

CATERHAM SCHOOL FIRST AID POLICY

CONTACT DETAILS:

9/999 – in event of serious injury. Then inform Reception /security (0) in working hours.

Health Centre

Ext 250, Mobile 07930 177837 – in event of minor injuries or to report a serious injury once an ambulance has been called.

1 Introduction

- 1.1 This is the first aid policy of Caterham School. It is available to parents of pupils and of prospective pupils on request and to all members of School staff. This policy is applicable to all both the Senior and Preparatory School including all pupils in the EYFS setting. Caterham School recognises its legal duty to make suitable and sufficient provision for first aid to pupils, staff and visitors, including those travelling or working away from School premises and pupils within the Early Years Foundation Stages and to appropriately respect the confidentiality and the rights of pupils as patients. This includes the right of the child to appropriate treatment.
- 1.2 The arrangements within this policy are based on the results of a risk assessment carried out by the School in regards to all staff, pupils and visitors.
- 1.3 This policy is drafted in accordance with regulation 13 of the Education (Independent School Standards) Regulations 2014 (SI 2014/3283), the Health and Safety at Work etc Act 1974 and subsequent regulations and guidance including the Health and Safety (First Aid) Regulations 1981 (SI 1981/917), the First Aid at work: Health and Safety (First Aid) Regulations 1981 approved code of practice and guidance.
- 1.4 This policy can be made available in large print or other accessible format if required.

2 Definitions

Appointed Persons are members of staff who may not be qualified First Aiders but who are responsible for looking after the First Aid equipment and facilities and calling the emergency services if required.

Boarders:

FAW: means First Aid at Work.

First Aiders: are members of staff who have completed an approved regulated First Aid course and hold a valid certificate in FAW or EFAW or an approved alternative qualification which has been identified in place of FAW or EFAW which meets the requirements of the First Aid Guidance.

First Aid Guidance: is the

- 4.3 **The Bursar in conjunction with the Health Centre will regularly review the School's First Aid needs to ensure that the School's First Aid provision is adequate.**
- 4.4 **The Bursar delegates to the Health Centre Manager responsibility for collating medical consent forms and important medical information for each pupil and ensuring the forms and information are accessible to staff as necessary.**
- 4.5 **The Head and Principal Deputy are responsible for ensuring that Staff have the appropriate and necessary First Aid training as required and that they have appropriate understanding, confidence and expertise in**

ambulance. If necessary, the Health Centre should be called as soon as is possible. Appointed Persons or First Aiders can also be called, if necessary, and should be called if the Health Centre is not available immediately. However, minor the injury, the Health Centre should always be informed, even if not called.

9.2 In the event that 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 will either be calling the Health Centre or for an ambulance.

9.3 **Ambulances:** If an ambulance is called then the Health Centre or First Aider in charge should make arrangements 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.

9.4 Staff should always call an ambulance when there is a medical emergency and / or serious injury.

9.5 Examples of medical emergencies may include:

a significant head injury

fitting, unconsciousness or concussion

difficulty in breathing and / or chest pains

exhaustion, collapse and / or other signs of an asthma attack

a severe allergic reaction

a severe loss of blood

severe burns or scalds

the possibility of a serious fracture.

9.6 Arrangements should be made to ensure that any pupil is accompanied in the ambulance, by a member of Staff if it is not possible to contact the pupil's parent(s) (or legal guardian(s)) in time.

10 Hygiene and infection control

10.1 If a spillage of blood or other bodily fluids occurs, the Health Centre must be informed. The Health Centre will then arrange for the proper containment, clear up and cleansing of the spillage site.

10.2 All Staff should take precautions to avoid infection and to follow basic hygiene procedures (such as regular hand washing).

10.3 The First Aider should take the following precautions to avoid risk of infection:

10.3.1 cover any cuts and grazes on their own skin with a waterproof dressing

10.3.2 wear suitable single use disposable gloves when dealing with blood or other bodily fluids.

10.3.3 use suitable eye protection and a disposable apron where splashing may occur.

10.3.4 use devices such as fac7(ld)5.990768()-28.5787J 397.res (su

ch as rerov3cucal trea93(

10.4.2 wash splashes out of eyes with tap water or an eye wash bottle.

10.4.3

(c) cases of work-related diseases that a doctor notifies the School of (for example: certain

14 Automated External Defibrillators (AEDs)

Locations:

- Beechanger House
- Hill Fields Pavillion
- Pre prep ground floor hallway
- Humphreys Hall/ PACE kitchen area
- Prep Soderberg Hall
- Davey building by refectory
- Concourse
- Sports centre

14.1

They are kept unlocked and accessible for all emergencies. They are kept fully equipped and they are checked remotely every 12 hours by DOC UK (from who they are leased). If an AED is found to be faulty, they will send an engineer to check the machine. Standard AED pads are suitable for use in children older than 8 years. Key staff will be provided yearly training on the AED and regular updates/training practice will be available on request. All staff will be shown the basics of using the machine

14.2

The AED should only be used where a person is unconscious and not breathing normally. It should not be used where a person is conscious, breathing and / or his or her heart is still beating.

14.3

THE EXECUTION OF THIS POLICY will be monitored by the TRUSTEES, SLT and the HEALTH CENTRE TEAM.

National Minimum Standards for Boarding Schools (2022)

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

First Aid equipment:

Ten sterile antiseptic wipes

Gloves

Tape

Conforming disposable bandage x 3 (not less than 7.5 cm wide)

Two triangular bandages

One packet of 12 assorted adhesive dressings

Three assorted size sterile un-medicated ambulance dressings

Two sterile eye pad bandages with saline eye wash

Six assorted safety pins

One pair of rustless blunt-ended scissors.

Emergency blanket

Sterile swabs

Appendix 2 - All accidents/near misses are reported online via Caterham School Service desk. (Desktop icon)

Appendix 3 - Guidance and protocols for specific medical conditions

a) [Anaphylaxis](#)

Source:

- 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>

IMMEDIATE ACTION FOLLOWING A SERIOUS ACCIDENT OR INCIDENT ON A SCHOOL VISIT

A copy of the following guidelines must be taken by all party leaders and their deputies.

A serious accident is defined as:

Circumstances in which a party member might be at serious risk/have a serious illness.

5. Medical Information

A digital medical form has to be completed by the parent/ guardian for every new pupil. The form outlines significant past medical problems, current ones and present treatment, as well as known allergies. Information from these medical forms is entered on the gVcc`gXUWUg'

6. Medical Consent

5`di d]gUW]mrc`WbgYbhrczcf`fYZ g/a YXWU`cf`XYbU`fYUa Ybh]gUWbck`YX[YX`UbX`]gVUgX`cb`hAY`so-WYX`Bwa dYhYbWncZHAY`di d]`Uj`X[YX`VrhAY`XcWcfZXYbh]gicf`bi fg`dfcdc]o[`hAY`fYUa Ybh'

Parental consent from parents of boarders for emergency hospital treatment, the administration of medication, immunizations and vaccinations is obtained on the medical questionnaire form before the pupil enters the school. Parental consent from parents of day pupils for the administration of medication is obtained on the medical form before the pupil enters the school.

7. Confidentiality of Medical Information

The School Medical Officer and School Nursing Staff have a divided loyalty; firstly to the pupils as patients and secondly to the School. Occasionally conflicts may occur between maintaining confidentiality and the need for communication of information to those who have been given designated responsibility for the care of their child by parents.

Pupils should be made aware that they can discuss any matter with the Medical Officer or School Nursing Staff in complete confidence. Any breach of that confidence would be discussed with the pupil first and only if it was thought that the health or welfare of other pupils in the school was at risk, or that it was in the di d]gUck b]pYfYgihc`gUY`hAY`bZfa U]cb'

Teachers should know of pupils with disabilities that might lead to their being placed at risk in certain activities, e.g. defects of vision or hearing, epileptics, diabetics, asthmatics etc. The teaching staff and the Catering Manager will also be advised of significant allergies, e.g. nut allergies.

Parents are made aware that details from the medical questionnaire may be passed on to teaching staff on a need to know basis.

The Nursing and Midwifery Council (NMC) Code of Conduct states:

5`bi fg`a`i`ghfYgWUdYfcb]g`right to confidentiality

A nurse must ensure people are informed about how and why information is shared by those who will be providing their care

A nurse must disclose information if they believe someone may be at risk or harm, in line with the

CATERHAM SCHOOL HEALTH CENTRE

The School Health Centre has the following roles:

Provision of medical and nursing care to Pupils.

Provision of Screening to Specific Pupil Groups.

Provision of medical and nursing care to Staff where appropriate.

Advising the Headmaster of the Senior School, Prep School and Pre-Prep

To achieve this requires the maintenance of high professional standards, including effective communication with parent, guardians and staff.

HEALTH CENTRE PRACTICES

1. DETAILS OF SURGERY TIMES AND APPOINTMENTS SYSTEM

NURSE SURGERIES

Monday - Friday

H/C open from 7.45am-6pm

DOCTOR'S SURGERIES

Monday

16.30 – 17.00

Friday

08.00-08.30

Saturday 08.45 | 14.00

Doctor's Appointments at Health Centre

Boarders wishing to see a doctor (male or female) should contact Health Centre to book an appointment at least one day in advance.

Pupils name is placed in the Health Centre diary and a reminder e mail sent to the boarding staff.

Emergencies will be seen without an appointment. The boarder will be assessed by the nurse and seen at the end of surgery, or sooner if necessary.

Emergency appointments. In an emergency boarders will be seen at the school or Caterham Valley Medical Practice. Escort and transport will be arranged via the Health Centre.

Resident Boarding Staff only who are registered with the school practice should make an appointment at Caterham Valley Medical Practice. If circumstances do not permit that member of staff (who is registered with the practice) to visit Caterham Valley Medical Practice, then an appointment must be made 2 days in advance, with Health Centre Staff. The School Medical Officers require medical records before the member of staff can be seen.

Doctors appointments at Caterham Valley Medical Practice

Any boarder can be seen at Caterham Valley Medical Practice by booking an appointment via the Health Centre or they can make their own appointment.

Appointments with an Optician

Boarders requiring an optical appointment should make an appointment via the Health Centre.

POLICY FOR VISITING THE HEALTH CENTRE

COMMUNICATION

2. PROCEDURE FOR CALLING OUT THE DOCTOR OUTSIDE OF SURGERY HOURS

HEALTH CENTRE STAFF

STEP	ACTION BY HEALTH CENTRE STAFF	DETAILS
1	On receiving notification of an accident.	Advise boarding staff of immediate action to be taken.
2	Transport to hospital.	Ensure that pupil is accompanied.
3	Phone SMT and keep them updated	07476 299036
4	Phone parents and guardians	Details on ISAMS
5	Contact Headmaster	

8. COMMUNICATION WITH BOARDERS/ PARENTS/GUARDIANS WHEN A PUPIL IS ADMITTED TO THE HEALTH CENTRE

MEDICAL RECORDS

1. NEW PUPIL RECORDS AND EXAMINATIONS

Medical Records

1. Medical information is entered on to the parent portal by parent / guardian and on return is checked by Health Centre staff.
2. Medical problems, which may affect school life, are recorded on the ~~ONCC~~ ~~IXUWU~~ ~~U~~. All teaching staff have access to relevant information on iSAMS- the school database
3. Every pupil has a computer record on which all visits and treatments are recorded.

Medical examinations

Medical examinations are given routinely to all new boarders and recorded by both Health Centre team and School Medical Officer on appropriate medical records.

2. DISEASE REGISTERS AND SPORTS INJURIES

Disease Registers

All illnesses are recorded by Health Centre staff and where appropriate, School Medical Officer.

The Health Authority will be informed of any notifiable illnesses.

Sports Injuries

Sports injuries are recorded when reported - online reporting system
Seen by School Sports Rehabilitator

Statistics are produced at the end of each term.

IMMUNISATIONS

1. POLICY AND RECALL

Boarders registered with the Caterham Valley Medical Practice are updated with immunisations as required. Boarders should be up to date following the schedule outlined on the next page. Vaccinations offered in the UK only will be updated by Health centre.

Details of previous vaccinations are recorded on the medical form.

Consent is required.

Due vaccines are noted.

As vaccinations become due, pupils will be called in to the Health Centre.

Boarders requiring vaccinations for travel need to visit the Health Centre to discuss requirements.

Appointments for Yellow Fever and Rabies vaccinations will need to be made at a registered travel clinic.

The Health Centre needs to be kept informed of any vaccinations given outside school.

All boarders are given a record of immunisations given/known on leaving Caterham School.

EMERGENCY CONTRACEPTION

Emergency contraceptive pill is available for boarders at the Health Centre. Day pupils will be signposted to appropriate sexual health services.

Girls need to speak to one of the Health Centre nurses who will check with the Pharmacist at Vitalone or the School Medical Officer that the dose is appropriate.

Risks and contra indications are discussed.

POLICY FOR PUPILS WITH DIARRHOEA AND/OR VOMITING

'ALL cases of diarrhoea and/or vomiting should be regarded as potentially infectious and should normally be excluded, from work, school or other institutional settings, until 48 hours after the person is free from diarrhoea and/or vomiting.'

(Guidance from Health Protection Agency (HPA))

POLICY FOR HEAD AND NECK INJURIES
--

Injury to the head

In the event of a pupil receiving a head injury during the course of a supervised games session the member of staff in charge of the games session will arrange for the pupil to be accompanied to the Health Centre or the Sports Rehabilitator, preferably the adult that witnessed the event will accompany them. The Sports Rehabilitator or nurse on duty will assess the injury according to the protocol set out below. If the pupil is unconscious or unable to walk to the Health Centre then medical assistance should be summoned from the Sports Rehabilitator/ Health Centre/(9)999.

In the event of a pupil receiving a head injury during the course of a school match at home then the first aid official/ Schools Sports Rehabilitator present at the match will assess the nature of the injury and arrange for the pupil to be taken to the Health Centre where the nurse on duty will assess the injury according to the protocol set out below.

In the event of a pupil receiving a head injury during the course of an away school match the first aid official present at the games session will assess the nature of the injury and arrange appropriate action to be taken. On return to Caterham the member of staff in charge of that team should take the pupil to our own Health Centre for assessment by the nurse on duty or contact the Sports Rehabilitator.

In the event of a pupil receiving a head injury at other times then if a member of staff is present the pupil should be taken to the Health Centre where the Sports rehabilitator or Nurse on Duty will assess the injury according to the protocol set out below. If no member of staff is present then the pupil should go to the Health Centre where the Sports Rehabilitator / nurse on duty will assess the injury according to the protocol set out below. If the pupil is unconscious or unable to walk to the Health Centre then medical assistance should be summoned from the Health Centre/999.

All pupils who receive a head/face/neck injury will be removed from

**Caterham School
Post Head injury Assessment Form**

Name:

Date:

Email Coach	Y	N		
CHIP	Y	N		
Email/Phone Parents	Y	N		
Concussion Diagnosed?	Y	N	Unsure	N/A
Full GRTP to be initiated?	Y	N	Unsure	N/A

Concentration

List A	List B	List C	List D	List E		
4-9-3	5-2-6	1-4-2	7-8-2	3-8-2	Y	0
6-2-9	4-1-5	6-5-8	9-2-6	5-1-8	N	1
					Y	
					N	
3-8-1-4	1-7-9-5	6-8-3-1	4-1-8-3	2-7-9-3	Y	0
3-2-7-9	4-9-6-8	3-4-8-1	9-7-2-3	2-1-6-9	N	1
					Y	
					N	
6-2-9-7-1	4-8-5-2-7	4-9-1-5-3	1-7-9-2-6	4-1-8-6-9	Y	0
1-5-2-8-6	6-1-8-4-3	6-8-2-5-1	4-1-7-5-2	9-4-1-7-5	N	1
					Y	
					N	
7-1-8-4-6-2	8-3-1-9-6-4	3-7-6-5-1-9	2-6-4-8-1-7	6-9-7-3-8-2	Y	0
					N	1
5-3-9-1-4-8	7-2-4-8-5-6	9-2-6-5-1-4	8-4-1-9-3-5	4-2-7-9-3-8	Y	
					N	

Months in Reverse order

Dec | Nov | Oct | Sept | Aug | Jul | Jun | May | Apr | Mar | Feb | Jan

Neurological Screening

Can the student read aloud and follow instructions without difficulty?	Y	N
Does the student have a full range of pain free PASSIVE cervical spine movement?	Y	N
Without moving their head or neck, can the student look side-to-side and up-and-down without double vision?	Y	N
Can the student perform the finger nose coordination test normally?	Y	N
Can the student perform the tandem gait normally?	Y	N

CONCUSSION GUIDELINES

Where a student has received an injury to the head, neck or face then concussion must be ruled out/assessed for.

Concussion

Concussion is the sudden but short-lived loss of mental function that occ

If a student is unable to answer questions about themselves such as date of birth, day of the week and where they are, they will need to visit A & E for a medical professional review. The School Medical Officer will see a boarder registered with Caterham Valley Medical Practice.

Anyone who complains of headache, poor concentration, tiredness and/or nausea who has had an injury outlined above should be suspected of having concussion. They should stop playing sport (if not already done so). If symptoms worsening they MUST seek medical attention.

Anyone who has concussion diagnosed (or repeated injury to the head) MUST NOT play for 2 weeks at least (if under 19 years old). They should then have a graduated return to play (GRTP) when symptoms have subsided. This begins with gentle exercise, moving onto harder training and finally, if symptoms do not return, to contact play (see below) .GRTP follows strict guidelines administered by the Health Centre and laid down by Rugby Football Union. Rugby coaches have all been issued with pocket Concussion Recognition Tool™.

All students who have had an injury to their head or neck should be reported to the Health Centre so a central record can be kept, ensuring that pupils are not eligible for team selection while they are on a return to play protocol. This is managed by Alex Mills -sport rehabilitator.

SPORTS REHABILITATOR

Caterham School employs a Sports Rehabilitator. Their role involves supporting the Health Centre and Sports Staff in ensuring the wellbeing, treatment and recovery of pupils involved in sport. He is also the coordinator for graduated return to play (GRTP).

His role is to oversee and advise on injuries sustained in both fixtures and routine practices. They will also support various school sports teams at various tournaments and fixtures as required. All Pupils have access to rehabilitation after injuries. Boarders may be referred by Health Centre or GP.

He will assist the Health Centre in communication with parents/guardians/House staff regarding injuries, rehabilitation and concussion management.

He is based either in the Health Centre, the Sports rehab room in the Leathem Building (ground floor). Once the sports centre is open again he will be based in his office there. His working days are Monday, Wednesday and Saturday during term time. He can be contacted via the Health Centre or Sports Department as well as by email / mobile.

POLICY FOR ANAPHYLAXIS

There are a number of pupils in the whole School who carry adrenaline auto injectors for treatment of anaphylaxis shock reactions. The variety of allergens from nuts to wasp/bees and stoned fruit means that we cannot completely exclude one of these reactions occurring. We can minimise risks as far as possible by following good practice guidelines.

The School takes nut allergies very seriously indeed. Further details on policy and protocols regarding nuts can be found in the Caterham School Policy on Allergies. Pupils need to be reminded and encouraged not to bring cakes, biscuits or sweets containing nuts to School. Some children may be allergic enough to have a reaction to inhaled allergens so if the allergen is in the vicinity of an allergic child it may be enough to cause a reaction.

Those pupils who have dietary allergies are all identified to the Catering staff. Anyone who may have been exposed to their allergen may complain of...

- Itchy skin/eyes or a rash may develop
- Tingling of mouth (if ingested) +/- swollen tongue
- Voice may change/ become croaky
- Feeling faint/dizzy
- Shortness of breath/ difficulty breathing

If the reaction is mild or slowly developing then anti-histamines may be given eg cetirizine or Loratidine (some children in prep have piriton as their first defence treatment) The drug may be tablet or liquid given as follows, 1 tablet (chewed) or in liquid form (5-10 mls depending on size of child). If the pupil has asthma, ventolin inhaler may also be used with a spacer (2 puffs).

If symptoms do not improve within 5-10 minutes adrenaline auto injectors must be used. Each pupil in the Senior School should have one adrenaline auto injector on their person at all times (Prep & Pre-Prep pupils may have them in their bags or nearest cupboard). The adrenaline auto injector is injected following instructions on side of tube (all staff should have training updated each year)

POLICY FOR STAFF TAKING STUDENTS ON TRIPS

All staff taking pupils on School trips MUST to be aware of medical conditions such as adrenaline auto injector carriers and asthma sufferers. (For overnight and overseas trips medical forms are filled in but for day trips a shorter form is used asking parents to identify any health issues.)

All up to date medical information known to the Health Centre is on iSAMS/CHIP database.

Some pupils with complex medical needs have specific care plans which are available from the Health Centre/on iSAMS.

Any member of staff leading school trips must ensure they have any spare adrenaline auto injectors with them as well as a first aid kit. Staff leading school trips must ensure they have any spare adrenaline auto injectors with them as well as a first aid kit. School trip with only one adrenaline auto injector for each pupil.

Those pupils suffering from asthma who need to carry an inhaler must have at least one inhaler with them (two for residential trips and trips abroad).

Staff must know what to do in the event of an asthma attack or anaphylaxis episode. (see relevant policies).

POLICY FOR SUDDEN ILLNESS

1. GENERAL POLICY

All pupils

The Health Centre staff **must** be notified immediately in the event of sudden illness.

Pupils should be sent to the Health Centre.

If a pupil is too ill to visit the Health Centre the nurse will visit the pupil.

Depending on the severity of the illness, an ambulance may be called.

ALCOHOL ABUSE POLICY

If a boarder is clearly heavily under the influence of alcohol and it is felt that there is a potential risk to that pupil going to sleep in that state then this procedure should be followed. If in doubt follow the procedure - you must not take any risk that could endanger the safety of the pupil or put yourself in a situation that could be considered as a neglect of duty.

BOARDING STAFF

STEP	ACTION BY BOARDING STAFF	DETAILS
1	Phone Health Centre IF CONDITION IS CONSIDERED VERY SERIOUS PHONE (9) 999 FIRST AND THEN THE HEALTH CENTRE	Health Centre 1 250 or 07930 177837 Health Centre will advise on

CRISIS MANAGEMENT POLICY

**CONTINGENCY PLANS FOR MANAGING A MAJOR OUTBREAK OF ILLNESS e.g.
FLU/SICKNESS/FOOD POISONING**

Boarders

APPENDIX – ISOLATION AREAS IN THE BOARDING HOUSES

Stage	Accommodation Area	H.C.	House
--------------	---------------------------	-------------	--------------

POLICY FOR ADMINISTRATION OF DRUGS

STORAGE OF MEDICINES

All medicines including OTC and prescribed medicines must be stored in locked areas.

In Health Centre

In the Health Centre a tray of OTC medicines is kept on the desk in the treatment room during term time. This room is kept locked when a nurse is not present. This tray is locked in the treatment room cupboard w

Directions for the administration of prescribed drugs will be given in advance to house staff by the Health Centre staff.

Non Prescribed drugs that can be given by house staff:

Paracetamol

Paracetamol may be given every 4-6 hours. (maximum 4 doses in 24 hours)

Recommended dosages

Under 16 - One Paracetamol tablet(500mg) or 10mls 6+ Suspension

Over 16 - Two Paracetamol tablets (1000mg)

Record as above

Ibuprofen

Only to be given on instruction from the Health Centre.

Give after food or with drink of milk or biscuit.

Recommended dosages

Over 12 - One large tablet (400mg) 8 hourly or 3 times daily.

Record as above

Beechams Cold & Flu sachet

For cold and flu symptoms

It is recommended that Beechams Cold & Flu sachet is given only if a boarder has not had any other medication and is preparing for bed. It is not to be given with paracetamol.

Record as above

Throat Lozenges (not to be given if pupil in bed going to sleep)

Only for sore throats

One may be given 2-3 hourly.

Record as above

Cough Lozenges (not to be given if pupil in bed going to sleep)

For mild coughs

One may be given 2-3 hourly

Record as above

Cough Medicine

For mild coughs- 10mls every 4 hours if required.

Please check with the Health Centre that the boarder has not had any prior medication. Outside of surgery times check the drugs given template sent from the Health Centre.

Dosage: - Follow instructions on bottle.

Record as above

Cetirizine

Antihistamine used for rashes, itchinness or allergy symptoms.

6- 11 years old | 5mls twice a day or 10mls once daily

Over 12 | 10mls once daily

Record as above.

.n(-2.47576(P)4.99741(ROCE)-4.98454(D)-16(U)3.98199(Re)-11.133(FOR(A)-12.987(D)-3.99793Vw)-2.98925

4. POLICY FOR THE SELF-ADMINISTRATION OF PRESCRIBED AND NON-PRESCRIBED MEDICATION BY BOARDERS

Any pupil above Third Year may be permitted to administer their own medication at the discretion of Health Centre Manager and staff when judged competent under Gillick/Fraser guidelines.

5. PROCEDURE FOR DISPOSAL OF MEDICINES

Where medicines have gone out of date or are not needed anymore they are collected in Health Centre and sent to the pharmacy used by the School for disposal-Vitaltone Pharmacy in Caterham. Expired medicines are clearly marked for return to pharmacy. Any medicine taken from the boarding houses that has expired is noted in the drugs book.

EDe 12.01.2018 (Eh) 3.0051E(d) 7.00311(m) 2.6 9.985E(Ch) 7.0148E(96)(m) 4.128006(862.97) 2.93(08) 3.35(84) 4.0E233(96)E

hckling that paperworrerly completed

Officer, will determine the action that needs to be taken in respect of the student immediately. The Poisons Unit at Guys may also be accessed 0844 892 0111. If a day pupil is involved parents must be informed. The Health Centre Manager will then review procedures to make sure procedure have been followed and

He has been a full time medical practitioner at Caterham Valley Medical Practice since 1996, and has been involved in the teaching and training of both medical students and junior doctors for much of his career.

Dr Wright has been involved with the school for more than 10 years, working with the careers department to

Dental Treatment

Routine dental treatment should be carried out during the School holidays. If a boarder develops an emergency problem whilst in School an appointment can be made under the NHS by the Health Centre Manager. Any expense incurred will be payable by the parents.

Optical Treatment

This can be arranged by the Health Centre but all expenses incurred are payable by the parents.

Glasses / Contact Lenses

All students who wear glasses must have two pairs with them at School in case of breakage. Glasses used for sports must be plastic.

Those students who wear contact lenses must have at least one spare pair of glasses with them at School in case of being unable to wear their lenses e.g. due to eye irritation/infection. It is also good practice for those under 16 years old not to wear their contact lenses for seven days a week and to have at least one day in glasses.

In case of breakage the School can arrange to have new glasses made up but this may take two to four days. There will normally be a cost involved. Ideally anyone with glasses should bring a copy of their prescription with them to School to hand in to the Health Centre so that this can be kept on record at this means that new glasses can be arranged more quickly.

Communication

The Health Centre Manager will always contact parents and/or guardians whenever appropriate and parents are encouraged to contact the Health Centre Manager or the School Medical Officer if they are in any way

Health Centre Staff

Doctor:

Doctor Richard Wright

Health Centre Manager:

Heather Conway

Health Centre Telephone Number:

From the U.K. 01883 335050

From outside the U.K. 0044 1883 335050

