



PORT·REGIS

POLICY NAME	Health and First Aid	POLICY OWNER	Senior Nurse
APPROVED BY	Wellbeing Committee/CoM	DATE APPROVED	March 2025
DATE OF LAST REVIEW	February 2025	DATE OF NEXT REVIEW	February 2026

Health and First Aid Policy

Whole school policy including EYFS.

Health

Health Centre

Port Regis has a dedicated Health Centre, which is run by our Nurse Manager, supported by one other Health Care Professional (also a Nurse) and a Health Care Assistant (HCA).

There is always a member of the Health Centre Team on duty between the hours of: 07.00 and 20.00 from Monday – Friday and between 08.00 and 16.30 on Saturday. Outside of these hours, a member of the team is on-call to care for any children who need to be looked after in the Health Centre or for advice if the Houseparents have followed provided guidance (see appendix) and are unsure what action to take.

The Health Centre is staffed during term-time, in accordance with the school term dates as published on the school website.

The Health Centre holds surgeries at various times between 07.30 – 19.00, 5 days a week, although there are times when nurses will be out attending to an emergency or covering sport on site. We need to prioritise this, especially during rugby season. Therefore, on Wednesdays and Saturdays, we utilise our first aid trained staff to attend to simple things like plasters or minor grazes/scratches. Simple first aid can be administered by any appropriately qualified person.

After 20.00 a member of the team will be on-call from home and available if needed via the POPEMP phone.

If a child is unwell overnight, Houseparents can provide care for them in most cases. In the case of infectious illness (such as suspected chicken pox or gastroenteritis), the person on call for the Health Centre will come into School to care for the child.



PORT·REGIS

The Health Centre is located centrally in the Mansion and consists of two dormitories, one for each sex, its own kitchen, consulting room, clinical room, waiting room, lavatory and bathroom. There is also an isolation room, with its own toilet and shower.

The Health Centre is available for children who are not well enough to carry on the normal routine of school. If necessary, children may be sent home from the Health Centre.

Each bed in the Health Centre can be curtained off for privacy and has its own emergency call button. There are additional emergency call buttons in other areas of the Health Centre, and the buzzers sound in the Health Centre office, and the Day Room. Overnight, children will be shown where the doorbell to the on-call flat is, so that the HCP/HCA can be alerted if needed overnight.

Duties of the Health Care Professional or Health Centre Assistant.

HCPs/HCAs are employed primarily, to attend to the medical needs of the pupils on site, with particular responsibility for boarders. We do also have a responsibility to provide first aid to our staff and any visitors to the site. This includes Mental Health First Aid and two of the HCPs currently hold a qualification for this.

Medical checks

New boarding entrants are encouraged to register with the School GP Surgery (Abbey View Medical Centre) - those usually resident outside the UK must do so. Their height and weight are recorded and monitored as required.

Parents are encouraged to organise optician appointments, dental checks and treatment with the family dentist during school holidays, but in some circumstances, dental, orthodontic or ophthalmic appointments can be arranged locally in term time.

Influenza vaccinations are offered annually to all children from Reception – Year 8.

Parents are kept informed of any medical or mental health conditions affecting their child. House Parents are informed of any treatment given for boarders throughout the day via an emailed 'handover.' This contains details of any medication administered throughout the day and includes the time so that there is no risk of further medication being given to early if it's required out of hours. Any treatment given by Houseparents overnight is reported to the Health Centre either in person or via email and this is then logged on iSAMS.

Port Regis Health Forms are completed via the portal by parents. A copy is printed and kept in a medical folder, along with any other medical information pertaining to the child. All medical records are also uploaded onto the computer system 'iSAMS'. Members of staff are informed of any specific medical conditions, and kitchen staff are informed of any dietary needs or food allergies. Lists of these (with photograph) are available in the Sports Hall, the Health Centre, the Staff Room and Boarding Houses. Staff are also able to access medical flags via 'Student Manager' on iSAMS. This contains information which all staff caring for specific children need to be aware of. Access to all other medical records is limited to Health Centre staff in line with GDPR and only shared where necessary.



PORT·REGIS

Special medical care

Please refer to the 'Supporting Children with Medical Needs Policy.'

The Dispensary

The dispensary is situated between the two Health Centre dormitories.

There are several medicine cupboards in the treatment room – this is always locked when unattended. Controlled drugs are kept in a specifically designed double locked cupboard in the Consulting Room, which is also locked when not in use. The keys for the controlled drugs cupboard are kept separately from the main Health Centre keys (in a drawer, in the treatment room). All controlled drugs are entered into the log when they are received. They are counted and an accurate record is kept of when they were administered and the number of individual tablets remaining. This is in keeping with the regulations as set out by **The Department for Health - Controlled Drugs (Supervision of management and use) Regulations 2013**.

Children are expected to hand in all medicines and vitamins on arrival at the school. All medications and vitamins must be provided and stored in their original packaging and instructions must be in English. The school is not permitted to administer homeopathic/herbal or Chinese medicines. Vitamins may be taken in the boarding houses but must first be checked in the Health Centre to ensure that they are safe to be taken. Any that are not appropriate will be retained in the Health Centre and returned to the parents at the earliest opportunity. Regular medications are administered in the Boarding Houses and are given by one of the Houseparents or Housemothers for the younger children. A chart is prepared by the Health Centre each week and provided to junior Boarding Houses. Those in the senior Boarding Houses are generally able to self-administer medication after an assessment has been carried out by one of the Health Centre team.

A record is kept of all treatments given in the Health Centre and in all boarding houses (via iSAMS for pupils and staff). A separate record is kept of all accidents/illnesses which require a hospital visit and the accident book completed for any visitors/contractors to the site. Certain accidents and illnesses are reportable by law to the HSE (*Health and Safety Executive*) under RIDDOR (*Reporting of injuries, diseases and dangerous occurrences regulations - 2013*) and we will always make the person aware if the incident/accident is RIDDOR reportable. Some incidents/accident for pupils are also reportable but only in a small number of specific circumstances. A copy of the requirements is held in the Health Centre and also available online. The Health Centre Manager is responsible for reporting under RIDDOR.

In the Pre-Prep - Prescribed medication: Parents are expected to hand these to the class teacher and to supply written instructions on administration, to include name of drug, dosage to be given and times for medication to be administered. A dispensing form is completed whenever an adult gives a child medication. This includes name of drug, dose given, and time given. This is dated and signed by administering adult. Medications are stored securely, out of children's reach and forms are kept within each child's individual file.

PORT·REGIS

Health Promotion

Healthy eating and living habits are strongly promoted via the Life Skills curriculum, through Assemblies and during education sessions undertaken by Health Centre staff. The importance of drinking plenty of water throughout each day and eating healthy and nutritious food – amongst other topics - is emphasised. Meals are also supervised in the dining room by boarding staff, to ensure that children are receiving a balanced diet. The School Catering Department offers a wide variety of high quality and nutritious meals and snacks.

Pre-Prep staff sit and eat with Pre-Prep children and monitor their daily intake at lunchtime. If there are concerns about a child's eating habits (in either Prep or Pre-Prep), staff liaise with parents and concerns are shared in with the Health Centre and in staff meetings, to ensure all staff can be vigilant.

Staff Medication

Staff are responsible for their own medication at all times. It must be stored safely and out of reach of the children, ideally locked in a classroom office or on their person where possible. Staff must inform the Health Centre if they are taking any medication that may affect their ability to work.

Please refer to the 'Staff Code of Conduct,' which references that all staff have a duty to safeguard children in their care. This includes ensuring that any medication is not accessible.

All staff are asked to complete a medical questionnaire at the start of their employment and asked to update the Health Centre if there are any changes to their health condition which may affect their ability to work. This enables the Health Centre to carry out any necessary risk assessments and support the staff member as needed. Please note, the School HCPs do not hold Occupational Health qualifications and in some circumstances, guidance will need to be sought from an appropriately qualified Occupational Health Professionals.

First Aid

It is a statutory requirement for an employer to make adequate First Aid provision for its employees and anyone else on the premises. In the case of Schools, this includes all teaching and non-teaching staff, all pupils and any visitors to the school. The employer has a responsibility under the *Health and Safety at Work Act* (1974) for ensuring that a School has a Health and Safety Policy and this should include arrangements for First Aid.

This policy takes full account of this and of the *DfE Guidance on First Aid* – relevant documents can be found via the HSE and DfE websites.

Aims

First Aid is the first assistance or treatment given to a casualty for any injury or sudden illness before the arrival of an ambulance or qualified medical expert.

The aim of first aid is to:

- Preserve life
- Prevent the condition worsening
- Promote recovery

PORT·REGIS

Port Regis strives to provide a safe environment at all times. The purpose of this policy is to ensure:

- That there is effective, safe and timely first aid for pupils, staff and visitors in the event of an accident or illness.
- That a casualty and any others involved are treated with care, compassion and courtesy.
- All staff are aware of the system in place for dealing with accidents, injuries or illnesses and know how to call for help.
- First aid kits are available throughout the school for use by all trained staff and that these are maintained regularly. First aid kits are also available in the Health Centre for staff to take on any trips or away matches.
- Risk assessments are undertaken and updated regularly. This will provide awareness of any health and safety issues within school or on trips and help to mitigate against any potential dangers or accidents. Patterns or trends should be identified and necessary action taken to prevent recurrence.

In order to ensure adequate First Aid provision:

- There are 2 qualified HCPs and 1 HCA who cover the Health Centre during term time. All are fully trained in resuscitation techniques and have access to life-saving equipment (external defibrillator and oxygen).
- In the Pre-Prep a Paediatric First Aider is always present when there are children on site or on a trip. Prior to the trip the First Aider will seek assistance and advice from the Health Centre when necessary.
- All resident members of staff attend a First Aid course provided by an organisation approved by The Health and Safety Executive and hold a valid certificate of competence in Paediatric First Aid, renewed every three years. Such courses are also attended by relevant teaching and some peripatetic staff. Records of staff certification are kept by the Bursary and can be viewed upon request.
- Sports Centre and other support staff identified in the First Aid Risk Assessments attend the 4-day First Aid at Work course and attend a 1-day refresher course every year and they are overseen by the Sports Centre Manager. A qualified Lifeguard is present at all times during swimming activities. Records of Support Staff First Aid training are kept by the Sports Centre Manager and Bursar. The Sports Centre Manager is also responsible for the provision of First Aid during holiday courses.
- Appropriate First Aid arrangements are made for staff and pupils engaged in off-site activities and visits.
- The Health Centre is responsible for alerting all members of staff to the identification and treatment of any children with serious medical conditions (for example: Asthma, Epilepsy, Diabetes, Allergies). Details are held on the electronic database 'iSAMS'. Any member of staff who takes children out of school is required to contact the Health Centre (health@portregis.com) and provide a list of children who will be on the trip. The Health Centre will then contact the staff member with relevant medical details. If the whole form is going on a trip, lists will be

PORT·REGIS

printed by the Health Centre and medical details highlighted. It is that member of staff's responsibility to collect the First Aid bag and any necessary medication.

- In the Pre-Prep, there are two 'bum-bag' style first aid kits to be carried by Pre-Prep staff when moving around the school campus with children (e.g. to sports, walks or forest school).
- All first aid kits held in the Health Centre are checked on their return and other kits around the site are replenished termly. Staff must inform the Health Centre if they notice that supplies need replenishing, however.
- New members of staff are required to attend the School Health Centre, as part of their induction, and are given instruction on location of emergency equipment, how to access first aid for themselves or others and hygiene procedures for the spillage of bodily fluids.
- Heads of Department are required to draw up a First Aid Risk Assessment to identify any potential hazards in the teaching of their subjects and to consider preventative measures. The Risk Assessment is to be uploaded to 'iAMCompliant' and updated annually (or if there are significant changes) by the Heads of Department. These should be raised at Health and Safety meetings and the Health Centre Manager will confirm that adequate First Aid provision is available. Department Heads are responsible as follows:

Boarding – Head of Boarding

Sports Centre – Sports Centre Manager

Sports – Director of Sports

Gym – Director of Gym

Maintenance – Bursar

Grounds – Head Groundsman

Catering – Catering Manager

Domestic Staff – Domestic Manager

Lone Workers – Bursar

Pre-Prep – Head of Pre-Prep

Expeditions and Hobbies – Director of Administration

Gaps Accommodation – Bursar/Head of Boarding

Break Football – Sports Centre Manager

Hirings and Lettings – Sports Centre Manager/Bursar

External Use of FMS – Director of Music

Whole School Risk Assessment (including visitors on Grandparents Day, Sports Day etc.) – School Nurse

- Parents of new pupils are required to give consent for the administration of First Aid and medical treatment in the event of an emergency, both in school and during off-site activities. They are also encouraged to give consent for the administration of 'over the counter' medication although this is not mandatory.

PORT·REGIS

- The children themselves receive courses on First Aid delivered through the Life Skills programme and additionally by the Health Centre during PR Plus and the Leaver's Programme for A Form.

In the event of an Emergency

If an emergency occurs on the school premises the Health Centre should be called to attend, either by the emergency telephone (POPEMP) or in person. They will assess the situation and decide what course of action should be taken and if an ambulance is required to attend.

If the casualty is not breathing or clearly requires the emergency service the following action should be taken:

- Dial 999 and call for help
- Call POPEMP
- Send a 'runner' to fetch the Defibrillator, one located in Queen's Duty Manager office, one inside the north door, opposite reception
- Start CPR

In the case of a minor injury a casualty should be sent directly to the school Health Centre, to be treated by the HCP/HCA on duty. Children who have sustained a head injury should not be sent unaccompanied.

First Aid kits/boxes are available in all boarding houses, academic buildings (including Pre-Prep and EYFS), sports halls, dining hall and minibuses, as well as by the netball courts and in the sports pavilion. Members of staff should familiarise themselves with their nearest First Aid kit/box. Accident records are held for each child in the Pre-Prep (in their classroom) for the recording of minor injuries. Pre-Prep staff liaise with parents regarding any injuries, and depending on the injury the Health Centre may also be involved.

In the event of an emergency outside school, the member of staff leading the excursion is responsible for the casualty and should seek any medical help required. The member of staff should inform the Health Centre as soon as possible of any incident. They will liaise with parents, Headmaster and Tutor/Houseparents.

Responsibilities

The School HCPs and the HCA are responsible for:

- Informing parents and liaising with hospital staff. Parents of boarders and day children will be contacted by phone or email by a member of Health Centre staff to inform them of the situation. Staff will also use this means to obtain any relevant treatment permissions and make any collection or hospital appointments and admissions as required.
- Recording of accidents/illness (on iSAMS) and reporting all incidents requiring hospital attendance to the Bursar. Incident forms should be completed by the person in attendance and then given to the Health Centre. Serious injuries are reported to the Health and Safety Executive, in accordance with the *Health and Safety at Work Act (RIDDOR 1995)*. All



PORT·REGIS

incidents, major or minor, are recorded in each child's personal Health Centre electronic record.

In the EYFS and Pre-Prep if a child becomes ill or unwell during the school day staff will call parents so that the child may be collected and taken home. This procedure is discussed with parents on joining and republished in termly information packs. Information on when children should be kept away from school and how long for, is available on the government and NHS websites.

Informal discussion with parents also occurs throughout the year, with useful reminders emailed to parents as necessary, regarding how much time children should remain off school after illnesses.

In the EYFS and Pre-Prep, parents are informed by staff of any accident, illness or injury sustained by a child on the same day or as soon as reasonably practicable and any first aid treatment given.

Information pertaining to the accident and injury is recorded in the child's record, an information sheet completed (if needed) and given to parents on collection of the child. Pre-Prep staff liaise with parents regarding any injuries and depending on the injury the School Nurse may be involved with contacting parents.

In the Prep School, accidents, illnesses or injuries are usually reported to the parents, except for the most minor.

The Health Centre can always be contacted or the child can be brought to the Health Centre.

The leaflet below is available around the school as a reference point for all staff and has been written in accordance with current NHS guidelines.

Protocol for Over-the-Counter Medications

There is a qualified HCP or HCA between the hours of 07:00 and 20:00 in the Health Centre, who is responsible for dispensing all medicines during these hours.

There may be occasions when medicines have to be administered by other staff, such as during the night, at away matches or on expeditions.

Any 'over the counter' medicines kept in boarding houses are in a locked box and children's own medication is stored in a key-coded box. Any medication given by Houseparents must be written on the provided medication chart and the Health Centre informed via email or in person. The School HCP conducts an on-going reconciliation of over-the counter medicines in the Health Centre and conducts termly reconciliations within boarding houses.

Any member of staff taking children out of school must check with the Health Centre in advance whether any of those children may require medication. Any medication should be looked after by the member of staff in charge. A written record should be kept of any medication given.

For more detail refer to the medicine management policy.



PORT · REGIS

Rewritten by SCP and JS
February 2021

Reviewed September 2021

Reviewed: February 2023

Next Review: February 2024

Reviewed February 2025

Next Review: February 2026

PORT·REGIS

Epilepsy	Asthmatic Attack	Anaphylaxis
<p>Signs and Symptoms</p> <p>The casualty becomes stiff, loses consciousness, falls to the floor and begins to jerk or convulse. They may look a little blue around the mouth from irregular breathing. Tonic-clonic seizures can last a few minutes. Get help, call the school nurse on the emergency POPEMP number.</p> <p>Remember ACTION for tonic-clonic seizures:</p> <p>A Assess: Assess the situation – are they in danger of injuring themselves? Remove any nearby objects that could cause injury.</p> <p>C Cushion: Cushion their head (with a jumper, for example) to protect them from head injury.</p> <p>T Time: Check the time – if the seizure lasts longer than 5 minutes you should call 999.</p> <p>I Identity: Look for a medical bracelet or ID card – it may give you information about the persons seizures and what to do.</p> <p>O Over: Once the seizure is over put them on their side (in the recovery position).</p> <p>N Never: Never restrain the person, never put something in their mouth and never try to give them food or drink.</p>	<p>Signs and Symptoms</p> <ul style="list-style-type: none"> • Persistent cough • Audible wheeze • Nasal Flaring • Unable to talk or complete sentences • Chest feels tight <p>What to do:</p> <ul style="list-style-type: none"> • Get help, call the school nurse on the emergency POPEMP number. • Keep calm and reassure, encourage to sit up and slightly forward. • If they have an inhaler give two puffs of the Salbutamol inhaler (via a spacer if available). • If the pupil does not have an inhaler on them emergency inhalers are kept in the Medical Centre. If no improvement give a further 2 puffs every 2 minutes up to 10 puffs. • Stay calm and reassure the person. • If no improvement or you are concerned in any way call 999 for an ambulance. If medical assistance does not arrive in 10 minutes give another 10 puffs as previously. 	<p>Signs and Symptoms</p> <ul style="list-style-type: none"> • Itchy, red rash or hives on skin • Difficulty in talking/breathing • Abdominal pain and vomiting • Swelling around lips and face • Sense of 'impending doom' • Loss of consciousness <p>What to do:</p> <ul style="list-style-type: none"> • Get help, call the school nurse on the emergency POPEMP number, call 999 and say 'ANAPHYLAXIS'. • Administer Auto Adrenaline Injector (AAI). If the pupil/person does not carry an AAI on them, they will be kept in the Medical Centre kitchen and also in the relevant boarding house (if a boarder) and in Pre Prep (if the child is in Pre Prep). • Staff members will be given a box containing 2 x AAIs for pupils that require them when conducting activities away from school. • Record the time of administration of the AAI. • Reassure the pupil, monitoring for signs of deterioration. • If the ambulance has not arrived and there is no improvement within 5 minutes administer a second AAI.
<p>Call an ambulance if:</p> <ul style="list-style-type: none"> • Person's first seizure • Seizure lasts for more than 5 minutes • Person is injured • One seizure follows another 	<p>Call an ambulance if:</p> <ul style="list-style-type: none"> • Pupil appears exhausted • Has a blue/white tinge around the lips • Is going blue • Has collapsed 	<p>If in doubt administer the Auto Adrenaline Injector</p>

Diabetic Hypoglycaemia

Signs and Symptoms

- Weakness, faintness or hunger
- Confusion and/or irrational behavior
- Sweating with cold, clammy skin
- Rapid pulse
- Palpitations and muscle tremors
- Slurred Speech
- Deteriorating level of response

What to do

- **Call the School Nurse on POPEMP.**
- If co-operative, sit the person down and give them 200mls of sugary drink or 3 x glucose tablets (kept in the child's school bag, Health Centre kitchen and in the Queen's Pavilion). If no improvement after 15 mins give a further 100mls of sugary drink or 2-3 glucose tablets.
- If the pupil responds well after 10 minutes give them a carbohydrate based food (example two digestive biscuits) and drink and allow them to rest.
- If the pupil is less cooperative but is able to swallow, give Glycogel (a whole tube), squeezed into each side of their mouth.
- If there is still no improvement **Call 999** and state **'HYPOGLYCAEMIA'**.

An intra-muscular injection of Glucagon is kept in the Medical Centre and will be administered by the School Nurse/Paramedic/qualified attendant if the pupil is unconscious.

Choking

Signs and Symptoms

- Coughing excessively
- Suddenly becomes quiet
- Discoloration of lips and face

What to do

- **Get help and call the school nurse on the emergency POPEMP number.**
- If they can cough effectively encourage the pupil to do so until the obstruction has cleared
- If the cough is ineffective follow the procedure below:

1. 5 back blows
2. 5 abdominal thrusts
3. Repeat until the patient recovers
4. If they become unconscious **Call 999** and commence CPR.

BASIC LIFE SUPPORT

Unresponsive?

↓

Shout for Help

↓

Open Airway

Not breathing normally?

↓

Get Defibrillator*

↓

If the child is 1 to 8 years old give 5 initial rescue breaths

↓

30 Chest Compressions

↓


2 Rescue Breaths

↓

30 Chest Compressions

Repeat as required until emergency assistance arrives or until the casualty regains consciousness and can breathe unaided.

* Defibrillators located on the outside of the Sports Centre and inside the North door main entrance righthand side.

EST.  1881

PORT REGIS

Port Regis School
Motcombe Park
Dorset
SP7 9QA

Emergency Medical Procedures

- Epileptic Seizure
- Asthmatic Attack
- Anaphylaxis
- Diabetic Hypoglycaemia
- Choking
- Basic Life Support

This leaflet has been produced for the staff of Port Regis School. Please contact the school's Medical Centre directly if you have any queries or require extra training.
health@portregis.com
 01747 857908

In all emergencies please ensure that the School Nurse is informed via the Emergency POPEMP number: 07843 830 808