/Procedures**

- 21.1 This First Aid Policy is linked to our:
- 21.1.1 Health and Safety Policy
  - 21.1.2 Data Retention and Disposal Procedure and Guidance
- 21.2 All of our policies and procedures are available from the Office. The contact details are listed below:

Email: [office@dorsetcentreofexcellence.org.uk](mailto:office@dorsetcentreofexcellence.org.uk)

Telephone: 01747 449 844

## **22 Version Control**

Date of adoption of this policy, by or on behalf of the Proprietor	January 2023
Date of last review of this policy	December 2023
Date for next review of this policy	December 2024
Policy owner (Proprietor)	Dorset Centre of Excellence

**Appendix 1 Part 2 of schedule 7 of the Road Vehicles (Construction and Use) Regulations 1986 (SI 1986/1078)**

First Aid equipment:

- ten antiseptic wipes, foil packed
- one conforming disposable bandage (not less than 7.5 cm wide)
- two triangular bandages
- one packet of 24 assorted adhesive dressings
- three large sterile un-medicated ambulance dressings (not less than 15.0 cm × 20.0 cm)
- two sterile eye pads, with attachments
- twelve assorted safety pins
- one pair of rustles blunt-ended scissors

## Appendix 2 Record of First Aid

A record should be maintained of each occasion on which First Aid is administered using the prescribed system (Access Health & Safety) or, if this system is unavailable, via the form below. Completed forms should be returned promptly to the Facilities and Health and Safety Manager.

### FIRST AID TREATMENT RECORD

Date:	Time first aider summoned:	am/pm
Name of First Aider(s) in attendance:		
How summoned:		
Name of casualty:		
Staff/pupil/other		
Assessed condition or injury suffered:		
Treatment and advice given:		
Parent/carer advised: Yes/No		
Ambulance summoned: YES/NO		
Issues encountered:		
Signature:		

### Appendix 3 Record of Accident Causing Personal Injury to Staff

Record of accident causing personal injury to staff	
Date and time of report	
Date and time of accident	
Full name (staff member)	
Address (staff member)	
Occupation (staff member)	
Location of administration of First Aid (if applicable) and location of accident	
Details of the injury / illness / event and what First Aid was administered (if applicable)	
Cause of injury	
What happened to the person immediately afterwards (did they go home / to hospital etc)?	
Was the HSE informed? (If so, please provide details of the date and method of reporting)	
Name of First Aider / Appointed Person (if applicable)	
Name of person making the report	
Occupation of person making the report	
Signature	
Date of signature	



#### Appendix 4 Medical Consent (Coombe House School)

**First Aid:** I / We consent to appropriately trained and qualified members of the School staff to administer First Aid to my / our child where appropriate.

**Medical treatment:** I / We hereby give my consent for the School to act on my / our as necessary for my child's welfare if he/she requires a medical examination, medical testing, or minor medical treatment such as attendance at a local GP, doctor, or optician.

**Emergency medical treatment:** I / We give my / our consent for the Headteacher to act on our behalf to authorise emergency medical treatment as necessary for my child's welfare in the event I / we cannot be contacted in time.

**The administration of medicines:** I / We hereby give my consent for appropriately qualified members of the School staff to administer prescription medication as listed in the medication section of the medication and treatment section of the medical information form or as subsequently notified to the School and / or non-prescription medication such as paracetamol, ibuprofen, simple cough linctus, indigestion remedies and other over-the-counter remedies under protocols from the School Doctor for treating minor ailments.

If there is any medication or remedies, you would prefer your child not to receive please indicate these in the box below.

	First signatory	Second signatory
<b>Signature</b>		
<b>Title</b> (e.g. Mr, Mrs, Ms)		
<b>Name in full</b> (Please include all names)		
<b>Relationship to child</b>		
<b>Date</b>		

## **Appendix 5    Guidance and Protocols for Specific Medical Conditions**

a)     Anaphylaxis

Source: <http://www.nhs.uk/conditions/Anaphylaxis/Pages/Introduction.aspx>

b)     Asthma

Source: <http://www.nhs.uk/Conditions/Asthma/Pages/Treatment.aspx>

c)     Diabetes

Source: <http://www.nhs.uk/Conditions/Diabetes/Pages/Diabetes.aspx>

d)     Epilepsy

Source: <http://www.nhs.uk/Conditions/epilepsy/Pages/treatment.aspx>