

## **FIRST AID AND MEDICATION POLICY (Secondary School)**

The management of ICS is committed to providing First Aid and training in accordance with statutory requirements and wherever the need has been identified.

On both school sites a number of staff have received First Aid training as well as the 'appointed' person on site.

The appointed person on site is the Principal or Head of the Primary/Secondary during the academic year and the Director of Junior ELT in July and August. Their deputies also hold the required certification.

Training is undertaken every 3 years and is ongoing throughout that time.

Transport staff, a number of catering staff and reception staff in both schools also undertake First Aid training.

### Students requiring Medication

The school will only administer medication to students where the parents/guardians have given their written consent and detailed instructions.

### Emergencies

Both sites have identified A&E Departments in closest proximity to the school in case of emergencies: UCH on Euston Road in respect of the Primary School; and St Mary's Hospital in Paddington in the case of the Secondary School.

### Notifiable diseases

Students wishing to attend the school must be clear of any notifiable diseases before entry or re-entry to the school.

## **FIRST AID**

The appointed First Aiders in the Secondary School on Star Street are Brenda Murray, Sjors Duursema, Laura Muir, Kate Hemingway, Caroline Fowler, Rose Threlfall, Alexandra Moreno Hemming, Maryam Thawfeega.

They should always be the first person contacted in the case of any medical problem. If they are off the premises, a deputy will act for them as nominated.

## **Points of Importance**

First Aid should only be administered by a qualified first aider. In the absence of a first aider, reception should be contacted.

First Aid boxes are kept in the reception office and in the staff room. They are checked regularly by the appointed person to see that they conform to the law. First Aid boxes are

also kept on the school minibuses. If an injury occurs away from school, First Aid help should be sought from the site being visited. Otherwise, an ambulance should be called.

The first aider should decide whether or not an ambulance should be called. Where possible the First Aider should call the ambulance him/herself. A member of staff will accompany any student to hospital. On no account should provision of urgently needed medical attention be delayed pending the arrival of parents.

### **Accidents**

The Secondary Principal is informed of what has taken place and a decision is taken as to the appropriate action. First Aid is administered where necessary. If in doubt, the student is taken to St Mary's Hospital in Paddington. The Health and Safety representative is the Principal/Site Manager, who is responsible for statutory notification and accident investigation.

Parents are informed of any serious accident as soon as possible and in the case of a minor accident a letter or phone call to the home will inform parents/guardians of the incident.

### **Illnesses and Diseases**

When a child is unwell the best place for them is at home with an adult. If a child becomes ill at school the parents/host family should be contacted through the main office and arrangements made for the child to be collected.

Prescribed medicines will not be administered at school for the first two days of the medicine being taken. On the third and subsequent days prescribed medicines can be dispensed provided that a written request, with details of the medicine involved, frequency of administration and dosage, is obtained from the parent. The parent must be responsible for providing the medicine in question in a suitable container, clearly labelled with the child's name and directions for administration, and for replenishing supplies as necessary. The medicine must be kept locked in the school safe. The school reserves the right not to administer medicines for any reason.

### **Unprescribed drugs must never be given to children.**

Some infectious diseases are notifiable. The student's doctor should inform the school of any precautionary measures to be implemented. In the case of overseas students manifesting any strange symptoms, it is essential to take quick action and remove them from the school where they might infect others.

The school has contracted with a firm called SOS Doctors to provide emergency 24-hour cover (0207 603 3332) to all staff and students within a four-mile radius of school. There is a call out charge of £90. This can be covered by medical insurance (best policy: 'International Students Travel Insurance', Endsleigh Insurance), which all students are advised to take out.

### **List of notifiable infectious diseases**

Diseases notifiable (to Local Authority Proper Officers) under the Health Protection (Notification) Regulations 2010:

- Acute encephalitis
- Acute meningitis
- Acute poliomyelitis

- Acute infectious hepatitis
- Anthrax
- Botulism
- Brucellosis
- Cholera
- Diphtheria
- Enteric fever (typhoid or paratyphoid fever)
- Food poisoning
- Haemolytic uremic syndrome (HUS)
- Infectious bloody diarrhoea
- Invasive group A streptococcal disease and scarlet fever
- Legionnaires' Disease
- Leprosy
- Malaria
- Measles
- Meningococcal septicaemia
- Mumps
- Plague
- Rabies
- Rubella
- SARS
- Smallpox
- Tetanus
- Tuberculosis
- Typhus
- Viral haemorrhagic fever (VHF)
- Whooping cough
- Yellow fever

As of April 2010, it is no longer a requirement to notify the following diseases: dysentery, ophthalmia neonatorum, leptospirosis, and relapsing fever.

In all medical situations, staff should consult with the management and/or First Aider on site.

*Updated: April 2010*

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