



Hope House School Barnsley

First Aid Procedures & Policy



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SECTION 1 General Policy Statement

The Governors and Headteacher of Hope House School Barnsley accept their responsibility under the Health and Safety (First Aid) Regulations 1981 and acknowledge the importance of providing First Aid for employees, children and visitors within the School.

The Governors are committed to the Authority's procedure for reporting accidents and recognise their statutory duty to comply with the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995.

The provision of first aid in the school will be in accordance with the Local Authority's guidance on First Aid in School.

This policy is made in order to comply with the DfEs Guidance on First Aid For Schools.

SECTION 2 Statement of First Aid Organisation

The School's arrangements for carrying out the policy include nine key principles:

1. Places a duty on the Governing Body to approve, implement and review the policy.
2. Place individual duties on all employees.
3. To report, record and where appropriate investigate all accidents.
4. Record all occasions when first aid is administered to employees, pupils and visitors.
5. Provide equipment and materials to carry out first aid treatment.
6. Make arrangements to provide training to employees, maintain a record of that training and review annually.
7. Establish a procedure for managing accidents in school which require first aid treatment.
8. Provide information for employees on the arrangements for first aid.
9. Undertake a risk assessment of the first aid requirements of the School.

SECTION 3 Arrangements for First Aid

3.1 Materials, equipment and facilities

The School will provide materials, equipment and facilities as set out in the DfE's Guidance on First Aid For Schools.

The location of first aid containers in the school are:

- Sick Room in Room 2 (main school building)
- Office – for PE & off-site visits
- Church café area
- Travelling First Aid Box – Room 7
- 1 Travel Kit in the office, used for YMCA Sport & Educational Visits
- 1 Travel Kit – LGF playground door

The contents of the first aid box (es) will be checked on a regular basis by the Appointed Person i.e. Mrs Alison Thomas. The appointed person will be responsible for oversight of record keeping on first aid alongside the Administrator.

ITEM	FIRST AID	TRAVELLING FIRST AID KITS
Guidance card/leaflet on first aid	1	1
Individually wrapped sterile adhesive dressings (assorted sizes)	20	6
Sterile eye pads, with attachment	2	
Individually wrapped triangular bandages	6	2
Safety Pins	6	2
Medium sized individually wrapped sterile unmedicated wound dressings (approx 12cm x 12cm)	6	
Large sterile individually wrapped un-medicated wound dressings (approx 18cm x 18cm)	2	1
Individually wrapped moist cleaning wipes	1 pack	Small packet
Disposable gloves for wear by any personnel handling blood, vomit, excreta, etc.	1 pack	2 pairs

In compliance with The Education (School Premises) Regulations 1996 the Governing Body will ensure that a room will be made available for medical treatment i.e. Room 2. This facility will contain the following and be readily available for use:

- sink with running hot and cold water
- drinking water (if not available on mains tap) and disposable cups
- paper towels
- a range of First Aid equipment (at least to the standard required in First Aid boxes) and proper storage
- chair
- a couch or bed (with waterproof cover), pillow and blankets
- soap
- clean protective garments for First Aiders
- appropriate disposable yellow plastic bags, i.e. for clinical waste
- an appropriate record-keeping facility
- a means of communication, e.g. telephone (in adjacent teaching area)

3.2 Appointment of First Aiders

The appointment of First Aiders within the School will comply with the DfE's Guidance on First Aid For Schools.

The completed Risk Assessment is provided at Annex 1 to this policy.

The Headteacher will appoint a member of staff to be the Appointed Person.

The duties of the Appointed Person are to:

- give permission to pupils to request pain relief from the office
- take charge when someone is injured or becomes ill
- look after the first aid equipment e.g. restocking the first aid container
- ensure that an ambulance or other professional medical help is summoned when appropriate

The Governing Body recognize that the Appointed Person need not be a First Aider, however they will support any member of staff who is an Appointed Person to undertake emergency first aid training and refresher training. In addition to meeting the statutory requirement placed upon them to provide first aid for employees the Governing Body accept their responsibilities towards non-employees. In order to provide first aid for pupils and visitors, the Governing Body will undertake a risk assessment to determine, in addition to the Appointed Person, how many emergency First Aiders are required and if appropriate an employee with a First Aid at Work certificate of competence. In implementing the outcome of the risk assessment, the Governing Body acknowledge that unless first aid cover is part of a member staff's contract of employment, those who agree to become First Aiders do so on a voluntary basis.

In determining who should be trained in first aid the Headteacher will consider each individual against the following criteria:

- reliability and communication skills
- aptitude and ability to absorb new knowledge and learn new skills
- ability to cope with stressful and physically demanding emergency procedures
- must be able to leave normal duties to go immediately to an emergency

Where pupils are travelling on a mini-bus the following items will be carried:

- ten antiseptic wipes, foil packaged
- one disposable bandage (not less than the 7.5cm wide)
- two triangular bandages
- one packet of 24 assorted adhesive dressings
- three large sterile unmedicated ambulance dressings (not less than 15cm x 20cm)
- two sterile eye pads with attachments
- twelve assorted safety pins
- one pair of rustless blunt-ended scissors

In addition to the items set out for the first aid box in school the following items will be provided:

- a) Paper towels
- b) Plastic bowls – one for cleaning wounds and one for cleaning vomit, excreta, etc
- c) Household bleach or similarly effective solution for cleaning sinks and bowls and soiled surfaces
- d) Yellow biohazard type plastic bags for disposing of vomit or blooded waste
- e) A small supply of paracetamol is recommended for dysmenorrhoea (period pains) and headaches and will be securely kept and issued to pupils as appropriate and necessary by a person designated by the Headteacher and with written parental permission, see Medical Update Form (annex 6). When paracetamol has been given to a pupil a "Pain Relief/ Medication Administered Form" (Annex 8) will be completed and a copy sent to parents via pupils. Medication Records will be kept of all paracetamol/calpol issued (how many tablets, to whom, when and why) (see Annex 5). Items in (c), (d) and (e) above will be kept away from access by children.

3.3 Information on First Aid arrangements

The Headteacher will inform all employees at the School of the following:

- a) the arrangements for recording and reporting accidents
- b) the arrangements for first aid
- c) those employees with qualifications in first aid
- d) the location of first aid boxes

In addition the Headteacher will ensure that signs are displayed throughout the School providing the following information:

- a) names of employees with first aid qualifications
- b) location of first aid boxes

All members of staff will be made aware of a copy of the School's First Aid Policy. A copy of which is kept in the non-curricular policy file in the staffroom.

3.4 Provision away from the School

Provision for first aid on school visits and journeys will be determined by risk assessment as noted in the DfE Guidance on Health & Safety on Educational Visits. One person taking part in any Early Years outing will have a pediatric first aid qualification. On main school residential educational visits there will be at least one person with an appropriate first aid qualification.

3.5 Clinical Waste

All spillages of blood, faeces, saliva, vomit, nasal and eye discharges should be cleaned up immediately using personal protective equipment and clinical waste bags noted in the equipment list. When spillages occur, clean using a product which combines both a detergent and a disinfectant. Use as per manufacturer's instructions and ensure that it is effective against bacteria and viruses, and suitable for use on the affected surface. NEVER use mops for cleaning up blood and body fluid spillages use disposable paper towels and discard clinical waste in specified yellow bags in a sanitary bin or nappy bin. A registered waste contractor should dispose of clinical waste and any waste be kept secure away from children until collection.

3.6 Review of the First Aid policy

The Governing Body and will review the First Aid Policy on a regular basis.

SECTION 4 Accident, Disease & Food Poisoning Reporting

The Governing Body will ensure the proper reporting procedures are in place for

- a) all accidents to employees
- b) all incidents of violence and aggression

The Governing Body is aware of its statutory duty under The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR) in respect of reporting the following to the Health and Safety Executive as it applies to employees.

- 1 An accident that involves an employee being incapacitated from work for more than 3 consecutive days (excluding the day of the accident but including non working days).
- 2 An accident which requires admittance to hospital for in excess of 24 hours.
- 3 Death of an employee.
- 4 Major injury such as fracture, amputation, dislocation of shoulder, hip, knee or spine.

For non-employees and pupils an accident will only be reported under RIDDOR:

- a) where it is related to work being carried out by an employee or contractor and the accident results in death or major injury; or
 - b) it is an accident in school which requires immediate emergency medical treatment at hospital.
- For each instance where the Headteacher considers an accident to a visitor or pupil is reportable under RIDDOR the advice of the Local Authority's Health and Safety Department will be sought.
 - The school will notify OFSTED and local child protection agencies of any serious accident or injury to, or serious illness or death of, any child whilst in our care and act on any advice given.
 - The school will notify OFSTED if a pupil is diagnosed with any notifiable diseases identified as such in the Public Health (Infection Diseases) Regulations 1988:-

Acquired immune deficiency syndrome (AIDS), Acute encephalitis, Acute poliomyelitis, Anthrax, Diphtheria, Dysentery (amoebic or bacillary), Leprosy, Leptospirosis, Malaria, Measles, Meningitis, Meningococcal septicaemia (without meningitis), Mumps, Ophthalmia neonatorum, Paratyphoid fever, Rabies, Rubella, Scarlet fever, Tetanus, Tuberculosis, Typhoid fever, Viral haemorrhagic fever, Viral hepatitis, Whooping cough, Yellow fever

- The school will notify OFSTED of any food poisoning affecting two or more children looked after on the premises.

The procedure for managing accidents to pupils is provided at Annex 2 to this policy.

SECTION 5 Pupil accidents involving their Head

The Governing Body recognise that accidents involving the pupil's head can be problematic because the injury may not be evident (e.g. internal) and the effects only become noticeable after a period of time.

- a) Where a pupil receives a blow to the head as a result of an accident an Accident Form will be completed and a Pupil Accident Report Form will still be sent to parents/carers.
- b) If emergency treatment is required then an Ambulance will be called. If the injury is not a medical emergency but is deemed significant by the Appointed Person then the parent / carer will be contacted and given the option of taking their child for a medical check. If a pupil stays in school following a head accident they will be regularly monitored.
- c) A copy of the Pupil Accident Report Form is provided at Annex 8.

SECTION 6 Transport to Hospital or Home

- a) The First Aider will determine what is a reasonable and sensible action to take in the circumstances of each case.
- b) Where the injury is an emergency an ambulance will be called following which the parent will be called
- c) Where hospital treatment is required but it is not an emergency, then the school will contact the parents for them to take over the responsibility of the child. If the parents cannot be contacted then the school may decide to transport the pupil to hospital.
- d) Where the school makes arrangements for transporting a child then the following points will be observed:
 - i) Only staff who have work insurance to transport pupils if deemed necessary.
 - ii) No individual member of staff should be alone with a pupil in a vehicle;
 - iii) The second member of staff with first aid qualification will be present to provide supervision for the injured pupil;
 - iv) At least one member of staff will be of the same gender as the pupil. (From Year 7 and above).
 - v) Car seats must be used for those Children aged 3 and above, until they reach EITHER their 12th birthday OR 135cm in height

SECTION 7 Procedure For Children Who Become Ill Or Infectious

If a child starts to feel unwell while at school and has informed their teacher the following procedure applies.

- The Teacher needs to assess the needs of the child, i.e. feeling sick, headache, rash etc.
- The Teacher will send the pupil to or ask the relevant First Aider for an opinion prior to administering pain relief / medicine.
- The Teacher will provide the necessary equipment, e.g. a sick bucket if nauseous or will administer pain relief if necessary, completing all necessary forms.
- If a pupil is sent to the sick room then the teacher must inform the Appointed Person or relevant First Aider.
- The child will be monitored in the sick room by a staff member and note improvement / deterioration.
- If at any time the pupil cannot be monitored in the sickroom then they should be taken back to their class.
- If necessary the Teacher will seek advice from the specified First Aiders.
If no improvement is made then parents will be informed and asked to collect their child. If parents are not available the SOS numbers will be contacted.
- Until collection the child will need constant monitoring in the sick room by an adult, dependant on staff availability.
- If the First Aider suspects that the illness may be infectious then the child will be segregated in the sick room and their parents informed immediately.

SECTION 8 Dispensing of Medicines in School and on Educational Visits

Administering Medicines

Medicines should only be taken to school or settings when essential; that is where it would be detrimental to a child's health if the medicine were not administered during the school or setting 'day'. Schools and settings should only accept medicines that have been prescribed by a doctor, dentist, nurse prescriber or pharmacist prescriber. Medicines should always be provided in the original container as dispensed by a pharmacist and include the prescriber's instructions for administration.

Schools and settings should never accept medicines that have been taken out of the container as originally dispensed nor make changes to dosages on parental instructions.

No child under 16 should be given medicines without their parent's written consent. Any member of staff giving medicines to a child should check:

- the child's name
- prescribed dose
- expiry date
- written instructions provided by the prescriber on the label or container

If in doubt about any procedure staff should not administer the medicines but check with the parents or a health professional before taking further action. If staff have any other concerns related to administering medicine to a particular child, the issue should be discussed with the parent, if appropriate, or with a health professional attached to the school or setting.

Written records **must be** kept each time medicines are given, see annex 5, "Record of Medication / First Aid Administered."

Schools should also arrange for staff to complete and sign a record each time they give medicine to a child. Request For School to Administer Medication (appendix 5) can be used for this purpose (to be kept in pupil's record folder in the office). Good records help demonstrate that staff have exercised a duty of care. In some circumstances such as the administration of anti depressants, it is good practice to have the dosage and administration witnessed by a second adult.

If children are able to take their medicines themselves, staff may only need to supervise. The Medical Update Form, (Annex 6) informs parents of the need to fill in a separate form – "Request for child to carry his / her own medicine" (Annex 7), if they wish their child to carry and administer (where appropriate) their own medication. The safety of other children must not be compromised at any time. (To be kept in pupil's record folder in the office)

If a child refuses to take medicine, staff should not force them to do so, but should note this in the records.

Storing Medicines

Large volumes of medicines should not be stored. Staff should only store, supervise and administer medicine that has been prescribed for an individual child. Medicines should be stored strictly in accordance with product instructions (paying particular note to temperature) and in the original container in which dispensed. Staff should ensure that the supplied container is clearly labelled with the name of the child, the name and dose of the medicine and the frequency of administration. This should be easy if medicines are only accepted in the original container as dispensed by a pharmacist in accordance with the prescriber's instructions. Where a child needs two or more prescribed medicines, each should be in a separate container. Teaching staff should never transfer medicines from their original containers.

A few medicines need to be refrigerated. They can be kept in a refrigerator containing food but should be in an airtight container and clearly labelled. There should be restricted access (staff only) to a refrigerator holding medicines.

SECTION 9 Personnel

This section contains the names of employees at the school with a qualification in first aid or who have a first aid responsibility.

- a) **Appointed Persons**
Ali Thomas
- b) **First Aiders at work – 3 day course**
Ali Thomas
- c) **Emergency First Aiders – 1 day course**
Chris Littler-Moore Jayne Wagstaff
Sarah Denner Angie Wapples
Janne Darlington Julie Stead
Mark Wapples

SECTION 10 Flu Pandemic

For guidelines see ANNEX 9.

SECTION 11 Approval

This Policy was approved by the Governing Body of the School at their meeting on 27th June 2005 and recorded by resolution in the minutes of meeting.

Date of policy reviewed: 10 October 2016

Next Review Date: October 2017

SCHOOL FIRST AID RISK ASSESSMENT

School	Hope House School Barnsley
Assessor's Name	Ali Thomas

This form is to enable the Governing Body of the School to determine the number of appointed persons/First Aiders required by the Health and Safety (First Aid) Regulations 1981 and the Approved Code of Practice. The form allocates weightings to possible replies to the questions. These weightings are shown in brackets.

- Complete Parts 1-16 of the Assessment by placing a tick (✓) in the appropriate box. Unless otherwise stated, choose only one reply for each question.
- Calculate the overall total for Parts 1-16 using Table A. Once you have calculated your overall total, refer to Table B to determine your First Aid requirement.

PART 1

What types of injury to employees have been recorded in the past?

Injury

(Choose one reply only)

- | | | | |
|----|-------------------------------------------------------------------------|-------------------------------------|-----|
| a) | Minor cuts and bruises; eye irritation | <input type="checkbox"/> | (1) |
| b) | Lacerations; burns; concussion; serious sprains; minor fractures | <input checked="" type="checkbox"/> | (2) |
| c) | Amputations; poisonings; major fractures; multiple injuries; fatalities | <input type="checkbox"/> | (3) |

PART 2

What are the risks of injury arising from the work undertaken by employees as identified in your risk assessments?

Category of Risk

(Choose one reply only)

- | | | | |
|----|---------------------------|-------------------------------------|-----|
| a) | Trivial/Tolerable Risk | <input checked="" type="checkbox"/> | (1) |
| b) | Moderate/Substantial Risk | <input type="checkbox"/> | (2) |
| c) | Intolerable Risk | <input type="checkbox"/> | (3) |

PART 3

Does your workplace contain any of the specific hazards listed below?

(Choose appropriate reply/replies)

- | | | | |
|----|----------------------|-------------------------------------|-----|
| a) | Hazardous substances | <input checked="" type="checkbox"/> | (3) |
|----|----------------------|-------------------------------------|-----|

- b) Dangerous tools (3)
 - c) Dangerous machinery (3)
 - d) Dangerous loads/animals (3)
- Total for Part 3

PART 4

Are there parts of your establishment where different levels of risk can be identified? (Choose one reply only)

- a) Yes (2)
- b) No (1)

PART 5

Type of work undertaken (Choose one reply only)

- a) Offices, libraries, classrooms etc (1)
- b) Construction, work with dangerous machinery, sharp instruments etc
(This includes school workshops and laboratories) (2)

Are there hazards for which additional First Aid skills are necessary? (Choose one reply only)

- a) Yes (2)
- b) No (1)

Total for Part 5

PART 6

Are there inexperienced workers on site or employees with disabilities? (Choose one reply only)

(This includes NQTs and pupils in specialist subject areas)

- a) Yes (2)
- b) No (1)

PART 7

Are there several buildings on site or multi-floor buildings? (Choose one reply only)

- (2)

a) Yes (2)

b) No (1)

PART 8

Is there shift work or out-of-hours working?

(Choose one reply only)

a) Yes (2)

b) No (1)

PART 9

Is the workplace remote from emergency medical services?

(Choose one reply only)

a) Yes (2)

b) No (1)

PART 10

Do you have employees at work sites occupied by other employees?
(E.g. catering, cleaning)

(Choose one reply only)

a) Yes (2)

b) No (1)

PART 11

Do you have any work experienced trainees?

(Choose one reply only)

a) Yes (2)

b) No (1)

PART 12

Do members of the public visit your premises?

(Choose one reply only)

a) Yes (2)

b) No (1)

PART 13

Do you have employees with reading or language difficulties?

(Choose one reply only)

a) Yes (2)

b) No (1)

PART 14

Do you have pupils with disabilities or special health care needs?

(Choose one reply only)

a) Yes (2)

b) No (1)

PART 15

What is the age range of your pupils?

(Choose one reply only)

a) 11-16 (3)

b) 4 - 16 (2)

c) 3-11, 5-11, 3-7, 7-11 (1)

PART 16

What is the Net Capacity of the school?

(Choose one reply only)

a) Under 100 places (1)

b) 101 – 210 places (2)

TABLE A

Now that you have completed the risk assessment, enter the totals for Each Part in the boxes below and calculate the Overall Total.

PART 1	2
PART 2	1
PART 3	3
PART 4	2
PART 5	3
PART 6	2
PART 7	2
PART 8	1
PART 9	1
PART 10	1
PART 11	2
PART 12	2
PART 13	2
PART 14	2
PART 15	2
PART 16	1

OVERALL TOTAL

Having obtained the overall total refer to Table B to determine the recommended level of first aid personnel.

TABLE B

Recommended First Aid Personnel

LOW RISK

Overall Total 16 to 33

A Fewer than 50 employees and up to 210 pupil places:

- one appointed person;
- one emergency first aider.

OR

B Fewer than 50 employees and more than 210 pupil places:

- one appointed person
- one qualified first aider at work.

Where no member of staff will volunteer for the first aid at work qualification, then the school should substitute with employees who have been trained in emergency first aid.

MEDIUM TO HIGH RISK

Overall Total 34 to 51

A

- one appointed person
- two qualified first aiders at work

Where the net capacity of the school is above 1000 places then an additional qualified first aider at work.

B

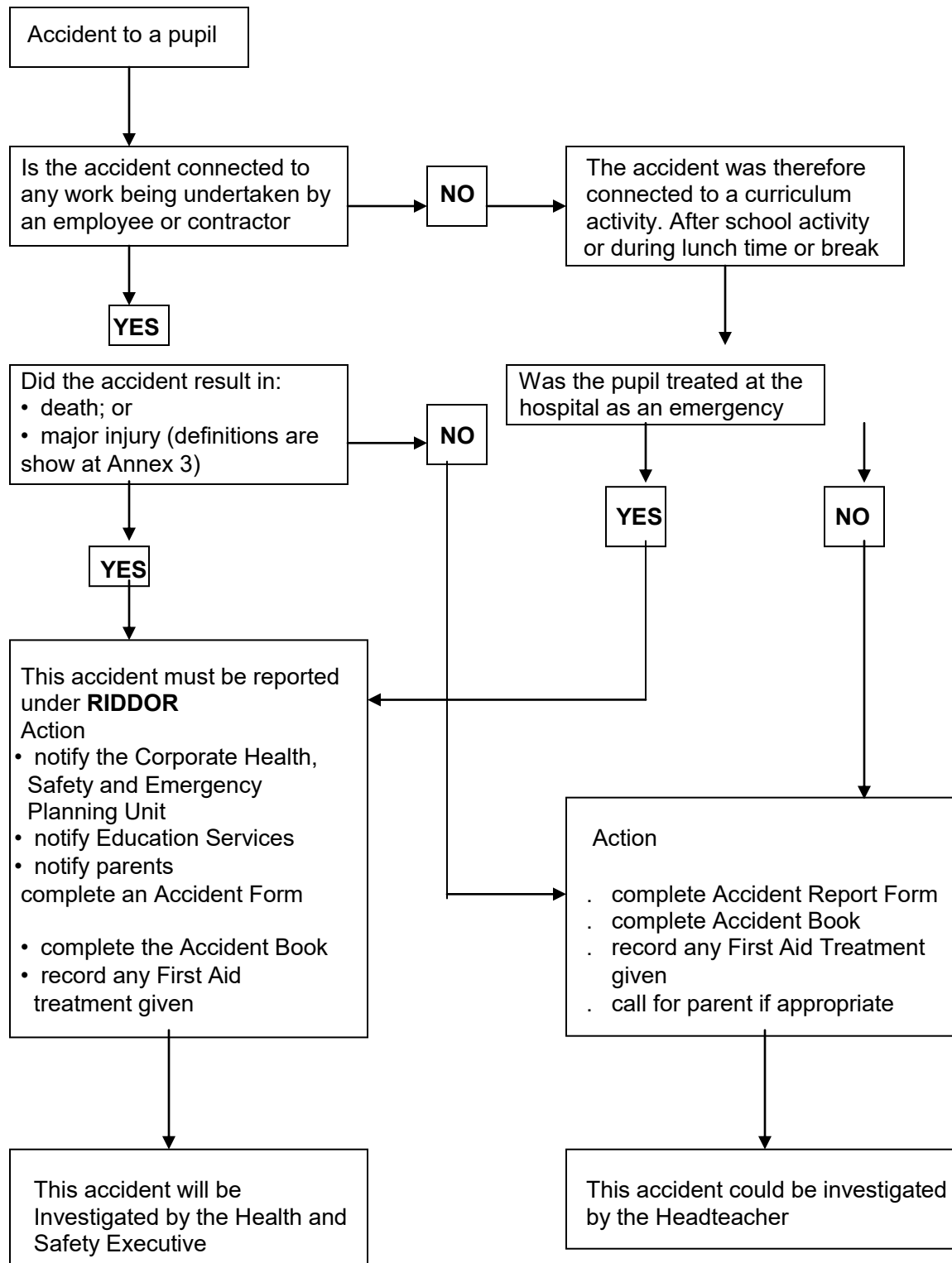
- consideration should be given to having additional emergency first aider at work

The above table is a recommended minimum level of provision.

Schools must give additional consideration to the following factors when determining the level of provision:

- a) the arrangements when a qualified first aider is not on site due to absence/training
- b) the design/layout of the site/premises is such that staff who are trained in emergency first aid should be available.

PUPIL ACCIDENT REPORTING PROCEDURE



**DEFINITION OF MAJOR INJURIES WHICH MUST BE
REPORTED TO THE HEALTH AND SAFETY EXECUTIVE
(RIDDOR)**

Reportable specified injuries

These include:

- fractures, other than to fingers, thumbs and toes;
- amputations;
- any injury likely to lead to permanent loss of sight or reduction in sight;
- any crush injury to the head or torso causing damage to the brain or internal organs;
- serious burns (including scalding), which: cover more than 10% of the body; or
- cause significant damage to the eyes, respiratory system or other vital organs;
- any scalping requiring hospital treatment;
- any loss of consciousness caused by head injury or asphyxia;

any other injury arising from working in an enclosed space which: leads to

- hypothermia or heat-induced illness; or
- requires resuscitation or admittance to hospital for more than 24 hours.

Request For School To Administer Medication

The school will not give your child medicine unless you complete and sign this form.

DETAILS OF PUPIL

Surname: _____ Forename: _____

Class/ Form: _____

MEDICATION

Name/Type of Medication (as described on the container) _____

For how long will your child take this medication? _____

Date dispensed: _____

Full Directions for use:

Dosage and method: _____

Timing: _____

Special Precautions: _____

Side Effects: _____

Self-Administration: _____

Procedures to take in an Emergency: _____

CONTACT DETAILS:

Name: _____ Daytime Telephone No. _____

Relationship to Pupil _____

I understand that I must deliver the medicine personally to the relevant class teacher/form tutor and accept that this is a service, which the school is not obliged to undertake.

Date: _____ Signature(s): _____

Relationship to pupil: _____

(MST V.01/18.3.03)

Record Of Medication / First Aid Administered In School

Date	<u>Time</u>	Place	Pupil's Name & Class	Illness Type	Medication / First Aid Given	Any Reactions, Follow Up i.e. Went Home/ Hospital Etc.	Signat ure of Staff	Print Name



PUPIL MEDICAL FORM

PLEASE SIGN THE
PAIN RELIEF SECTION

**HOPE
HOUSE
SCHOOL**
BARNESLEY

PUPIL

SURNAME: _____ FIRST NAME(S): _____

DOCTOR'S NAME: _____

SURGERY ADDRESS: _____

_____ POST CODE: _____ TELEPHONE: _____

MEDICAL DETAILS

Please note: if you wish your child to carry their own medication .i.e. Asthma pumps, then you need to complete a Request for child to carry his/her own medicine form, (available from the office).

PAST HISTORY

Has your child had any of the following? (Please tick).

Asthma	<input type="checkbox"/>	Diabetes	<input type="checkbox"/>	German Measles	<input type="checkbox"/>	Chicken Pox	<input type="checkbox"/>
Fits	<input type="checkbox"/>	Squint	<input type="checkbox"/>	Whooping Cough	<input type="checkbox"/>	Scarlet Fever	<input type="checkbox"/>
Heart Trouble	<input type="checkbox"/>	Measles	<input type="checkbox"/>	Tuberculosis	<input type="checkbox"/>	Polio	<input type="checkbox"/>
Mumps	<input type="checkbox"/>	Kidney Trouble	<input type="checkbox"/>				

Other serious illness: _____

Has your child been immunised for the following? (Please tick).

M.M.R	<input type="checkbox"/>	Measles	<input type="checkbox"/>	Mumps	<input type="checkbox"/>	Rubella	<input type="checkbox"/>	Whooping Cough	<input type="checkbox"/>
Polio	<input type="checkbox"/>	Diphtheria	<input type="checkbox"/>	Tetanus	<input type="checkbox"/>	HIB	<input type="checkbox"/>	Meningitis C	<input type="checkbox"/>

Does your child have difficulty with any of the following?

Vision	<input type="checkbox"/>	Hearing	<input type="checkbox"/>	Speech	<input type="checkbox"/>	Asthma	<input type="checkbox"/>	Diabetes	<input type="checkbox"/>
Epilepsy	<input type="checkbox"/>	Behavioural problems	<input type="checkbox"/>	Other _____					

Does your child receive regular medical treatment? If so please give details. (Please note a separate request form for regular treatment must be completed)

Please mention any other relevant medical conditions (allergies, anxieties etc.)

No child will be excused PE/Games without written permission from their parents. If permanent exclusion is requested please give details.

PAIN RELIEF & EMERGENCY MEDICAL ADVICE OR TREATMENT PERMISSION

I give permission for Hope House School to administer the recommended dosage of pain relief (Calpol for years 3 -11 or paracetamol for pupils age 12 or above) when requested and deemed necessary and permission to seek any necessary emergency medical advice or treatment.

✗ Signed: _____ Parent/Carer - Please print name _____ Date: _____

NOTE This questionnaire is intended to identify any medical conditions which may affect school activities. It also provides background information of importance in the event of any emergencies. The NHS', School's Health Service will provide similar health checks to those found in Local Authority schools. The service is not designed to do the work of the child's own General Practitioner or Dentist, and parents are advised to arrange regular health and dental checks.

MST/AT 01/11 - Ver.1.5

Request for child to carry his/her own medicine

This form must be completed by parents/carer

If staff have any concerns discuss this request with healthcare professionals

Child's name: _____

Group/class/form: _____

Address: _____

Name of medicine: _____

Procedures to be taken in an emergency: _____

Contact Information

Name: _____

Daytime phone number: _____

Relationship to child: _____

I would like my son/daughter to keep his/her medicine on him/her for use as necessary.

Signed: _____

Date: _____

If more than one medicine is to be given a separate form should be completed for each one.

MST.Ver.1/28.4.05

**PUPIL ACCIDENT / PAIN RELIEF / MEDICATION / FIRST AID ADMINISTERED /
REPORT FORM**

Dear Parent / Carer

This is to inform you that your child _____ has had to have minor treatment / pain relief / medication / first aid today. Your child has been monitored throughout the day and no further problems have been observed. Date: _____ Time: _____

Details of Accident

Injuries sustained: _____ Head Injury Yes / No

Treatment received: _____

Recommended action: _____

Medication / First Aid given: _____

Pain relief and amount given: _____

Signed: _____

Date: _____

See separate Planning for a human influenza pandemic document.