

means First Aid at Work.

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.

is the First Aid at work: Health and Safety (First Aid) Regulations 1981: approved code of practice and guidance (Health and Safety Executive, L74, 3rd edition, 2013).

means First Aiders or Appointed Persons or both.

Heather Sullivan (Lead Nurse) and Health Centre staff are primarily located in the School's Health Centre. The Nursing Staff are registered with the Nursing and Midwifery Council and the School will verify this registration annually.

is located on the 1st Floor of the Pye Centre and is clearly signposted and identifiable with a white cross or white writing on a green background. It is used for the provision of medical treatment, including First Aid, when required. The Health Centre has essential First Aid facilities and equipment. As far as is possible, the school reserves this room exclusively for giving medical treatment. There is also a medical

- 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**

that it is in good condition. The First Aid kit 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.

5.6 First Aid kits for any off-site activities are kept in the Health Centre.

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6.1 Parents 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 treat

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 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.

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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

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- (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).**

12.6.2

- (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 School activity (on or off the premises);**
 - (ii) **the way a school 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.**

12.7 The Estates Bursar is responsible for reporting all notifiable accidents to the enforcing authorities, and when necessary, to parents of pupils. Any injury to the head must always be reported to parents. In the absence of the Health Centre Manager, the Boarding HMM, Head of Year or Tutor will report. The Estates

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,

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



- a) [Anaphylaxis](http://www.nhs.uk/conditions/Anaphylaxis/Pages/Introduction.aspx)
Source: <http://www.nhs.uk/conditions/Anaphylaxis/Pages/Introduction.aspx>
- b) [Asthma](http://www.nhs.uk/Conditions/Asthma/Pages/Treatment.aspx)
Source: <http://www.nhs.uk/Conditions/Asthma/Pages/Treatment.aspx>
- c) [Diabetes](http://www.nhs.uk/Conditions/Diabetes/Pages/Diabetes.aspx)
Source: <http://www.nhs.uk/Conditions/Diabetes/Pages/Diabetes.aspx>
- d) [Epilepsy](http://www.nhs.uk/Conditions/epilepsy/Pages/treatment.aspx)
Source: <http://www.nhs.uk/Conditions/epilepsy/Pages/treatment.aspx>

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

Brief your group on emergency procedures before they set off, including details of communications, so that they know how to deal with these should the party get split up.

- a) Establish nature and extent of the emergency. Advise other school trip staff of the incident and that emergency procedures are in operation.**
- b) Ensure safety from further danger.**
- c) Contact local emergency services immediately and follow their advice.**
- d) Arrange for one adult to remain at the incident site to liaise with emergency services until the incident is over and all children are accounted for.**

- a) Contact the school (the School Office during working hours or the Deputy Head, Headmaster or Bursar at other times or the emergency contact number).**
- b) Be ready to give the following information:**
 - i) Telephone number you are calling from (and an alternative)**
 - ii) What happened including details of injuries**
 - iii) To whom**
 - iv) Where**
 - v) When**
 - vi) What has happened since?**
- c) If a fatality is involved, has this been confirmed? By whom?**

- a) Parents and relatives will naturally be anxious to establish what is happening but do NOT let party members (staff or pupils) telephone home until after you have made contact with the school and this has been agreed. The school will arrange to contact the parents of those involved. In serious incidents the parents of all party members should be informed.**

- b) Do NOT speak to the press or media. Refer enquiries to the local emergency services handling
f the casualty be divulged to the
media.**

- c) **Do NOT admit liability of any sort to anyone.**
- d) **Do NOT allow anyone, apart from medical services, to see any party member without an independent witness being present.**
- e) **Retain all equipment involved in an unaltered condition.**
- f) **As soon as possible keep a written record of all that happens.**
- g) **Be as compassionate as possible with anyone involved.**
- h) **If you change location, remember to let the school/home based contact have the new telephone number at which you can be contacted.**
- i) **You should follow the instructions from the local police/emergency services and, unless they request otherwise:**
- j) **The Party Leader should write down as soon as practicable all relevant details. A record should be made of any witnesses. Any associated equipment should be kept in its original condition.**
- k) **Keep the party together if a pupil has to go to hospital, if at all possible, a member of staff should accompany them and stay with them until a relative arrives.**
- l) **Keep in close contact with the school so that you can decide jointly what the next steps should be.**

Health Protection (Notification) Regulation 2010

Regulation 2(7)

SCHEDULE 1 Notifiable Diseases

Acute encephalitis, Acute meningitis, Acute poliomyelitis, Acute infectious hepatitis, Anthrax, Botulism, Brucellosis, Cholera, Diphtheria, Enteric fever (typhoid or paratyphoid fever), Food poisoning, Haemolytic uraemic syndrome (HUS), Infectious bloody diarrhoea, Invasive group A streptococcal disease and scarlet

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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

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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

Routine dental treatment should be carried out during school holidays.

If a boarder develops an emergency problem whilst in school, an appointment can be made under the NHS via the Health Centre staff.

Pupils under 16 will need to be accompanied by a member of the boarding staff, who can sign their treatment form.

If it is necessary to arrange transport, the cost for this service will be met by the parents/guardians and added on to their school account.

If a cost is incurred, parents/guardians will be notified prior to treatment for consent to proceed.

It is advised that all routine visits to the opticians be carried out during the school holidays.

staff can make an appointment to see the local optician.

Pupils under 16 will need to be accompanied by a member of the boarding staff, who can sign their treatment form.

If it is necessary to arrange transport, the cost for this service will be met by the parents/guardians and added on to their school account.

If a cost is incurred, parents/guardians will be notified prior to treatment for consent to proceed.

All boarders who wear contact lenses must have at least 1 pair of glasses in BHSE.

All boarders who wear glasses should have at least 2 pairs in BHSE

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Term time only

Direct Line **01883 335050**
Internal extension number **01883 343028 ext. 250**
Mobile (Emergencies only) **07930 177837**

07.45 - 18.00 Use any of above numbers
There is an answer phone on which messages can be left.

Address: Health Centre
Caterham School
Harestone Valley Road
Caterham
Surrey
CR3 6YA

Nurse on duty/ member of SMT is responsible for calling the doctor outside surgery hours.

dial (9 on a school line for an outside line) 999 and ask for the ambulance, giving clear instructions of boarder s name, date of birth, school, address and nature of problem.

Following this call, please contact the member of SMT on the duty rota.

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If unavailable to contact by 'phone send an e

COMMUNICATION WITH BOARDERS' PARENTS/GUARDIANS WHEN A PUPIL

When a boarding pupil is in the Health Centre for the day and/or being kept in the Health Centre overnight, the nurse on duty will either speak to the parents directly (if they speak English) or e mail for staying in the Health Centre.

own mobile phone is not working. The nurse on duty must make sure that the parents do not have any questions that need answering.

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

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

Statistics are produced at the end of each term.

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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.

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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.

If someone is having difficulty breathing the following action should be taken.

Keep calm. Ask someone to contact the Health Centre (if during school hours) x250 or 07930 177837

Sitting position is most comfortable and aids breathing. Loosen tight clothing ie tie & collar

Ask whether the person is asthmatic and whether they have their inhaler with them?

If they have an inhaler ask whether they have used it. Ensure they do use it as prescribed. (preferably with a spacer)

If no inhaler is available, as the person has a prescribed inhaler and an Asthma diagnosis, then the emergency inhaler can be used

Are they breathing very fast and shallow?

If the inhaler is making no difference to breathing within 5 minutes or condition is worsening ring (9) 999.

Stay with person and talk calmly to them while waiting for ambulance or whilst breathing returns to normal. A drink of water sipped often calms the breathing rate.

When emergency services are called try to note down how long the episode has been going on, any triggers or precipitating factors and give as much information to emergency services as possible and any treatment given.

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POLICY FOR HEAD AND NECK INJURIES

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. If the head injury is sustained at school and not sport related then the same process should be followed. 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 advise if

If this occurs at any time during the course of an activity supervised by a member of staff then medical assistance must be summoned immediately. If the pupil is on the ground following such an injury then no attempt should be made to move the pupil. Any pupil receiving any type of neck injury should always report to the Sports Rehabilitator or Health Centre for assessment.

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

Concussion

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.

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**Parents may have been advised to take their child for further assessment.
If any symptoms occur while progressing through the GRTP protocol, the pupil must return to the previous stage and attempt to progress again after a minimum 48 hour period of rest, without the presence of symptoms.**

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.

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 School's Food Policy. 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

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

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).

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The Health Centre staff 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.

Parents/guardians will be notified as soon as possible as set out in the accident protocol.

No pupil should travel to hospital without an escort.



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.

1	<p>Phone Health Centre</p> <p>IF CONDITION IS CONSIDERED VERY SERIOUS PHONE (9) 999 FIRST AND THEN THE HEALTH CENTRE</p>	<p>Health Centre 250 or 07930 177837</p> <p>Health Centre will advise on immediate action to be taken.</p>
2	<p>Phone Head of Junior</p> <p>IF UNABLE TO CONTACT ABOVE PHONE SMT PHONE</p>	<p>07449 396597 07449 480568 07449 517700</p> <p>07476 299036</p>
3	<p>Remain with pupil. Ensure that either another member of staff or prefect is present with you.</p>	<p>Follow immediate advice given by Health Centre Staff.</p>
4	<p>On arrival of Health Centre Staff. The boarding staff have the right to insist on admission to the Health Centre.</p> <p>Under no circumstances is a member of the boarding staff to remain overnight on their own in the room with the pupil in the house.</p>	<p>Accompany pupil to Health Centre.</p>
5	<p>Phone SMT once pupil has been admitted to Health Centre.</p>	<p>07476 299036</p>
6	<p>Assessment of situation by Deputy Head (Pastoral and Wellbeing) or Duty SLT.</p>	<p>Decision made on further action to be taken.</p>

1	<p>On receiving notification of the situation</p>	<p>Advise boarding staff of immediate action to be taken.</p>
2	<p>Examine pupil.</p>	<p>Assess the situation pupil must be admitted to Health Centre if it is considered that there is the slightest risk to that pupil being left alone asleep during the night.</p>



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1	Health Centre two wards.	3 boys 3 girls	
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All medicines including OTC and prescribed medicines must be stored in locked areas.

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 when the health centre is closed

Drugs are then administered to Boarders at the times stated on chart.

Drugs are only to be given to the pupil for whom they are prescribed.

The nursing staff or healthcare assistants can administer non- prescribed (over the counter) medication to . If a pupil is Fraser competent they may self-consent for medication.

Individual pupil records are checked for suitability of drug before administration.

Any non-prescribed drug given is recorded on their Health Centre record, stating date, drug given, dosage, time and reason for administration.

The list of non-prescribed medication used by the Health Centre is indicated on the Caterham School Medical Information Form.

Untrained house staff are permitted to give prescribed and non-prescribed medication to boarders as agreed in the following protocols.

The following policy must be followed:

The reason for giving the medication must be established.

Check whether that pupil is allergic to any medication.

Check whether or not the pupil has taken any medication recently and, if so, what (e.g. paracetamol must not be taken more frequently than every four hours and the maximum dose in 24 hours for that

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

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

Give after food or with drink of milk or biscuit.

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

Antihistamine used for rashes, itchiness or allergy symptoms.

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

Over 12 10mls once daily

Record as above.

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.

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.

If the medicine is a controlled drug the number of tablets or quantity of medicine is recorded in the CD book as returned to pharmacy and the pharmacist also completes his own paperwork on receipt of said CD. The Health Centre Manager will organise returning medicine to the School Pharmacist and ensure checking that paperwork is properly completed.

When a medicine is suspected in an adverse reaction the student must report it to health centre staff or house staff if no nurse on duty. The nurse will determine the severity of the reaction, give anti histamines if allergic-type reaction, and recommend stopping the medication in consultation with School Medical Officer.

be given to parents. The Health Centre Manager will update iSAMS/CHIP and update parents and boarding staff.

If a student is given the wrong medicine or too much of a certain medicine this must be reported to the Health Centre Manager initially who will then inform relevant Boarding HMM/ Deputy Head (Pastoral and Wellbeing)/ Prep Deputy Head. The Health Centre Manager, in consultation with the School Medical

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

The Nursing staff will administer first aid treatment as needed: cleaning and dressing wounds. Nursing staff will advise on wound healing and measures to prevent infection for further cutting.

Try to remove object used for self-mutilation if any.

The Nursing staff will discuss, as far as the pupil will allow and cooperate, the issues surrounding the self-harm and the various ways of seeking further advice and treatment. During this discussion the Nursing staff

ent to disclosure to a third party. (This may be to the School Child Protection Liaison Officer or other suitable person.)

serious risk. Where appropriate the school nurse will disclose information without the Nursing staff recognise that self-harm is a situation which will require on-going long term care and



All boarders are normally registered under the National Health Service with the School Medical Officer, Doctor Richard Wright, Caterham Valley Medical Practice, Eothen House, Caterham, CR3 6JU and they are entitled to medical treatment, including hospital care, under the NHS. The School Medical Officer holds a surgery in School twice a week, sees all new boarders as routine and is on call in the case of emergency. Pupils have access to a doctor of the same gender and appointments will be arranged if needed.

A pupil who is registered with the Caterham Valley Medical Practice and who needs to see another doctor in the holidays should be registered as a temporary patient with the home doctor.

Any new boarders who are already registered with an NHS doctor in the United Kingdom and who are intending to register with the Caterham Valley Medical Practice should state their existing National Health Service number on the Medical Information Form completed before beginning their first term.

If a pupil changes from being a day pupil to being a boarder then they may register with the School Medical Practice.

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In the UK all patients see their General Practitioner (GP) as the first point of contact, regardless of the medical problem. The GP makes an assessment of the problem, and determines any treatment, necessary investigations or tests, including x-rays and blood tests, and determines, with the patient, whether they need to see a specialist. Unlike other countries, it is not possible to see a specialist without first seeing your GP. This same system applies, regardless of whether the specialist involved is private or part of the NHS. We will e Sc00264(6mo40 Td (We)Tj 0 7

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

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.

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

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

