



WAKEFIELD GIRLS' HIGH SCHOOL

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V1.03	April 2024	Reviewed, Sally Christie, WGHS Nurse

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WGHS First Aid and Medicine and Medical Conditions Procedures

1. Introduction

This document details local procedures at WGHS (Junior Section and Senior Section). It should be read in conjunction with the WGSF First Aid Policy, WGSF Health and Safety Policy and WGSF Safeguarding and Child Protection Policy.

2. Personnel

WGHS School Nurse: Ext 282. 01024 372490. Mobile 07825 806910
School Medical Officer: Dr D R Fyfe

At WGHS appropriately trained staff (Emergency First Aid at Work qualification) act under the overall supervision of the WGHS School Nurse. The School Nurse is based on the ground floor in the Cliff building, Senior School. Anyone requiring first aid can see the School Nurse, first aid trained office staff or a first aid trained member of staff in each department (Senior Section and Junior Section).

3. Equipment

First Aid boxes are placed strategically around WGHS and on school minibuses. These should not be removed. The contents are checked by the School Nurse. If first aid supplies are seen to be running low or expiry dates reached, please inform the School Nurse so that she can replenish them. First aid bags and pouches are also available for school trips; a number of these are stored within each academic department, in the school office along with spares, if required, which are kept in the School Nurse's office.

See Appendix 1 for details of position of first aid boxes at WGHS.

4. First Aiders

Lists of teaching and support staff with Emergency First Aid at Work qualification are displayed on staff notice boards in the Staff Room, WGHS, and the Main Office, WGHS along with details kept by the School Nurse in her office. **Please see Appendix 2** for details. Anyone who is interested in undertaking training should contact the School Nurse.

Emergency First Aid equipment such as spare Adrenaline Auto Injectors, Salbutamol Inhalers, Defibrillators and Catastrophic Bleed Kits are located around school. See **Appendix 3**

5. Calling for an ambulance

Where an injury or illness is an emergency, an ambulance must be called.
999 from a mobile or 9999 from a school landline phone.

The decision to call for an ambulance is the responsibility of the first aider attending the casualty. The call may be delegated by them to another member of staff assisting. **Time must not be wasted seeking the authority of the School Nurse, the Head, or other members of the senior team, though they should be informed as soon as is feasible.** The person making the call must give details of the casualty, the injury and the situation in school. Members of staff should be stationed in strategic points in order to direct the ambulance to the correct location.

Parents or next of kin should be informed as soon as possible and requested to meet the child, and accompanying staff member at the allocated hospital. Staff should endeavour to protect the privacy and dignity of the casualty by redirecting pupils away from the scene.

6. Administering medicine to children and young adults

Any pupils requiring long-term prescribed medication will be referred to the School Nurse to discuss how this will be administered with the involvement of a parent and specialist nurse if necessary. Any long-term treatment will be supported by a care plan.

The School Nurse or a qualified first aider may give short term prescribed medication, for instance, antibiotics, ear/eye drops etc. if a covering letter is provided by parents, and the medication is in date, in its original container, clearly marked with name, dosage and frequency.

Any prescribed, controlled medication (e.g. Ritalin, Midazolam or Diazepam) must be stored in a locked cupboard in the School Nurse's office if it needs to be administered at school, which will be documented appropriately.

Pupils should take any medication under adult supervision.

Parents are encouraged to inform school of a pupil's long term medication regime regardless of whether that medicine is administered at school or not.

Non-prescribed medicine will only be given to children in Years 7-11 if parents have completed an annual parental consent form indicating that they give permission for their child to receive simple analgesia (such as Paracetamol) which is recorded on SIMS. The School Nurse and First Aider in the school office keep a log of all pupil visits, including date, time, reason for attendance, with any first aid or medication administered.

Young adults in years 12 and 13 are deemed old enough to give consent for simple analgesia.

Medication is stored in the School Nurse's office, the school office and the junior section First Aid room (in a locked cupboard).

Spare labelled Adrenaline Auto Injectors such as EpiPen or Jext for individual girls are stored in an easily accessible area in both main Junior & Senior School Office as are Asthma Reliever inhalers, simple analgesia and antihistamines.

Staff that are willing, are trained to administer A.A.I. if anaphylaxis occurs to a pupil who has known allergies with their prescribed adrenaline. Teaching staff are to familiarise themselves with rescue relieving Inhalers and medication for Diabetes and Epilepsy, should the need arise for instance, on day trips, residential and overseas expeditions. Staff should highlight any need for further support to increase their competence.

Children who become ill or may be infectious during the school day are kept in isolation in the medical room or a safe place until they are collected by a family member following the Health Protection Agency in Schools Infection Control Guidance.

Parents will be contacted if a child is unwell and needs to go home by the School Nurse or a member of staff. The office must be notified of any pupil leaving school. If a Sixth Former is ill but able to get home safely, they must phone the school office on their arrival. If they are too unwell to travel alone, a family member must collect them or arrange a taxi.

The procedure for Head Bumps is outlined in **Appendix 5**.

7. Medicines

- All medication is stored safely in the School Nurse's office or cupboards in the main Junior Section or Senior Section office. Any medication stored in the fridge is clearly labelled.
- The School Nurse is responsible for ensuring medicine is handed back at the end of each session or term to the child/young adult if appropriate.
- The School Nurse checks that any medication held to administer on an 'as required' basis, or on a regular basis, is in date and will return any out of date medication back to the parent / carer.
- If the administration of medication requires medical knowledge for responsible staff, for instance, on trips and residentials, individual training will be provided by the School Nurse.
- No children should self-administer, except in some circumstances, for example when Insulin is essential, or Antihistamines are required quickly to prevent an allergic reaction. Where children are capable of understanding when they need medication, for example with Asthma, they should be encouraged to use their inhaler as instructed by their GP but to inform an adult that they have used it. The School Nurse is available to offer guidance and support as required. Inhalers are held by the pupil in Senior School and are taken with them if they leave the school premises, for example to the sports field and on trips out of school.
- Junior School children will keep their inhaler on their teachers desk or in a location that they all know of.
- As per the document 'Guidance on the use of emergency Salbutamol inhalers in schools: 2015' WGSF keeps spare Salbutamol inhalers for use in situations where pupils' inhalers are not available.
- Adrenaline Auto Injectors, such as Epipens or Jext (at least one) and/or antihistamines prescribed for pupils with allergies, at Senior School, are carried by pupils, at all times, and in known visible areas for Juniors.

See the WGSF First Aid Policy for more detailed information.

8. Children who have long term medical conditions and who may require ongoing medication

A Health Care Plan (HCP) for the child is drawn up with the parent, and/or specialist nurse; outlining the key person's role and what information must be shared with other staff whilst at school or on trips.

The HCP should include measures to be taken in an emergency and is reviewed by the School Nurse annually or more frequently if necessary. There is an expectation that parents will inform the School Nurse of any changes.

The offices send out annual notes on Firefly or by email to parents with children who have any health conditions. They are requested to state if there have been changes or not. If no change,

the School Nurse adds this to the medical note on SIMS. If there are changes then the School Nurse sends out a new Care Plan for the parents to write and return.

9. Record keeping

The School Nurse and staff in the office will keep records of all first aid administered for the preceding five years on an Excel Treatment Sheet or google sheet Treatment sheet and EVOLVE Accident Book online. Significant events such as safeguarding, wellbeing or pastoral concerns will be recorded on CPOMS: Child Protection Online Management System.

10. Guidelines for referring a pupil to the School Nurse or onto the Designated Safeguarding Lead (DSL)

The School Nurse should be called to the location of an unwell girl if it is considered unsafe for her to walk across the school grounds to the school office or School Nurse's room, for instance with allergies, fainting or asthma etc. T. 07825 806910 or extension 282 or schristie@wgsf.net or contact the office to message her.

Pupils should not be referred to the School Nurse / office staff for on-going conditions which require the attention of a GP. Routine errands such as dropping off tablets, instilling eye drops, throat lozenges, renewing plasters, etc. can be dealt with at break and lunchtimes. If the School Nurse is not in school, emergencies will be dealt with by the office or first aid staff in the nearby vicinity.

Pupils may see the nurse or office staff at break or lunch-time, or during a lesson if her teacher contacts the School Nurse to arrange. If a girl is visiting the School Nurse or the office frequently, or without obvious reason, their Form Teacher, Head of Year and Pastoral Deputy Head, will be consulted on an appropriate course of action and a parent notified. If staff have concerns about a pupil's welfare, immediate action will be taken, following the child protection policy guidelines, such as an assessment, recording and feedback to the DSL. Monitoring may continue, possibly including pastoral support, or referral will be made to the appropriate agency if concerns escalate.

The School Nurse is available 08:00-16:00 approximately. After 16:00, if there are medical or first aid issues with those still on site, please refer cases to a first aid trained member of staff.

The School Nurse is bound by a Code of Professional Conduct and is not at liberty to disclose confidential matters to teaching staff regarding a pupil unless the pupil and parents have given permission for her to do so or where there is deemed to be a risk to the pupil's safety and/or well-being. She will liaise confidentially with the Designated Safeguarding Lead. Wherever possible, she will work closely with teaching staff in the best interests of the pupil, but there may be issues which are not disclosed.

The School Nurse is here for advice, first aid, support and management of any health issues which may present during the course of the school day, but not in place of your family GP or hospital doctor.

11. Foundation Approach to promoting Positive Mental Health & Wellbeing

We take a whole school approach to promoting positive mental health that aims to help pupils become more resilient, be happy and successful and prevent problems before they arise. This encompasses seven aspects:

1. Creating an ethos, policies and behaviours that support mental health and resilience that everyone understands.
2. Helping pupils to develop social relationships, support each other and seek help when they need to.
3. Helping pupils to be resilient learners.
4. Teaching pupils social and emotional skills and an awareness of mental health.
5. Early identification of pupils who may have mental health needs and planning support to meet their needs, including working with specialist services.
6. Effectively working with parents and carers.
7. Supporting and training staff to develop their skills and resilience.

We also recognise the role that stigma can play in preventing understanding and awareness of mental health issues and aim to create an open and positive culture that encourages discussion and understanding of mental health issues. We aim to be a 'talking school' with an 'Open Door Policy'

We believe that all staff have a responsibility to promote positive mental health, and to understand protective and risk factors for mental health. Some children will require additional help and all staff should have the skills to look out for any early warning signs of mental health problems and ensure that pupils who have needs get early intervention and support. A discussion or referral to School counsellor can be made if wanted and pupils can directly refer themselves as well. All staff understand possible risk factors that might make some children more likely to experience problems; such a physical long-term illness, having a parent who has a mental health problem, death and loss, including loss of friendships, family breakdown and bullying. They also understand the factors that protect children from adversity, such as self-esteem, communication and problem-solving skills, a sense of worth, belonging and emotional literacy.

We recognise that many behaviours and emotional problems can be supported within the school environment, with school counsellor, advice from external professionals and Mental Health First Aiders. Some children will need more intensive support at times, and there are a range of mental health professionals and organisations that provide support to pupils with mental health needs and their families.

Any member of staff concerned about a pupil will take this seriously and discuss with the Head of Year or the Designated Safeguarding Team. These signs might include: non-verbal behaviour, isolation from friends and family, becoming socially withdrawn, changes in activity, mood and/or eating/sleeping habits, lowering academic achievement, talking or joking about self-harm or suicide, expressing feelings of failure, uselessness & loss of hope, an increase in lateness or absenteeism, abstaining from PE, drug or alcohol misuse, physical signs of harm that are repeated or appear non-accidental, wearing long sleeves in hot weather, repeated physical pain or nausea with no evident cause.

Staff are aware that mental health needs such as anxiety might appear as noncompliant, disruptive or aggressive behaviour, which could include problems with attention or hyperactivity. This may be related to home issues, difficulties with learning, peer relationships or development. If there is a concern that a pupil is in danger of immediate harm then the school's child protection procedures are followed by immediate verbal referral to the Designated Safeguarding Lead or Deputies if the Lead is not available.

More information and support can be found in **Appendix 4**

Appendix 1

Position of First Aid Boxes

Wentworth:

School office

Geography

Maths

Staff Room

History/Classics/RE

Library

Modern Languages room

Caretaker's office

Peppers Kitchen

PE office

Multi Gym

Exams office

Forrest building:

Drama

DT office

DT workshops 1 & 2

& 3 Art (top floor)

Willows:

Music office

Food tech Kitchens

Cliff:

School Nurse's office

Learning Support room 15

Sotterley /6th Form:

Office

Kitchen

**Science & Technology
Centre:**

IT

Science 1

Chemistry prep room

Chemistry labs 1, 2 & 3

Physics prep room

Physics labs 1, 2 & 3

Biology prep room

Biology labs 1, 2 & 3

Staff room/kitchen & Staff office

Computer Science

Junior School

First Aid room

Games Field:

First Aid Rooms; Kitchens; Function Areas;

Ground Staff

Mini Buses

Appendix 2: List of WGHS First Aiders

Emergency First Aid at Work in Schools Training

Department	Name of staff	Training completed	Expiry	Comments
Art	James Spall	August 2023	Sept 2026	
	Bethan Vare	May 2024	May 2027	
	Kirsty Varley	July 2021		Leaving 2024
Classics	Jonathan Hargreaves	May 2023	May 2026	
Counsellor	Rowan Imolc	May 2023	May 2026	
Data/Exams	Jayne Windeatt			Current online
D & T	Sherry Cairns	May 2024	May 2027	
	Emma Critch	Feb 2023	Feb 2026	
	Biddy Maher	Sept 2023	Sept 2026	
	Natalie Phillips	May 2023	May 2026	
	Ian Soakell	Oct 2022		Leaving 2024
	Maria Seddon	Sept 2022	Sept 2025	
Drama/English	Rebecca Besford	May 2024	May 2027	
	Jim Shaw	May 2023	May 2026	
	Isobel Simmons	May 2024	May 2027	
Estates/H&S	Jason Austerberry	Feb 2024	Feb 2027	
	Kevin Brooke	Feb 2024	Feb 2027	
	John Garside	Feb 2021	2024	
	Steve Haswell	May 2024	May 2027	
	Tom Johnston	Feb 2024	Feb 2027	
	Kent Oliver	May 2023	May 2026	
Office/Support	Celeste Fisher	May 2023	May 2026	
	Abi Lovell	July 2021	July 2024	Re book after Mat Leave
	Claire McKinlay	Feb 2023	Feb 2026	

Emergency First Aid at Work in Schools Training

Department	Name of staff	Training completed	Expiry	Comments
Geography	Joe Ryding	May 2023	May 2026	
History/RPE/ Psychol	Rachel Keegan-Phipps	May 2023	May 2026	
	Ann Potts	May 2023	May 2026	
	Oliver Shaw	May 2023	May 2026	
	Tom Grunwell	May 2024	May 2027	
Humanities	Sam Heptinstall	May 2023	May 2026	
IT				Nil currently
LS	Elizabeth Taylor	Sept 2023	Sept 2026	
	Vicky Gardiner			Currently online
Library				Nil currently
Maths	Sue Jenkins	May 2024	May 2027	
	Jenny Rees	May 2022	May 2025	
	Rob Webster	May 2024	May 2027	
Matron	Sally Christie	Sept 2023	Sept 2026	
	Gemma Riding	May 2024	May 2027	
MFL	Emma Lister	May 2024	May 2027	
	Debbie Walker	May 2022	May 2025	
Music	Kat Bentham	July 2023		Leaving 2024
	Nick Meredith	May 2024	May 2027	
PE	Kelly Hunter	May 2023	May 2026	
	Becky Manson	May 2023	May 2026	
	Laura Margereson	May 2023	May 2026	
	Grace Morgan	May 2023	May 2026	
	Dee North	Sept 2023	Sept 2026	
	Krista Robinson	Feb 2023	Feb 2026	
Psychology	Kate Edge	May 2022	May 2025	


Department	Name of staff	Training completed	Expiry	Comments
Registrar	Stevie Newton	May 2024	May 2027	
SLT	David Eggleston	May 2023	May 2026	
	Jude Tingle	Feb 2023	Feb 2026	
STC	Jo Baldwin	May2023	May 2026	
	Sian Barber	May 2023	May 2026	
	Cadence Dollive	May 2022	May 2025	
	Martin Durrell	May 2022	May 2025	
	Sarah Duerden - Brown	May 2023	May 2026	
	Dan Hannard	May 2023	May 2026	
	Adam Lindley	Oct 2022	Oct 2025	
	Kelly Lindley	May 2023	May 2026	
	Christopher Murtland	May 2023	May 2026	
	Martin Wilson	May 2022		Leaving 2024

Junior School First Aiders


Name	Surname	Qualification	Qual Date	Exp Date
Cassie	Walker	EFAAW	August 2023	August 2026
Jill	Butterfield	EFAAW	August 2023	August 2026
Susan	Rowbotham	EFAAW	August 2023	August 2026
Vanessa	Hutchinson	EFAAW	August 2023	August 2026
Samantha	Morris	EFAAW	August 2023	August 2026
Katie	Grundy	EFAAW	August 2023	August 2026
Hannah	Coe	EFAAW	August 2023	August 2026
Helen	Boughton	EFAAW	August 2023	August 2026
Rebecca	Arundale	EFAAW	August 2023	August 2026
Rachel	White	EFAAW	August 2023	August 2026
Sian	Gibson	EFAAW	August 2023	August 2026
April	Patrick	EFAAW	August 2023	August 2026
Mel	Sykes-Moorhouse	EFAAW	August 2023	August 2026
Louise	Robson	EFAAW	August 2023	August 2026
Debbie	Marshall	EFAAW	August 2023	August 2026
Gemma	Payne	EFAAW	August 2023	August 2026
Andy	Bray	EFAAW	August 2023	August 2026
Maria	McGrath	Pro Training	March 2023	March 2026
Sam	Rowley	EFAAW	August 2023	August 2026
Kate	Fear		November 2023	October 2026

Appendix 3


Defibrillators

	WGHS Junior School Hartley Pavilion Entrance
	WGHS SS Wentworth Building Outside Heads PA Office
	WGHS Forrest Building Ground Floor DT Corridor
	WGHS SS Sports Pavilion Blenheim road
	WG PPS Entrance Foyer


Emergency EpiPens- anaphylaxis (severe allergy)

	WG PPS Office
	WGHS JS Office
	WGHS SS Reception Office
	WGHS STC Staff Office
	WGHS Games Pavilion
	School Nurse Office

Salbutamol Emergency Inhalers- Asthma

	WG Pre Prep School Office
	WG Junior School Office
	WG Senior School Office
	WGS STC Staff Office
	School Nurse Office
	WG Sports Pavilion Blenheim Rd

Catastrophic Bleed Kits

	WG PPS Office
	WG JS Office
	WG SS Office

Appendix 4

Mental Health First Aiders



At Wakefield Girls' High School, we have a number of staff who are qualified Mental Health First Aiders. They are happy for pupils to approach them and to ask for help, support and advice regarding any aspects of Mental Health.

Their role is to do the following:

- To promote positive mental health.
- To provide comfort to a young person experiencing mental health difficulties by listening in a non-judgemental way.
- To raise awareness of mental health issues in the community.
- To reduce stigma and discrimination.
- The Mental Health First Aiders are as follows:

Dr Durden Brown

Mr Shaw

Mrs Phillips

Mrs Walker

Mrs Critch

Mrs Keegan - Phipps

School Nurse

Mrs Tingle

Ms Dollive

Ms Walpole (6th form kitchen staff)

Mrs Lindley

Mr Grunwell

Mrs Baldwin

Mrs Lovell

Mrs Taylor

Miss Peckett (governor)

Mrs Plumpton (governor)

Ms Boyes

Ms Edgar (kitchen staff)

Where to get information and support For support on specific mental health needs

- Anxiety UK www.anxietyuk.org.uk
- OCD UK www.ocduk.org
- Depression Alliance www.depressoinalliance.org
- Eating Disorders www.b-eat.co.uk and www.inourhands.com
- National Self-Harm Network www.nshn.co.uk
- Self-Harm www.selfharm.co.uk
- Suicidal thoughts Prevention of young suicide UK – POPYRUS: www.papyrus-uk.org

For general information and support

- www.youngminds.org.uk champions young people's mental health and wellbeing
- www.mind.org.uk advice and support on mental health problems
- www.minded.org.uk (e-learning)
- www.time-to-change.org.uk tackles the stigma of mental health
- www.rethink.org challenges attitudes towards mental health

- [Mental health and behaviour in schools - GOV.UK](http://www.gov.uk/government/topics/mental-health)

Appendix 5 - Head Bump Procedure

1. Ensure all pupils who have had a head bump have been checked by a First Aider
2. First Aider to record all head bumps
3. The Office to notify the child's family member of the head bump via telephone
4. The Office / First Aider to complete the 'head bump' slip and put in the child's bag ready to go home
5. First Aider to monitor the child for head injury and concussion symptoms, following NHS advice: [Head injury and concussion - NHS](https://www.nhs.uk/conditions/head-injury-and-concussion/)
6. If deemed necessary, the Office should contact the parent to ask them to collect their child from school early and take them to A&E.

