



WAKEFIELD GIRLS' HIGH SCHOOL

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Author/Lead Job Title	Sally Christie WGHS Nurse
Consultation	Vicky Weeks, Compliance Manager
Checker Person Name / Title	Martin Shevill, Governor
Quality Assurance	
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V1.00	July 2021	Written, Sally Christie, WGHS Nurse
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V1.02	June 2023	Reviewed and incorporated JS policy, Sally Christie, WGHS School Nurse.

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WGHS First Aid and Medicine and Medical Conditions Procedures

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

1. 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 Matron 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).

2. Equipment

First Aid boxes are placed strategically around WGHS and on school minibuses. These should not be removed. The contents are checked by the Matron. 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 Matron's office.

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

3. 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 Matron in her office. **Please see Appendix 2** for details. Anyone who is interested in undertaking training should contact Matron.

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

4. 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.

5. Administering medicine to children and young adults

Any students requiring long-term prescribed medication will be referred to the Matron 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 Matron 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.

Students should take any medication under adult supervision.

Parents are encouraged to inform school of a student'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 Matron's office and the school office.

Spare labelled Adrenaline Auto Injectors such as EpiPen, Jext or Emerade for individual girls are stored in an easily accessible, labelled drawer in the main school office, as are Asthma Reliever inhalers, simple analgesia and antihistamines.

Staff that are willing, are trained to administer A.A.I. in case anaphylaxis occurs to a student who has known allergies with prescribed adrenaline. Teaching staff are to familiarise themselves with rescue relieving Inhalers and medication for Diabetes and Epilepsy, should the need arise. 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.

6. Medicines

- All medication is stored safely in the Matron's office or cupboards in the main Junior Section or Senior Section office. Any medication stored in the fridge is clearly labelled.
- The Matron is responsible for ensuring medicine is handed back at the end of each session or term to the child/young adult if appropriate.
- The Matron 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 exceptional 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 student 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.
- EpiPens (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.

7. 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 Matron of any changes.

8. Record keeping

The Matron 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.

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

Matron 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 Matron'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.

Students should not be referred to the Matron / 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, minor cuts, etc. can be dealt with at break and lunchtimes. If the Matron is not in school, emergencies will be dealt with by the office or first aid staff in the nearby vicinity.

Students may see the nurse or the office at break or lunch-time, or during a lesson if her teacher contacts Matron to arrange. If a girl is visiting the Matron 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 student'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 Matron is available 08:00-16:00. 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 Matron 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 Matron 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.

10. Foundation Approach to promoting Positive Mental Health & Wellbeing

We take a whole school approach to promoting positive mental health that aims to help students 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 students to develop social relationships, support each other and seek help when they need to.
3. Helping students to be resilient learners.
4. Teaching students social and emotional skills and an awareness of mental health.
5. Early identification of students 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 students who have needs get early intervention and support. A discussion or referral to School counsellor can be made if wanted and students 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 students with mental health needs and their families.

Any member of staff concerned about a student 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 student 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:

Matron'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** BXO LPZ

Appendix 2:

First Aid Trained Staff Members and certificate EXPIRY YEAR– WGHS

Art

Mrs Kirsty Varley 2024

Miss Bethan Kerridge 2022

Classics

Mr Jonathan Hargreaves 2026

Data/SIMS/Exam Officers

Jayne Hitch 2022

Jayne Windeatt 2021

DT

Mr Brent Carlin 2025

Mrs Shirley Oldale 2022

Miss Maria Gunn 2025

Mrs Biddy Maher 2022

Mrs Emma Critch 2026

Mrs Natalie Phillips 2026

Mr Ian Soakell 2025/26

English & Drama

Mr Jim Shaw 2026

Mrs Rebecca Besford 2024

General Office / Support Staff

Ms Sam Cafferkey 2023

Mrs Abi Lovell 2024

Mrs Louise Green 2026

Mrs Celeste Fisher 2026

Mrs Rowan Imolc 2026

Mrs Sally Christie 2025

Geography

Mr Joe Ryding 2026

History/RE

Mrs Rachel Keegan-Phipps 2026

Mrs Ann Potts 2026

Mr Oliver Shaw 2026

Mrs Sam Heptinstall 2026

IT

No current IT FA staff

Learning Support

Mrs Elizabeth Taylor 2022

Ms Vicky Gardiner 2024

Library

Mrs Rose Harries 2026

Maths & Economics

Mrs Sue Jenkins 2024

Mrs Jenny Rees 2025

Mr Robert Webster 2024

MFL

Mrs Katherine Dale 2023

Mrs Debbie Walker 2025

Mrs Emma Lister 2024

Music

Mr Nick Meredith 2024

Mrs Katherine Bentham 2022

PE

Mrs Krista Robinson 2023 (booked 31/8/23)

Ms Dee North 2023 (course 31/8/23)

Ms Grace Morgan 2026

Mrs Kelly Hunter 2026

Mrs Laura Margereson 2026

Mrs Becky Manson 2026

Porters/Kitchen/Cleaning

Staff/Estate Staff

Mr Jason Austerberry 2022

Mrs Keeley Brooke 2022

Ms Shaunagh Clarke 2022

Mrs Rebecca Norwell

2022 Ms Michelle

Cooper 2022 Ms Shelley

Ceesay 2022 Ms

Michelle Johnson 2022

Mr Kevin Brooke 2023

Ms Anna Gabor Johnston 2023

Mr Kent Oliver 2026

Governors' Office

Mrs Miranda Tennant
2025

Psychology

Mrs Kate Edge 2025

SLT

Mr David Eggleston 2022
Mrs Judith Tingle 2026

STC

Mr Martin Wilson 2025
Dr Martin Durell 2025
Miss Cadence Dollive 2025
Mrs Sarah Duerden-Brown 2026
Mrs Kelly Lindley 2026
Mrs Jo Baldwin 2026
Mr Christopher Murtland 2026
Mrs Sian Barber 2026
Mr Andrew Vause 2026
Mr Adam Lindley 2025/26
Mr Dan Hannard 2026

Junior School First Aiders


Emergency First Aid at Work trained staff : Training booked 31 August 2023

Name	Surname	Qualification	Qual Date	Exp Date
Jo	Horsfield	EFAAW	Sep-20	Sep-23
Rachel	Mayes	EFAAW	Sep-19	Sep-22
Jenny	Taylor	EFAAW	Sep-20	Sep-23
Alison	Walters	EFAAW	Sep-19	Sep-22
Sam	White	EFAAW	Sep-20	Sep-23
Gill	Willis	EFAAW	Sep-19	Sep-22


Forename	Surname	Qualification	Qual Date	Exp Date
Kate	Fear	EFAAW	Sep-20	Sep-23
Sian	Gibson	EFAAW	Sep-20	Sep-23
Carolyn	Goodwin	EFAAW	Sep-20	Sep-23
Gaynor	Halton	EFAAW	Sep-20	Sep-23
Tina	Haystead	EFAAW	Sep-20	Sep-23
Sarah	Roche	EFAAW	Sep-20	Sep-23
Kirstine	Stones	EFAAW	Sep-20	Sep-23
Sarah	Stringer	EFAAW	Sep-20	Sep-23
Annette	Wilson	EFAAW	Sep-20	Sep-23
Helen	Boughton	EFAAW	Sep-19	Sep-22
Jill	Butterfield	EFAAW	Sep-19	Sep-22
Vanessa	Hutchinson	EFAAW	Sep-19	Sep-22
Debbie	Marshall	EFAAW	Sep-19	Sep-22
Maria	McGrath	EFAAW	Sep-19	Sep-22
Wendy	Milner	EFAAW	Sep-19	Sep-22
Alison	Walters	EFAAW	Sep-19	Sep-22
Rachel	White	EFAAW	Sep-19	Sep-22

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
	Matron Office

Salbutamol Emergency Inhalers- Asthma

	WG Pre Prep School Office
	WG Junior School Office
	WG Senior School Office
	Matron 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 students 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

Matron

Mrs Tingle

Dr Rhodes

Ms Dollive

Mrs Lindley

Mr Grunwell

Mrs Baldwin

Mrs Lovell

Mrs Taylor

Mrs Oldale

Miss Peckett (governor)

Miss Duckitt

Mrs Plumpton (governor)

Ms Boyes

Ms Edgar (kitchen staff)

Ms Walpole (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 – PAPYRUS: 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/uploads/system/uploads/attachment_data/file/348222/Mental_health_and_behaviour_in_schools_-_GOV.UK.pdf)