



MARATHON SCIENCE SCHOOL



Medical Emergency Policy

Reviewed on: 3rd September 2020

Next Review: 2nd SEPTEMBER 2021

Uzeyir Onur

Headteacher

Aims:

The aims of this policy is set out the required procedure after an accident and medical incident.

Objective:

Our objective is to safeguard pupils and staffs' health by following procedures and recording accurately to enable to be monitored.

Accidents:

When children or adults are hurt as a result of an accident.

Incidents:

Occurrences that significantly affect the running of the school. (fire, flood etc.)



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First Aid Policy

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Marathon School is committed to providing adequate and appropriate First Aid training throughout all areas of the school.

First aid can save lives and prevent minor injuries becoming major ones. This policy addresses responsibilities, procedures and provides information related to First Aid. This is in line with DFES guidance *“Managing Medicines in schools and early year’s settings – March 2005”*

1. Responsibilities in Brief

The Trustees are responsible for the health and safety of employees and of all those on the school premises.

The school must arrange adequate and appropriate training and guidance for staff who volunteer to be First Aiders/Appointed Persons.

The Trustees should ensure the minimum provision for First Aid:

- A suitably stocked first-aid container;
- An appointed person to take charge of first-aid arrangements;
- Information for employees on first-aid

The Headteacher is responsible for putting this policy into practice and for developing detailed procedures. The Headteacher should also make sure that parents are aware of the school's health and safety policy, including arrangements for first aid.

The Headteacher should regularly review the school's first-aid needs (at least annually), and particularly after any changes. Previous incidents, logbooks and consultation with staff should inform the monitoring and review process.

The Headteacher must ensure that First Aid notices are suitably displayed in staff/common rooms providing information on: location of equipment, facilities, personnel, monitoring and reviewing procedures.

Teachers and other staff in charge of pupils are expected to use their best endeavours at all times, particularly in emergencies, to secure the welfare of the pupils at the school in the same way that parents might be expected to act towards their children.

2. First Aiders

The Headteacher in conjunction with the Board will ensure that First Aider/s are available on-site all the time. All First Aiders must complete a credited training course. The main duties of First Aiders are to:

- Give immediate help to casualties with common injuries or illnesses and those arising from specific hazards at school;

- When necessary, ensure that an ambulance or other professional medical help is called.

Providing Information

- All staff, pupils and visitors to the school are informed as appropriate of the first aid arrangements.
- Notices are clear and easily understood and displayed in prominent places.
- Induction programmes include first aid information and it is also included in staff and parent handbooks.
- All staff, pupils and visitors should know how to contact a first aider from **any area** of the school.

3. Appointed person

The Trustees will appoint a person as 'Appointed Person'. An appointed person is a First Aider. The appointed person will:

- 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.

4. Records

Any reportable injury, disease or dangerous occurrence must be recorded by the relevant member of staff in the incidents log book, kept at the office. This must include: the date and method of reporting; the date, time and place of the event; personal details of those involved and a brief description of the nature of the event or disease.

All first-aid incidents must be recorded by first-aiders in the first-aid logbook.

5. Equipment

The school has two first-aid containers.

They are located in:

Day School:

The first aid boxes are placed in admin office and medical room in day school.

Boarding School:

The first aid boxes are in kitchen, staff room and medical room at boarding.

Standard First Aid Boxes (and Snatch Box)

To contain:

Guidance Leaflet	Extra Large Lint Dressings
Medi Fresh (Pack 10)	Washable Plasters Pack 20
Blunt Ended Scissors SiS	No. 16 Eye Pads
Finger Stalls (Pack 4)	Triangular Bandages
Personal Protection Pack	Safety Pins (Pack 12)
Life Aid	No.8 Lint Dressings
Washable Finger Tip	No.9 Lint Dressings
Eye Wash Station Sign	Eye Solution
Eye Wash Bracket	

For off site visits, a travelling first aid kit is available. Basic first aid boxes are strategically positioned around the school and restocked regularly by the designated person.

6. REPORTING ACCIDENTS and RECORD KEEPING

Procedure

If administration of first-aid is required, staff/pupils should immediately call for/inform the appointed person. The appointed person will then take charge of the situation, summoning a first-aider if need be. The first aider will then administer first-aid if appropriate; the medical room should be used if required. The appointed person and first-aider will decide whether the emergency services are to be called, in which case the appointed person will do so. The reporting member of staff/pupil and the first aider should record the incident logbook, and the appointed person should inform the Headteacher of the incident and its outcome. If the incident involves a pupil, the Headteacher will ensure that the parent/carer of the pupil is informed, and report it to relevant bodies if necessary (see 'Guidance on First Aid for Schools', DfEE publication).

The school keeps a record of treatment given by first aiders including:

- The date, time and place of incident
- The name of the injured or ill person
- Details of the injury or illness and the first aid given
- What happened to the person immediately afterwards - for example, went back to class, hospital or home
- Name and signature of the first aider dealing with the incident.

In the case of any serious or significant incident, the parents are contacted by telephone and recorded

The members of staff should be aware of any particular hazards in the subjects they teach of activities they supervise and should have appropriate training and access to first aid kits (P.E, Science).

Staff will use gloves when treating pupils and appropriate cleaning materials and disinfectants, will be used to clean up spillage of bodily fluids.

Pupils with medical conditions such as epilepsy, allergies and asthma should be identified. All staff should be aware of their conditions and alert to Director for prompt action. (See separate policy)

ADMINISTRATION OF MEDICINE POLICY and GENERAL PRINCIPALS

The Governing Body recognises that many pupils will, at some time, need to take medication at school. The school acts in 'loco parentis' for all boarding pupils and has a duty of care to do all that is reasonably practicable to safeguard and promote the pupils welfare.

While parents of day children retain responsibility for their child's medication, the school has a duty of care whilst they are at school.

Responsibilities

The Governing Body takes responsibility for the administration of medicines during school time in accordance with the government's policies and guidelines. The Headmaster will implement this policy and report, as required, to Seven Hills Trust.

Medication will normally be administered by the school designated person.

Administration of Medication

Medication will normally be administered by the School Designated person.

Prescription medications will be deposited with the house master who will be given full directions on administration and dosage of medication. Pupils will not be allowed to have prescription medication in their possession, and every attempt should be made to limit the possession of other medication (e.g. Paracetamol, medication from home or abroad)

The school will stock a variety of over the counter medication.

Aspirin or aspirin based products should not be used by anyone under the age of 12yr.

Lockable medicine cabinets are installed in each building, where basic home remedies are kept. In the event of a pupil feeling unwell, it would be seen as negligent if these remedies are not offered to pupils.

All medicines have to be confiscated from pupils and checked by the Marathon School.

Only medicines prescribed by the GP should be administered. This will be clearly labelled. With pupils name and dosage details.

In the event that medicines have been prescribed by a Doctor from another country, and documentation has been provided with it.

Boarding pupils who are ill may need to be sent home to their parents/guardians.

Action to be taken by Housemaster

Staff must make every effort to ensure Medicines are collected in from all pupils. It is a requirement that an up to date Medicine Log Book is kept to record medicines taken by pupils.

1. This should log:

Pupil's name

Medicine given

Dosage

Date and time given to pupil

Pupil's signature

Staff's signature

At the end of each term the Medical Centre will check medicine cabinets and record books.

In the event of a medicine such as Ritalin, or Concerta, a ward Register of Drugs Controlled in the misuse of Drugs Act (DDA book) must be completed. The medicine must be clearly labelled and locked in the locked cabinet. The amount of tablets at the beginning of term must be counted and recorded in the book, each time they are dispensed they are counted and the balance recorded. The pupil and staff must both sign.

All staff are expected to maintain professional standards of care. Staff are in Loco Parentis whilst pupils are boarding, so therefore take on the parents responsibility.

Parents will be expected to notify any requests for the administration of medicines at the earliest opportunity. If there are difficulties or concerns, they will be invited to discuss with School Designated person what can be done before a decision can be made.

The Headmaster, or person authorised by him, will decide whether any medication will be administered in school, and by whom.

In consultation with the Headmaster and anyone else the Headmaster deems necessary, will draw up a healthcare plan.

Medical Care during the school

A separate form (same details) must be completed for each medicine to be administered.

The school designated person will follow the same procedures as the boarding and will communicate any medication administered at the end of the day.

Long-term Medical Needs

The Governing Body and Headmaster will do all they reasonably can to assist students with long-term needs. Each case will be determined after discussion with the parents, and in most cases the family doctor. The Headmaster also reserves the right to discuss the matter with the School's Doctor.

Records of administered medicines

The School Designated person will complete an entry in their daily log in every instance. It will be kept in the relevant office. The record will contain:

- Name of the student
- Date and time of the administration
- Who supervised the administration?
- Which medication/Name
- How much was given/Exact dosage

The School Designated person will ensure that the medical record logs are filled in and checked regularly.

Vaccinations and Immunisations

No form of vaccination or immunisation will take place unless the School Doctor has parental consent.

FIRST AID BOXES

Small First Aid boxes with basic supplies are issued to each building. In the event of supplies needing restocking, the designated person should purchase the required medication. At the end of each term the First Aid boxes will be replenished.

MEDICINES

Lockable Medicine Cabinets and fridges have been installed in each building.

Medicine will be kept according to instructions on the packages. Each building will be stocked with basic remedies to be given in the event of a pupil feeling unwell.

SIMPLE LINCTUS

USE: Relief of cough. Soothes the airways

DOSE: Over 12yr. and adults' one 5ml spoonful 3 – 4 times daily.

Not to be used in pregnancy, liver disease, epilepsy, brain injury or disease.

If accidentally taken too much, seek DR's advice. Discard any unused linctus 2 months after first opening bottle.

STREPSIL LOZENGES

USE: Eases sore throat.

DOSE: Dissolve one lozenge slowly in mouth every 2 – 3 hours

May occasionally cause allergic reaction including asthma.

(This is more common if allergic to aspirin)

PARACETAMOL (500mg)

Headache, migraine, sore throat, toothache, rheumatic pains, fever aches and pains of cold/flu.

Children over 12yr and adults. 1 – 2 tablets dissolved in water every 4 – 6 hours as required.

Up to a maximum of 8 tablets in 24 hours.

Consult DR first if any kidney/liver problems or known allergies to Paracetamol in past. Also if taking other medication containing Paracetamol. Or medication containing Non-steroid anti-inflammatory agents. I.e. aspirin/Ibuprofen.

If stated dose is exceeded seek Drs advice or contact A/E department.

CALPOL (JUNIOR LIQUID PARACETAMOL)

USE: Pain relief – reduces temperature

DOSE: Children 6 – 12 years. 5 – 10 mls every 4 – 6 hours

Adults and children over 12yrs. 10 – 20 mls every 4 – 6 hours. Maximum 4 doses in 24 hours.

Consult Dr. if taking other Paracetamol based medicines history of kidney or liver problems or taking anticoagulants/anti convulsants.

Seek immediate medical attention if overdosed

ANTHISAN CREAM

Local pain from insect bites, stings and nettle rash. Ease itching and inflammation. Do not use if skin is broken or has a history of eczema Apply to affected part as soon as possible after sting/bite. Can apply 2 – 3 times a day for up to 3 days.

SAVLON ANTISEPTIC CREAM

Cleanses and helps prevent infection in first aid and minor skin problems. Mild skin healing cream. Cool and soothing Apply to affected area as needed.

DEEP HEAT RUB

Relief from muscular aches, backache and sciatica. For bruises and sprains. Adults and children – gently massage into affected area until absorbed 2 – 3 times daily.

Do not use on broken skin.

RENNIES

Indigestion remedy. Also relieves heartburn, gastritis, flatulence, upset stomach and biliousness.

Adults - 2 tablets sucked or chewed as required. Maximum 16 tablets a day. Children 6 – 12 yrs - 1 tablet when required. Maximum 8 tablets in 24hours

Kwells/Joy-Rides

Appendixes:

- 1 – Medical Details Form**
- 2 – Medical Consent Form**
- 3 – List of First Aiders**



Medical details

The information on this form will be seen by the School's bursar and the Chair. Except as directed by your child's doctor, no medical condition or handicap will be an automatic bar to your joining Marathon, however it is important for the school to know about such conditions which may in some way affect the wellbeing of the pupil or of those around. Parents are also required to advise the school of any changes in health or fitness whilst at Marathon.

Name of Child in Full: _____

Has your child been immunised against diphtheria ? YES NO

Has your child ever had or is suffering from:-

Chicken-pox: _____	Epilepsy: _____	Scarlet fever: _____
Whooping cough: _____	Mumps: _____	Diabetes: _____
Whooping cough: _____	Measles: _____	Hepatitis: _____
German measles: _____	Asthma: _____	Mental illness: _____
Joint or back injuries: _____	HIV/AIDS: _____	

Has your child been treated by a consultant for any illness, physical or mental, in the last five years?

YES (please give details) NO

Any adverse reactions to medication:

Any conditions which affects mobility, strength or fitness:

Does your child have to avoid any food, household products, toiletries, insects, plants or animals because of allergy intolerance? YES (please give details) NO

Please add here any other information concerning your child's health which has not been covered by the above questions. _____

I declare that the information given above is to the best of my knowledge and belief correct and complete.

Signature of parent: _____ date: _____

Appendix 2 – Medical Consent Form



**MARATHON
SCIENCE SCHOOL**

1-9 Evelyn Street,
London, SE8 5RQ
Tel: 02072313232
Fax: 02072523680
www.marathonschool.com

MEDICAL CONSENT FORM

NAME		SURNAME	
YEAR		DOB	/ /

I give my permission to Marathon Science School to take my child to the GP, A&E, dentist and opticians for his regular check-up (or in emergencies) and dispense non prescribed medication such as paracetamol.

Parent / Carer:

NAME			
SIGNATURE		DATE	/ /20

For any other medical issues, on each occasion permission will be asked from the parents/carers. This may be done over the phone.



FIRST AIDERS

Designated First Aiders:

LOCATION	NAME
At Boarding	Selman Dural
In School	Hasan Caner

First Aiders:

NAME	LOCATION
Selman Dural	Boarding - 3 rd Floor
Hasan Caner	School – 1 st Floor - Admin