



# Wakefield Grammar School Foundation

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**VALIDITY – Policies should be accessed via FireFly to ensure the current version is used.**

## CHANGE RECORD - Annual Review Period

<b>Version</b>	<b>Date</b>	<b>Change details</b>
V1.00	March 2025	New policy created for WGSF, incorporating the previous WGSF First Aid Policy and the individual schools' policies on First Aid and medical information.

To be published on the following:

<b>Staff shared</b>	<b>X</b>	<b>School website</b>	<b>X</b>
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# WGSF First Aid, Medicines and Medical Information Policy and Procedures

## 1. General Policy Statement

The Wakefield Grammar School Foundation (WGSF) accepts responsibility under the [Health and Safety \(First Aid\) Regulations 1981](#) and acknowledges the need to provide adequate and appropriate equipment, facilities and personnel to enable timely and competent First Aid for all employees, pupils and visitors if they are injured or become ill on site.

WGSF are committed to the Regulations' procedure for reporting accidents and recognise their Statutory Duty to comply with the [Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013](#).

This policy informs all employees of the First Aid arrangements, medical information and guidance, and procedures for administering medicines within WGSF which forms part of the Schools' Health Service. The provision of First Aid within WGSF is in accordance with the following Government guidance documents:

- [First aid in schools, early years and colleges - GOV.UK](#)
- [Supporting pupils with medical conditions at school - GOV.UK](#)
- [Emergency asthma inhalers for use in schools - GOV.UK](#)
- [Automated external defibrillators \(AEDs\) in schools - GOV.UK](#)
- [Using emergency adrenaline auto-injectors in schools - GOV.UK](#)
- [Health and safety: advice for schools - GOV.UK](#)

This policy should be read in conjunction with each school's Risk Assessments and the following policies:

- [WGSF Health and Safety Policy](#)
- [WGSF Safeguarding and Child Protection Policy](#)
- [WGSF Food Nutrition and Allergy Policy](#)
- [WGSF Mental Health and Wellbeing Policy](#)

The WGSF arrangements for implementing the policy include eight key principles:

1. Places a duty on the Governing Body to approve, implement and review the policy.
2. Provides information for employees on the arrangements for First Aid and administering medicines.
3. Places individual duties on all employees.
4. Provides training to employees, maintaining a record of that training and reviewing annually.
5. Establishes a procedure for managing accidents in school requiring first aid treatment.
6. Records, reports and where appropriate, investigates all accidents and near misses.
7. Provides equipment and materials to carry out first aid treatment.
8. Records all occasions when first aid was administered to employees, pupils and visitors.

## 2. Arrangements for First Aid

In compliance with [The Education \(School Premises\) Regulations 2012](#), First Aid rooms are made available for medical treatment in school. Medication is also kept in locked cupboards in the school offices..

### 2.1 Personnel

The School Nurses are registered nurses and maintain First Aid certification. Employees are encouraged to volunteer to undertake paediatric or emergency First Aid training in order to optimise health and wellbeing of pupils, colleagues and visitors. Currently the Foundation has approximately 60% of its workforce who are First Aid Trained. All staff in the EYFS setting either have a paediatric First Aid qualification or are working towards this. Records of those trained are kept by the School Nurses and a list of staff with current paediatric or emergency First Aid certification is published on the staff room notice boards and school offices.

Anyone requiring First Aid should see the School Nurse, First Aid trained office staff or a First Aid trained member of staff in each department / school.

### 2.2. Equipment

- 2.1 First Aid boxes are placed strategically around WGSF buildings and on school minibuses. These should not be removed. The contents are checked annually by the School Nurse and replenished when staff inform the School Nurse. **Please see Appendix 1 for their locations.**
- 2.2 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 and in the School Nurse's office.
- 2.3 Emergency First Aid equipment, spare adrenaline Autoinjectors such as EpiPens or Jext, spare salbutamol inhalers, bleed kits and Automated External Defibrillators (AED) are strategically placed around the school sites for emergency use. **Please see Appendix 2 for their locations.**

An AED should be used in the case of sudden cardiac arrest, following instruction from the First Aider present and/or Yorkshire Ambulance Service (YAS) during a 999 call. An AED can be used safely and effectively without previous training; its use should not be restricted to trained rescuers. Training should, however, be encouraged to optimise the AED's safe and timely use. All staff will be offered annual training updates (e.g. on INSET days or Staff Briefing meetings), alongside basic emergency life support and First Aid training when possible or requested.

### 2.3 Provision of First Aid away from the School

A member of staff with relevant First Aid certification should accompany groups on school trips; this will be determined by risk assessment.

All EYFS trips have a paediatric trained First Aider with them.

A list of pupils with contact details of next of kin in case of emergency will be taken by the trip leader **(this should be in electronic form where possible due to data protection)** plus any

specific guidance such as Head Injury or other specific medical advice from a medical specialist or School Nurse, for instance Diabetic / Epileptic. Staff are reminded to check with pupils before departure that they are carrying essential medication, inhalers and adrenaline injectors which are labelled and in date. Pupils on overseas trips will have been advised in good time through parental meetings if any travel vaccines or malaria medication is required.

First Aid bags and pouches are available for school trips from the School Nurse. First Aid kits are also kept on school minibuses and in all residential trip establishments.

## **2.4 Calling for an ambulance**

Where an injury or illness is an emergency, an ambulance must be called on 999 from a mobile or 9 999 from a school landline phone.

The decision to call for an ambulance is the responsibility of the First Aider attending to 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 those with parental responsibility 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.

If the parents cannot be contacted, or are some distance away, the School Nurse or member of the SLT may then decide to transport the child to hospital.

## **3. Provision of medical care**

Schools' Health Service - offers health advice to pupils and parents, coordinating First Aid provision, triaging those that are ill / injured, supporting pupils with medical conditions and disabilities, undertaking or supporting health checks and running a confidential drop-in, plus working closely with Learning Support and the Pastoral Team and Mental Health First Aiders.

Vaccination Programme - a full vaccination programme is offered at school by the Wakefield Immunisation team, part of the Bradford District Care NHS Foundation Trust.

Parental Contacts - Parents or carers who have legal responsibility for the child or young person have prime responsibility for their child's health and are asked to provide at least three contact numbers in case of emergency or general welfare and to liaise with the school medical providers.

Parents are encouraged to provide full information on school entry about their child's health needs, including any food allergies, conditions or any medication taken. Annual updates are also requested. It is intended that this service should in no way replace the General Practitioner who would, normally, retain sole control over any prescribing for pupils; although some referrals to other health professionals can be made via this service.

Guidelines for ill pupils - If a pupil is taken ill at school, they should be directed to the School Nurse, or a nominated First Aider, who will decide on appropriate care and treatment and whether they should go home in which case a named contact held on the Schools' Management Information System will be informed to arrange collection. Pupils should not make their own arrangements with parents to be collected without first being assessed by the School Nurse.

Infection Control - where infection control is an issue, parents will be advised, in accordance with Yorkshire Humber Health Protection Team guidance for schools, on recommended periods for exclusion ([UK Health Security Agency Guidance on exclusion](#)). Employees will also be informed of instances of communicable diseases where their own health may be at risk.

**Please see Appendix 3 for further information on Infection Control Procedures.**

Sun Care - Guidelines are followed on sun care to increase knowledge, influence behaviour and create an environment for pupils to stay safe in the sun. **Please see Appendix 4.**

### **3.2 Support for pupils with medical needs**

Health care plans for individual pupils with specific medical conditions will be developed by either a Specialist Nurse or the School Nurse, parents and the pupil (e.g. diabetes, anaphylaxis, asthma, epilepsy).

It is the responsibility of parents/carers to keep school up to date with changes, just as it is the responsibility of the School Nurse, as part of the pastoral team, to share any concerns with parents or safeguarding issues with the Designated Safeguarding Lead. Parental updates will be requested annually.

Individual Care Plans and other relevant health information will be made available to staff as deemed appropriate by the School Nurse and parents, in order to optimise their wellbeing. This information can be found in the SIMS database. Staff are reminded that any information provided is confidential under the Data Protection Act 1998. Be aware that the School Nurse is bound by a professional code of conduct with regards to confidentiality, which means that they may be privy to some information regarding health that cannot be shared. Some relevant information may be entered on CPOMS.

Prescribed medication such as Adrenaline Auto Injectors (EpiPen/Jext/ and inhalers should be carried by the pupil, depending on competence, at all times. In the case of those pupils deemed too young to carry their own medication, clear guidance must be provided to all staff regarding its location. Parents should ensure these medications have not expired.

Allergy and intolerance management procedures are outlined in the [WGSF Food Allergy Policy](#).

The School Nurses will coordinate provision of information for Food Technology and Catering staff on specific medical conditions and food allergies and updates as required. Staff should highlight their need for further training, where required.

Antiperspirant and perfume sprays are not allowed in school to prevent an asthma attack being triggered; however, roll on deodorants are permitted.

Should staff have concerns regarding a pupil's health and wellbeing, the School Nurse should be approached for advice.

### **3.3 Administration of medication**

- Any pupil requiring long term prescribed medication will be referred to the School Nurse to discuss how this will be administered. Any long term treatment will be supported by a Care Plan which is drawn up with the parent, outlining the key person's role and what information must be shared with other staff whilst at school or on trips. The Care Plan should include measures to be taken in an emergency. There is an expectation that parents will inform the School Nurse of any changes. Health Care Plans are annually reviewed by the School Nurse and the parent.
- 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.
- The School Nurse, a qualified First Aider or those staff trained in administering medicines 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 and clearly marked with name, dosage and frequency.
- Pupils should take medication under adult supervision and with prior consent of a parent. All details will be recorded of the medication administered. Staff (other than the registered School Nurses) should ensure that medication administered is countersigned / initialled. Family members of WGPPS and Junior Section pupils are notified.
- No children should self-administer medication, except in some circumstances, for example when asthma inhalers are needed 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.
- Non-prescribed medicine will only be given to children in Years 3-11 if parents have given consent indicating that they give permission for their child to receive simple analgesia (such as Paracetamol). The School Nurse and First Aider in the school office keep a log of all pupil visits, including date, time, reason for attendance, and any first aid or medication administered. Young adults in Years 12 and 13 are deemed old enough to give consent for simple analgesia.
- Emergency Adrenaline Auto-injector (AAs) such as Epipen or Jext are available for individually named pupils along with any further emergency medication (e.g. antihistamines and salbutamol inhalers). The guidance [Using Emergency Adrenaline Auto-Injectors in School](#) states that schools in England are allowed to purchase adrenaline auto-injector (AAI) devices without a prescription, for emergency use on those children who are at risk of anaphylaxis when their own device is not available or not

working. These are located in prominent areas that staff are made aware of. **Please see Appendix 2.**

- Pupils across the Foundation, up to the end of year 9, with known allergies are requested to wear a red wrist band for ease of recognition. Staff are trained to administer AAls in case anaphylaxis occurs to a pupil 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 or training to increase their competence.
- Emergency Ventolin (Salbutamol) inhalers are available for pupils with diagnosed asthma in line with the guidance document: [Emergency asthma inhalers for use in schools: 2015](#). These spare respiratory relievers are stored in labelled and safe but prominent areas.
- If this needs to be given on residential trips, a nominated teacher will take responsibility for safely storing, administering, recording (with witness signature if possible) after permission has been agreed by parent/carer and returning the medicine at the end of the trip.
- If the administration of medication requires medical knowledge for responsible staff, for instance, on trips and residential, individual training will be provided by the School Nurse.

### **3.4 Storage of Medication**

Any prescribed, controlled medication (e.g. Methylphenidate or buccal midazolam) must be stored in a locked cupboard in the Medical room if it needs to be administered at school, which will be documented appropriately in the Controlled Drug recording book.

#### **3.4.1 WGPPS**

Any short term prescribed medication is either stored in the Pre-Prep medical room (in a locked fridge) or in the school Office high up so children cannot access it.

The following are kept in colour coded bags relating to the year group on pegs outside of the office and medical room so that staff can access them:

- Clearly labelled Adrenaline Auto Injectors such as Epipen or Jext for individual children who are known to be at risk of Anaphylaxis
- Asthma reliever inhalers, simple analgesia and antihistamines

A spare inhaler and paediatric Adrenaline Auto Injectors are kept in a visible bag or box in the main Pre-Prep Office.

#### **3.4.2 WGHS and QEGS**

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 pupil, 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.

Junior Section children will keep their inhaler on their teachers desk or in a location that they all know of. 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. 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, e.g. Epipens or Jext (at least one), and/or antihistamines prescribed for pupils with allergies are carried by pupils in the Senior Section at all times, and in known visible areas for Junior Section pupils.

### **3.5 Accidents and illness**

Children who become ill or may be infectious during the school day are kept in isolation in the medical room or a safe place, under adult supervision, until they are collected by a family member, in line with the [Health Protection Agency in Schools Infection Control Guidance](#).

Minor cuts and grazes will be managed by on site staff however support or second opinion may be required.

Parents will be contacted by the School Nurse or a member of staff if a child is unwell and needs to go home. The school 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.

#### **3.5.1 Head Bumps**

Any bump to the head will be recorded, family members informed and a head bump letter will go home with the child. **Please see Appendix 5 for the Head Bump Procedure.**

All children who sustain a bump to the head will be monitored for head Injury. If deemed necessary, a member of their family will be asked to collect their child from school early and take appropriate action as advised by staff, such as symptoms to watch for and if A&E should be attended. For further guidance, please see: [Head injury and concussion - NHS](#).

Head Bump Care letter is also available on FireFly for parents which gives further information and specific advice. This is also referenced on the head bump slip which goes home with the child.

### **4. Record keeping**

The School Nurse and staff in the school office will keep records of all First Aid administered on the Treatment Sheet and EVOLVE Accident Book online, following the [WGSF Data Retention and Storage Policy](#). Significant incidents such as safeguarding, wellbeing or pastoral concerns, will be recorded confidentially on CPOMS.

By choosing to consult with the School Nurse, that person is consenting to a confidential record being kept in accordance with the [Nursing and Midwifery Council \(NMC\) Code of Conduct](#).



## **5. Accident Reporting**

Any employee, pupil or visitor sustaining injury / accident should be seen by the School Nurse or an emergency First Aider for First Aid treatment. All accidents and near misses, even if the injury is sustained out of school on school trips or sports fixtures, must be reported by the person witnessing the event on an Accident Form and/or verbally to relevant Heads of Department/SLT and the School Nurse on return, so that the incident can be documented on line EVOLVE accident book.

A return to work interview / phased return and a Risk Assessment may be required when the injured pupil or staff member returns to school.

In the event of a significant incident or an outbreak of a notifiable disease the Health and Safety Manager will notify the HSE via the online portal (RIDDOR) Reporting of Injuries Diseases and Dangerous Occurrences Regulation 2013. For further details, please refer to the [WGSF Health and Safety Policy](#).

## **6. Guidelines for referring a pupil to the School Nurse or to the Designated Safeguarding Lead (DSL)**

If staff have severe concerns about a pupil's welfare, immediate action will be taken, following the [WGSF Safeguarding and Child Protection Policy](#), such as an assessment, recording and feedback to the DSL. Monitoring may continue, possibly including pastoral support, or a referral will be made to the appropriate agency if concerns escalate.

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 to do so or where there is deemed to be a risk to the pupil's safety and/or wellbeing. They will liaise confidentially with the Designated Safeguarding Lead.

The School Nurse should be called to the location of an unwell pupil if it is considered unsafe for them to walk to the school office, e.g. pupils with allergies or a pupil who has fainted, or the pupil is sent to the Medical room if deemed well enough to do so.

Pupils should not be referred to the School Nurse/office staff for on-going conditions which require the attention of a GP.

If the School Nurse is not in school, emergencies will be dealt with by the office or First Aid staff in the nearby vicinity. Other medical or First Aid issues of pupils on site should be referred to a First Aid trained member of staff or office staff if available.

Routine errands such as dropping off tablets, instilling eye drops, minor cuts, etc. should be dealt with at break and lunchtimes. If a pupil is visiting the School Nurse or the office frequently, or without obvious reason, their Form Teacher, Head of Year and the Deputy Head will be consulted on an appropriate course of action and a parent notified.

The School Nurse is available for advice, First Aid, support or illness which may present during

the course of the school day, but not in place of the family GP or hospital doctor.





**Please see Appendix 6 for further information and support regarding Mental Health.**

## Appendix 1 - Locations of First Aid Equipment Equipment

WGHS First Aid Kit Locations	QEGS First Aid Kit Locations	WGPPS First Aid Kit Locations
<p><b>Wentworth</b>  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 &amp; 2 &amp; 3  Art (top floor)</p> <p><b>Willows</b>  Music office  Food tech Kitchens</p> <p><b>Sotterley/6th Form</b>  Office and Kitchen</p> <p><b>Science &amp; Technology Centre</b>  School Nurses office  Science 1  Chemistry prep room; Chemistry labs 1, 2 &amp; 3  Physics prep room; Physics labs 1, 2 &amp; 3  Biology prep room; Biology labs 1, 2 &amp; 3  Staff room/kitchen &amp; Staff office  Computer Science</p> <p><b>Junior School</b>  First Aid room</p> <p><b>Games Field</b>  First Aid Rooms; Kitchens;  Function Areas; Ground Staff</p> <p><b>Mini Buses</b></p>	<p><b>Senior Section</b>  School Office (+ inhaler)  Learning support (- inhaler)  Physics Q4, Q5, B3, B4;  Physics prep room  Chemistry Q7; Chemistry prep room  Biology prep room, Q1, Q2, B1, B2  D.T. Dept office; D.T. D3  MFL office  Art office  Cooking suites (x 2, + Epipen)  Staff quiet room  Kitchen (+ epipen, + burns)  Q.E Hall  P.E. office (inhaler)  Learning Hub  Maths prep room  English office  6th Form kitchen (- catering, + burns, + Epipen)  Elizabeth Theatre  ICT office</p> <p><b>Junior Section</b>  Staff Room (- inhaler, 2 x epipen)  Yr4 Block  Changing rooms -swimming pool  Swimming pool office - inhaler  Changing rooms + Inhaler  Science lab  FT lab (- catering + normal)  Playground bag</p> <p><b>Forest School Building ("Owls Den")</b>  JS pavilion (bag + inhaler)  Outdoor Ed bag (inhaler)  Forest schools bag (inhaler)</p> <p><b>Games Field</b>  First Aid Room cupboard + inhaler + epipen  Kitchen/catering; Function Area  Ground Staff cupboard</p> <p><b>Estates</b>  Estates Office; Boiler room; Joiners' workshop; Porters; Gardener; Cleaners</p>	<p>Foyer  FS1  First Aid room / School Nurse's office</p>

## Appendix 2 - Locations of Emergency Treatment Equipment

### QEGS

<div data-bbox="331 310 607 359" data-label="Section-Header"><h4>Defibrillators</h4></div> <div data-bbox="306 396 600 619" data-label="Image"></div> <div data-bbox="193 720 781 945" data-label="List-Group"><ul style="list-style-type: none"><li>• QEGS Junior Section reception outside office</li><li>• QEGS Senior Section Main Building corridor (office end)</li><li>• QEGS Senior Section Sports Hall</li><li>• QEGS Senior Section Elizabeth Theatre/Sixth Form Centre</li><li>• QEGS Senior Section Games field pavilion</li></ul></div>	<div data-bbox="873 310 1455 422" data-label="Section-Header"><h4>Emergency EpiPens - anaphylaxis (severe allergy)</h4></div> <div data-bbox="976 537 1357 609" data-label="Image"></div> <div data-bbox="868 709 1487 957" data-label="List-Group"><ul style="list-style-type: none"><li>• QEGS Junior Section in Staff Room (x2)</li><li>• QEGS Dining room, in office</li><li>• QEGS Senior Section Staff Room</li><li>• QEGS Senior Section Sixth Form Centre kitchen under counter</li><li>• QEGS Senior Section Games field pavilion</li><li>• QEGS Main building in cupboard in Main School Office</li></ul></div>
<div data-bbox="219 1073 719 1178" data-label="Section-Header"><h4>Salbutamol Emergency Inhalers - Asthma</h4></div> <div data-bbox="402 1192 532 1409" data-label="Image"></div> <div data-bbox="193 1467 766 1795" data-label="List-Group"><ul style="list-style-type: none"><li>• QEGS Junior Section in Staff Room</li><li>• QEGS Junior Section swimming office</li><li>• QEGS Junior Section pavilion</li><li>• QEGS Junior Section games changing room</li><li>• QEGS Senior Section reprographics office</li><li>• QEGS Senior Section staff Room</li><li>• QEGS Senior Section learning support</li><li>• QEGS Senior Section Games field pavilion</li><li>• QEGS Main building in cupboard before Medical Room (School Nurse's room)</li></ul></div>	<div data-bbox="909 1073 1417 1121" data-label="Section-Header"><h4>Catastrophic Bleed Kits</h4></div> <div data-bbox="1003 1215 1317 1493" data-label="Image"></div> <div data-bbox="868 1577 1507 1671" data-label="List-Group"><ul style="list-style-type: none"><li>• QEGS Senior Section on top of the cupboard near School Nurse's room</li><li>• QEGS Senior Section Games field pavilion</li></ul></div>

## **WGHS and WGPPS**

### **Defibrillators**



- Pre Prep School Entrance Foyer
- WGHS - Hartley Pavilion Entrance
- WGHS - Seniors- Main Building- outside Head's office
- WGHS - Forrest Building- Ground Floor DT corridor
- WGHS Games Field - Sports Pavilion entrance (Blenheim Rd)

### **Emergency EpiPens - anaphylaxis (severe allergy)**



- Pre Prep School Office
- WGHS Junior Section Office
- WGHS Senior Section Office
- WGHS STC - Science staff office
- WGHS Nurse's Office (STC) - in labelled cupboard
- WGHS Games Field - Sports Pavilion - office

### **Salbutamol Emergency Inhalers - Asthma**



- Pre Prep School Office
- WGHS - Junior Section office
- WGHS - Senior Section office
- WGHS - STC Science staff room
- WGHS - Nurse's Office (STC) - in labelled cupboard
- WGHS Games Field - Sports Pavilion - office

### **Catastrophic Bleed Kits**



- Pre Prep School Office
- WGHS - Junior Section office
- WGHS - Senior Section office

### Sporting events and AAls

All children with allergies and who have been prescribed AAls should take their AAls to the sports ground / hall with them. The teachers leading the sports sessions should all be First Aid trained and this must include how to manage serious allergy and anaphylaxis.

Children with allergies should have every opportunity to take part in out-of-school activities such as holidays, sports events hosted by other schools and educational visits. Such activities will need careful planning and preparation, but there is no reason to exclude a child with allergies. A meeting with the child's parents/carers will be necessary to ensure that everyone is happy with the arrangements. If the child is allergic to a food, similar procedures need to be followed to those in operation at school to ensure that the child does not come into contact with the food. If the child has been prescribed AAls, at least one person trained in administering the device must accompany the school party. From the child's perspective, it is not advisable for a parent/ carer to accompany them on school trips. This should only happen as a last resort. It is a school's responsibility to have a member of staff present who can support the child.

It's advisable to ensure the PE teacher is fully aware of the situation and notifies the schools to be visited that a member of the team has an allergy when arranging the fixtures. Should another school feel they are not equipped to cater for the allergic child, school could arrange (as a last resort) for the child to take their own food.

### Managing insect sting allergy

Insect sting (including bee and wasp) allergy causes a lot of anxiety and needs careful management. Children need to take special care outdoors, wearing shoes at all times and making sure any food or drink is covered. Adults supervising activities must ensure that suitable medication, including AAls, is always on hand for the management of anaphylaxis.

## **Appendix 3 - Infection Control Procedures**

See [Preventing and controlling infections - GOV.UK](#)

### **Hand Hygiene**

Hands should be washed and dried thoroughly and frequently. This is the single most effective method of infection control. Alcohol gel sanitisers are placed in numerous labelled locations around school for when hand washing is not practical.

### **Personal Protective Equipment**

Gloves must be worn when contact with blood or body fluid is likely. Protective gloves are stored in first aid boxes but Latex gloves must not be used due to the risk of allergy. Aprons may be used if there is a risk of spills. Face masks can be worn when offering first aid if required for infection control.

### **Handling and Disposal**

Kits are kept by Porters and Grounds staff to clear any fluid spillage such as vomit, diarrhoea or blood. They should be called to clean immediately to minimise the spread of infection.

Sponges and water buckets must never be used for first aid to avoid the risk of body fluid contamination.

Clinical waste is put into sealed bags and disposed of in waste bins. High volumes of clinical waste are disposed of using disposable yellow plastic bags which are collected by Porters and disposed of in on-site clinical waste bins.

### **Food Handling**

Catering and Food Technology staff follow [The Food Safety and Hygiene \(England\) Regulations 2013](#) and advice from the [Food Standards Agency](#) to minimise contamination.

### **Training**

All new staff will be expected to read this WGSF First Aid and Medical Information policy as part of their induction process. Existing staff may be offered appropriate updates on e-learning platforms.

### **Environmental Cleaning**

School is cleaned daily with suitable detergent or disinfectant with special attention to colour coded cleaning to hard surfaces.

Enhanced cleaning and hygiene measures are in place in response to situations that may arise and will be adhered to.

Cleaning material must be stored safely in accordance with [Control of Substances Hazardous to Health \(COSHH\) - HSE](#)

### **Respiratory Hygiene**

Children and young people with mild symptoms such as a runny nose, sore throat or slight cough, who are otherwise well, can continue to go to school. However, those who are unwell and have a high temperature should stay at home and avoid contact with other people where they can. They can return to school and resume normal activities when they no longer have a high temperature and they are well enough to attend.

All children and young people with respiratory symptoms should be encouraged to cover their mouth and nose with disposable tissues when coughing and / or sneezing and to wash their hands after using disposable tissues.

### **Exclusion**

Following UKHSA guidelines, a pupil may be temporarily excluded from school if they have a high temperature, gastric or respiratory illness, signs of an infectious disease and in some cases skin or eye infections. Parents will be contacted if a child becomes unwell at school and they may be asked to collect them.

### **Immunisation**

Immunisation status is checked at school entry and any shortfalls noted. Catch up doses can be organised through the child's GP or occasionally via the School Immunisation Team. See [Supporting immunisation programmes - GOV.UK](#)

The School Immunisation Team from Bradford District Care Trust NHS will administer routine boosters to consented children and any new vaccines recommended by The Joint Committee on Vaccination and Immunisation in conjunction with government directives.

### **RIDDOR & Health Protection Team**

In the event of an outbreak of a notifiable disease a responsible person will provide details to the UK Health Security Agency: [UK Health Security Agency - GOV.UK](#)

### **Reporting of Injuries, Diseases and Dangerous Occurrences Regulation 2013 (RIDDOR)**

Information will be communicated to all staff to enable vulnerable children, adults and pregnant women to take appropriate action, and contact their GP.

See [Health protection: Infectious diseases - detailed information - GOV.UK](#)

### **Advice, Directives and Communication**

- Vigilance will be applied to promote good public health practice.
- Compliance with current Government guidance to manage risk.
- Confidentiality is respected.
- Openness is encouraged.
- Posters, Assemblies and Personal Social Education lessons to promote good health.

See: [Health protection in children and young people settings, including education - GOV.UK](#)



## Appendix 4 - Sun Care Procedures

There is increasing evidence that excessive sun exposure and particularly sunburn under the age of 15 is a major risk factor for skin cancer in later life. The following guidelines should be followed by each school acknowledging that protection of the skin for children and adolescents is particularly important.

- Sun awareness and sun safety issues are included in appropriate curriculum areas particularly health and physical education projects.
- Address using clothing as protection in the wearing of school uniform and PE kit, including long sleeves, collared T-shirts and appropriate sun hats.
- Provide shaded areas during the lunch and break periods using trees and buildings and ensure shaded areas on school trips abroad.
- Take appropriate precautions on days when sunburn may be an issue for fairer skinned children, particularly given consideration to special activities such as sports days and school trips (remembering that the sun is at its hottest between 11.00 and 15.00).
- Suncreams containing coconut or almond oil must not be used or brought into school or onto school trips due to children or staff who have nut allergies.
- It is now possible to buy sunscreens with 12 hour protection. It is advisable that parents use these for younger pupils to alleviate the need for them to be applied at school or during the school day.
- Any suncream brought into school must be clearly named and used only by that child. Children at WGPPS are asked to apply sun cream at home prior to coming to school as they struggle to apply this themselves at school.
- If a child brings sun cream into school in the older sections of WGSF, then the child themselves will apply it prior to going out at lunchtime or when they may have longer exposure to sun, e.g. going to the games field, outside provision, school trips.
- On residential visits, pupils will apply sun cream prior to beginning their activities and they will carry it with them during the day, reapplying it, as and when necessary. Care will be taken to ensure that the children are appropriately dressed for the weather conditions.
- To avoid dehydration, drinking water should be available at all times. Pupils should be encouraged to drink in their mid-morning and lunchtime breaks.
- Pupils will be encouraged to drink more frequently during hot weather.
- All pupils in WGPPS and the Junior Sections have water bottles in their classrooms, which can be refilled as and when necessary. Extra drinks are taken on school visits in hot weather.
- Cups or water bottles will be provided by each school if children have not brought their own.
- All teachers and carers are encouraged to follow these protection procedures and act as role models.

For more information and guidelines please see [Sunscreen and sun safety - NHS](#).

## 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](#)
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.

## Appendix 6 - Information and Support regarding Mental Health

Information and support on specific mental health needs can be found at the following sites:

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

General information and support can be found at the following sites:

- [www.youngminds.org.uk](http://www.youngminds.org.uk) champions young people's mental health and wellbeing
- [www.mind.org.uk](http://www.mind.org.uk) advice and support on mental health problems
- [www.minded.org.uk](http://www.minded.org.uk) (e-learning)
- [www.time-to-change.org.uk](http://www.time-to-change.org.uk) tackles the stigma of mental health
- [www.rethink.org](http://www.rethink.org) challenges attitudes towards mental health
- [Mental health and behaviour in schools - GOV.UK](#)