



First Aid Policy

This policy applies to all pupils in the school including those in the EYFS.

Introduction

This policy outlines the school's responsibility to provide adequate and appropriate first aid to pupils, staff, parents and visitors and the procedures in place to meet that responsibility. The policy is reviewed annually.

Aims

- To ensure that first aid provision is available at all times while people are on school premises and also off the premises whilst on school visits.
- To ensure a quick response to all incidents.

Objectives

- To appoint the appropriate number of suitably trained people as Appointed Persons, First Aiders and Paediatric First Aiders to meet the needs of the school.
- To provide relevant training and ensuring monitoring of training needs.
- To provide sufficient and appropriate resources and facilities.
- To inform staff and parents of the school's First Aid arrangements.
- To keep accident records and to report to the HSE (0845 3009923) as required under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) Act 1995.

Personnel

The Head is responsible for the health and safety of the employees and anyone else on the premises. This includes the teachers, non-teaching staff, pupils and visitors. The Head is responsible for putting the policy into practice and for developing detailed procedures. She should ensure that the policy and information on the school's arrangements for first aid are available to parents.

The Bursar must ensure that a risk assessment of the school is undertaken and that the appointments, training and resources for the First Aid arrangements are appropriate and in place. Insurance arrangements should be in place to provide full cover for claims arising from actions of staff acting within the scope of their employment.

Teachers and other staff are expected to do all they can to secure the welfare of the pupils.

Procedures and Practical Arrangements

Risk Assessment

Reviews are required to be carried out at least annually and when circumstances alter, by the Bursar. Recommendations needed to prevent or control identified risks are forwarded to the Head.

Re-assessment of first aid provision:

As part of the school's annual monitoring cycle:

- The Head reviews the school's first aid needs following any changes (e.g. staff, site, activities).
- The appointed First Aid co-ordinator monitors the number of trained first aiders, alters the number if necessary as instructed by the Head, arranges refresher courses and organises training sessions.
- **Updated training must be carried out every three years, or when a qualification is due to expire, whichever is the sooner.**
- The Bursar monitors emergency first aid training received by other staff, e.g. peripatetics.
- The appointed First Aid co-ordinator checks the contents of the first aid boxes half termly and ensures staff have access to the first aid kits in all key teaching areas.

Provision:

The Head makes arrangements to ensure that the required level of cover of First Aiders, Appointed Persons and Paediatric First Aiders is available at all times and the level of risk.

Qualifications and Training:

First Aiders will hold a valid certificate of competence issued by an organisation approved by the HSE. Appointed persons will undertake a minimum of one day emergency first aid training. Key personnel will hold a specific HSE-approved PFA qualification. At all times, at least one person on the premises and at least one member of staff accompanying any Early Years Foundation Stage outing must have a current paediatric first aid qualification as a minimum requirement in order to meet regulatory EYFS ratios. All personnel holding first aid qualifications are listed at Annex A to this policy.

First Aid Materials, Equipment and Facilities:

The Headteacher must ensure that the appropriate number of first aid containers is available.

- All first aid containers must be marked with a white cross on a green background.

- Each school minibus must carry a first aid container.
- First Aid containers must accompany PE/Sports teachers off-site and on the sports pitches.
- First Aid containers should be kept near to hand washing facilities and in a first aid supervision area.
- Spare stock should be kept in school and monitored by the appointed First Aid co-ordinator.

Responsibility for checking and re-stocking.:

In school – the Bursar delegates the responsibility to the appointed First Aid co-ordinator.

On school trips/coaches/minibuses – the trip leader.

For off-site PE – the PE department teacher.

Accommodation

There are two specific, suitable rooms for medical treatment and care during school hours. The Pre-Prep (including the EYFS) uses the “First Aid/Resources Room” situated next to washbasins, lavatories and a telephone. The Prep School uses the Office for medical treatment. The supervised sick bay in the Main House is available for rest and quiet until the child is collected by their parent.

Hygiene/Infection Control

Basic hygiene procedures must be followed by staff. Single use disposable gloves must be worn when treatment involves blood or other body fluids. If body fluids are spilt, the First Aider must use the designated spillage packs contained in each First Aid kit and the Maintenance Department must be informed immediately so that a ‘deep clean’ can occur. The area of spillage should be cordoned off until this has taken place. Dressings, equipment and bodily fluids are to be disposed of in medical, yellow, closed-top bins in the yellow ‘Contaminated Waste’ sacks provided. A separate policy on dealing with the spillage of bodily fluids exists for the guidance of maintenance staff or anyone else required to deal with such spillages.

Prescribed Medicines

ALL MEDICINES brought in to school by parents must be handed in to the child’s form teacher or to the School Office for safekeeping. A consent form (Administration of Medication) must be completed and signed **before** medicine is administered. This includes treatment for Asthma (see Annex B to this policy).

Medicines must be securely stored, with the consent form, in either the school office (for pupils from Year 2 and above) or in the Pre-Prep First Aid/Resources Room (for pupils in Kindergarten to Year 1) or in Nursery (for Nursery pupils). The form teacher to whom the medicine is handed is responsible for ensuring that the medicine is taken to the relevant location for storage. Medicines may need to be refrigerated. Fridges for this purpose are in Nursery, the Pre-Prep First Aid/Resources Room and the School Office. A lock is permanently fixed to the fridge and the key kept out of children’s reach.

Prescribed medicines must be administered, in strict accordance with the directions on the container, by either the School Office staff, Nursery staff or Pre-Prep duty First Aiders if the Pre-Prep form teacher is not available.

Before administering the medicine, the staff member must check the following:

- the identity of the child,
- the intended recipient of the medicine according to the pharmacy/doctor's label on the bottle/packet,
- the correct dosage according to the pharmacy/doctor's label,
- the time that the medication is due and
- that the dose of medicine has not been given already by another staff member.

The staff member administering the medicine must note the date and time on the Administration of Medication form. **Every** administration of prescribed medicine (and the checks listed above) must be witnessed by a second member of staff, who should countersign the Administration of Medication form.

All medicine must remain securely stored until collected by a pupil's parents. The form teacher (in the case of pupils up to and including Year 1) or the school office staff are responsible for ensuring that medicine is not left at school once the course has finished; they are to ensure that any leftover or expired medication is returned to the relevant parent.

Practical arrangements at point of need

In the case of very minor incidents (cuts and grazes), Pre-Prep and Nursery staff must clean the wound with sterile water or an antibacterial sterilized wipe and apply a dressing where required. Accident forms need not be completed for superficial grazes and bumps where no swelling or immediate bruising is apparent: such incidents are to be noted on a 'Daily Occurrences' sheet in the Pre-Prep Resources room.

Prep School staff should send the child with an escort to the nearest hand basin to wash and dry the wound. On return, a dressing should be applied if required. Again, superficial cuts and bumps need not be recorded on an accident form.

Major incidents involving severe bleeding or serious injury to leg or back, the casualty **must not be moved**. Make them comfortable at the place of incident. Send a runner to the office (Prep School may use a pupil, Pre-Prep (including EYFS) must use an adult). The office staff will call a First Aid at Work (FAW) or Paediatric First Aid (PFA) qualified member of staff immediately to attend the scene. The FAW/PFA qualified member of staff will make a decision about whether to call an ambulance.

In the event of head injury, eye injuries or nose bleeds, send a runner to the office (Prep School may use a pupil, Pre-Prep (including EYFS) must use an adult). The office staff will call a FAW/PFA qualified

member of staff immediately, who will make a decision about whether to call an ambulance. The attending First Aider must telephone the parents as soon as is practicable if the child has received a head injury, even if the child has not attended hospital.

In the event of a child needing to be taken to St Richard's Hospital Casualty Department, a first aider and a driver will accompany the child. Only one member of the teaching staff should be involved with the hospital trip (make use of ancillary staff and teaching assistants.) Parents will be contacted by the Office as soon as possible and invited to meet their child at casualty.

As mentioned above, accident forms must be completed for all but superficial bumps and grazes.

Completed accident forms must be filed in the Accident Book in the secure cabinet in the Pre-Prep First Aid Room for Pre-Prep and EYFS children, and should be handed in to the School Office in the case of Prep School children.

Parents will always be contacted if a child suffers anything more than a trivial injury, or if he or she becomes unwell during the school day, or if the school has any concerns or worries about his or her health. We will ask parents to collect their child if he or she becomes ill during the school day.

Reporting an accident

Please see the section below on accident reporting (RIDDOR).

Patent Medicines

Patent medicines (e.g. Calpol, Nurofen) are held by the FAW staff for emergency use. Consent to administer patent medicine is sought from parents at the time of registration by the completion of the 'Confidential Consent and Information' form. **Please check the form before giving such medicine.** Copies of these forms are held securely in the Nursery for Nursery pupils, and in each First aid treatment area (see 'Accommodation'). The original of each form is kept on the individual pupil's file in the school Office.

Each dose of medicine given must be recorded on the 'Daily Medicine Sheet' held in the Pre-Prep Resources/First Aid Room and the School Office, and this sheet must be checked before any medicine is given to ensure that the correct period of time has elapsed between doses. The reading record/pupil planner must also be checked to ensure that medicine has not been given at home before children have arrived at school.

The administration of patent medication must be communicated to parents when they collect their son or daughter, either verbally or via the child's reading record (Pre-Prep) or pupil planner (Prep School). **If parents have administered any medication at home before bringing their child to school, this must be communicated to the form teacher in the case of Pre-Prep children, or noted in the pupil planner for Prep School children.** This will help to avoid the chance of giving a second dose too soon.

Sickness

In cases of obvious distress, send an escorted Prep School child to the office immediately. In the Pre-Prep and EYFS departments, a FAW qualified member of staff will be called by the teacher or staff member present. The FAW qualified staff member on duty will be called by the office staff. A vomiting

child must be supervised at all times. A child with a temperature must be checked every 10 minutes. Temperature should be taken every thirty minutes if possible except when the child is sleeping, then no longer that one hour between recordings. ***In both cases, parents should be notified and asked to collect as soon as possible.***

Medical Questionnaires

Parents must complete and sign a confidential Parental Consent and Medical Information for each pupil. The original form will be kept on the individual pupil's file in the school office, in a secured filing cabinet, and for Pre-Prep pupils, including Kindergarten but not Nursery, a copy will be held in a marked folder in a secure cupboard in the Pre-Prep First Aid room. Forms for Nursery children are held in a secure cabinet in the Nursery. The form must be updated and re-signed if any information is changed.

Arrangements for pupils with particular medical conditions.

Long term illness/ailments

All cases of long-term illness (e.g. epilepsy or diabetes) must be treated in accordance with the guidance of the family practitioner. If necessary, a designated member of staff will receive specialist training (eg to supervise a diabetic child who can measure his/her blood sugar and administer insulin using an epipen).

Asthma

Please refer to the specific Asthma Policy as attached at Annex B to this policy.

Exclusion illnesses

If pupils or staff experience vomiting or diarrhoea, pupils must be collected from school immediately to limit the spread of infection and both pupils and staff must not return to school until a full 48 hours after the last incidence of such illness. Similarly, pupils or staff who suffer a raised temperature in conjunction with cold or flu like symptoms must also not come to school until their temperature has been normal for 24 hours. These measures are in place to help limit the spread of infectious illnesses.

In the case of chicken pox, children must remain off school until every spot has crusted over. Advice on safe return to school for all other illnesses (e.g. measles, mumps, slapped cheek) must be sought from a doctor.

In all cases use the guidance of the list held in the School Office. For further direction, the Bursar will contact the Health Protection Agency who will advise. A separate policy exists covering actions to be taken if an outbreak of pandemic illness is suspected.

Swimming Pool

The swimming pool staff should ensure that they have a working radio which should be tested at the start of each day. Actions to be taken in an emergency in or near the pool are contained within the Emergency Action Plan. Following a bout of vomiting or diarrhoea, a child should not swim for 2 weeks.

Children with open or weeping wounds must not swim. All wounds must be covered with an appropriate, waterproof dressing.

Record Keeping

Staff administering first aid are required to complete statutory accident records that are kept for a **minimum of seven years**. (see The Accident Book). This should include:

- The date, time and place of the incident;
- The name (and class) of the injured/ill person;
- Details of injury/illness and what first aid was given;
- Name and signature of the first aider dealing with the incident.

A photocopy is made of the form and given to the parents on collection of the child. The parents sign the original accident record form. The form is then held with the central records.

The appointed First Aid co-ordinator will report to the HSE (0845 3009923) as required if necessary to comply with RIDDOR 1995. A separate policy exists governing the reporting of accidents. All staff who deal with a reportable incident must inform the appointed First Aid co-ordinator of the details of the incident that day. A list of such reportable incidents is held in both the school Office and the Pre-Prep first aid and resources room.

EYFS

Any notifiable disease to any child in the EYFS will be reported to the local health protection unit (HPU) and Ofsted where appropriate. Any accidents falling into the RIDDOR guidelines will be reported to Ofsted.

Medication – We will also inform parents when their child has received medication. This is tracked on the administration of medicines form which is attached to the medication and returned home at the end of each session/day.

Spillage of Bodily Fluids

This outlines the school's responsibility to deal safely and hygienically with spilled body fluids. The policy is reviewed annually.

Aims

- To ensure that any spillages of bodily fluids are dealt with in an effective, hygienic, safe and timely manner, in accordance with HSE and NHS guidelines.
- To minimise risk of harm or infection to staff and pupils.

Objectives

- To ensure that the relevant personnel are trained to deal with spillages of bodily fluids and to ensure monitoring of training needs.
- To provide sufficient and appropriate resources and facilities.
- To inform staff of the school's arrangements.
- To keep accident records and to report to the HSE (0845 3009923) as required under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) Act 1995.

General/Routine Safety Procedures

- Dedicated cleaning equipment must be used. A marked mop and bucket must be kept for this purpose only.
- Deal with any spillage of blood/body fluids as soon as practically possible.
- Care must be taken to avoid skin, eye, and mucous membrane contamination during the cleaning and disinfection of spillages.
- Staff must always cover cuts and lesions with a waterproof dressing whilst on duty.
- Accidental exposure to blood/body fluid must be reported to the Bursar.

Personal Protective Equipment

- Wear plastic disposable apron.
- Wear disposable gloves.
- Protect eyes and mouth with goggles and mask if splash or spray is anticipated.
- Wear protective footwear when dealing with extensive floor spillages.
- **Always dispose of PPE and contaminated waste in the yellow 'Contaminated waste' bags which must then be placed into the yellow contaminated waste bin.**

DISINFECTION OF BLOOD AND BODY FLUID SPILLS

Disinfection aims to reduce the number of micro-organisms to a safe level. Patent disinfectant should be used in all areas of spillage.

PROCEDURE FOR DEALING WITH SPILLAGE

If a member of staff is present at the time of illness or spill, he or she must first attend to the casualty. Once the casualty has been stabilised, the staff member should cover the area of spillage with absorbent powder or granules located in the nearest first aid pack. The area of spillage should then be cordoned off to prevent other pupils or staff from coming into contact with the spillage. The maintenance department must then be informed (via the school office) so that a deep clean of the area can take place.

Spill of blood or other body fluid visibly contaminated with blood

- **Contained spill of blood:** Wearing PPE, apply absorbent powder/granules from Body Fluid Disposal kit over the spill ensuring complete coverage. Wait for two minutes. Use disposable cloths or paper towels to scoop waste debris into clinical waste bag. Clean the area with detergent and water. Use a spillage kit where available.
- **Dispersed spill of blood:** Wearing PPE, absorb the spill with disposable cloths or paper towels. If the spill covers a large area, use the 'contaminated waste' mop and bucket. Disinfect the area with an appropriate disinfectant. Wait for two minutes. Clean area with detergent and water. Discard and cloths, paper towels or mop-heads into clinical waste bag. Disinfect the bucket with a solution containing patent disinfectant or a bleach solution.

Spill of body fluid not contaminated with blood

- Wearing PPE, absorb the spill with disposable cloths or paper towels. If spill covers a large area, use a mop and bucket. Clean the area with detergent and water. Disinfect the area with an appropriate disinfectant. Wait for two minutes. Rinse. Discard any cloths, paper towels or mop-heads into a clinical waste bag. Disinfect the bucket with a solution containing patent disinfectant or a bleach solution.

Urine

If urine is not bloodstained, hot soapy water is sufficient.

NEVER pour a chlorine-based disinfectant directly onto urine. If urine is bloodstained, absorb the spill with disposable cloths or paper towels. If spill covers a larger area, use appropriate mop and bucket. Disinfect the area with an appropriate disinfectant. Wait for two minutes. Clean the area with detergent and water. Discard any cloths, paper towels or mop-heads into a clinical waste bag. Disinfect the bucket with a patent disinfectant or a bleach solution.

Carpeted Areas

When spillage has occurred in a carpeted area, treat according to the type of spillage outlined above. Contact the Maintenance Manager as soon as possible so that deep-cleaning of the carpet can be arranged.

RIDDOR and Accident Reporting

WHICH ACCIDENTS REQUIRE RECORDING AND REPORTING?

The HSE Information Sheet on accident reporting makes clear that pupils and visitors to a school "are not at work". The reporting requirements are therefore restricted to cases when a person is killed or taken to hospital, or if the accident arises out of or in connection with the work activity. This is further defined as:

- work organisation (e.g. the supervision of a field trip),
- plant or substances (e.g. lifts, machinery, experiments, etc),
- the condition of the premises.

The guidance explicitly excludes playground accidents due to collisions, slips, trips and falls, unless they happen because of the condition of the premises or equipment, or due to inadequate supervision.

THE ACCIDENT BOOK

The appointed First Aid co-ordinator is responsible for ensuring that an accurate record is kept of all accidents that happen to pupils, staff, visitors and contractors at the school, or on school-led activities outside school. Although commonly known as the "accident book," it is actually a number of folders containing detachable forms that the duty first aider or form teacher completes when they attend to any pupil or visitor who is injured or who suffers an accident more serious than a superficial bump or graze (such trivial incidents are recorded in the Pre-Prep on a 'Daily Occurrence Sheet').

All staff normally complete their own forms, unless they are so incapacitated that doing so is impracticable. In such cases the form should be completed by a witness. The wording of the form is designed to encourage a logical and thorough record of every accident in a common format, leading the reporter through each stage. Details recorded include: the name and status of the person injured, when, where and how the accident occurred, what happened, what injury resulted and whether the injury was sufficiently serious to meet the criteria, known as a "Notifiable Accident," that require it to be reported to the Health and Safety Executive (HSE).

Completed accident report forms are forwarded to the appointed First Aid co-ordinator for any further action that may be necessary (see below). Forms are kept in a folder, with separate sections for accidents to pupils, staff and visitors for a minimum of three years. In order to ensure strict privacy, as well as compliance with the Data Protection Act (DPA), they are stored in a locked filing cabinet in the Pre-Prep Resources/First Aid Room or in the School Office. Accident reports are monitored termly by the Bursar, who provides an annual report to the Governors at the meeting of the school's Health and Safety Committee (as part of the Buildings and Grounds committee) and trends are monitored.

WHAT IS A "NOTIFIABLE" ACCIDENT?

The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR), places a statutory duty on employers (and others) to report work-related deaths, major injuries, injuries lasting over three days, together with work related diseases, and dangerous occurrences (near miss accidents) to their local Health and Safety Executive (HSE) office via the national Incident Contact Centre (ICC) who will pass details on to the local HSE office. An accident that is sufficiently serious to require reporting to the ICC must also be recorded in the accident book.

EMPLOYEES AND CONTRACTORS

RIDDOR specifies that the following work-related accidents to employees or contractors working on the premises should be reported:

- Accidents which result in death or major injury must be reported immediately, and
- Accidents which prevent the injured person from continuing his/her normal work for more than three days must be reported within ten days

The HSE's leaflet 'Incident-reporting in schools (accidents, diseases and dangerous occurrences)', defines the list of reportable major injuries. It also explains the procedure for reporting an accident. A copy of this publication is held in the school office, or can be downloaded at www.hse.gov.uk/pubns/edindex.htm

PUPILS AND VISITORS

RIDDOR requires that accidents to someone who is not at work (i.e. pupils and visitors) should be reported to the ICC if:

- The person is killed or taken to hospital, **and**
- The accident arises out of or in connection with the work activity.

The last category describes by the HSE as covering:

- Work organisation (eg the supervision of a field trip)
- Plant or substances (eg lifts, machinery, experiments etc)
- The condition of the premises
- Curriculum sports activities that result in pupils being killed or taken to hospital.

Playground accidents that do not require a pupil being taken to hospital are only reportable if they result from "the condition of the premises or equipment, or inadequate supervision". The notification process for pupils and visitors is identical to the one for staff.

ESCORTING PUPILS TO HOSPITAL

Please refer to the First Aid policy for guidance on this matter.

WHO WILL REPORT NOTIFIABLE ACCIDENTS AND INJURIES?

The appointed First Aid Co-ordinator, or, in his or her absence, the Bursar, will report all notifiable accidents or injuries. Staff attending to an incident or accident which is reportable must inform the Bursar or the appointed First Aid co-ordinator as soon as possible once the incident has been attended to and the person injured is safe, but within 24 hours at the latest.

ACCIDENT INVESTIGATIONS

All notifiable accidents need to be investigated in order to:

- Prevent recurrences and learn from events
- Keep statistics so that trends can be identified and discussed by the Health and Safety Committee
- Report to insurers in support of a claim (if appropriate).

Copies of all statutory accident report forms should therefore be sent to the appointed First Aid co-ordinator. At Oakwood, it is our policy to encourage all members of staff to take an active interest in improving the health and safety of our community. Members of staff are therefore urged to report near misses, or trivial accidents that could potentially have been more serious to the Bursar, so that they can be investigated, and any defects put right.

The investigation will normally be carried out by the Bursar; but may involve other members of staff. Witness statements may be taken, and in serious cases, a full written report, including photographs and recommendations will be produced for the SLT and the Health and Safety Committee. The Health and Safety Committee formally discusses accidents once a year.

SAFETY EQUIPMENT

We are strict in ensuring that pupils always wear the recommended protective equipment both in curriculum activities and in organised sport. Any pupil can expect not to be allowed to play sport without the following essential safety equipment (all of which is sold by the school games uniform suppliers or, in the case of fencing, supplied by the teacher):

- Rugby, lacrosse, hockey: mouth guards
- Football, hockey: shin guards
- Fencing: mask, gloves and padded jacket

We supply cricket helmets and pads, and goal-keeping equipment for hockey and football. We supply safety goggles, gloves and overalls for Science and DT.

Staff are supplied with all the safety equipment needed for their work, such as ear-defenders, reinforced footwear, gloves, masks etc. Their induction training makes clear that failure to wear the equipment can be treated as a disciplinary issue. The Bursar maintains a register of Personal Protective Equipment issued. He or she is responsible for ensuring that worn-out or unserviceable equipment is replaced when necessary.

INSURANCE

Oakwood School has £5 million of Employers' Liability Insurance and £25 million of public liability insurance, as well as a group travel policy and an "occasional use" motor policy, both of which are described in more detail in the policy governing Educational Visits. We recommend Personal Accident Insurance cover to all parents and this may be added to the school fees. The Bursar is responsible for arranging insurance, and dealing with the Insurers in the event of a claim.

Monitoring and Review

The policy will be reviewed every year, or whenever significant changes occur.

Reviewed: August 2015	By:	Sarah Mayhead
Reviewed: August 2016	By:	Sarah Mayhead
Reviewed: September 2017		Catherine Hutchin
Reviewed: October 2018		Catherine Hutchin
Signed: 	By:	Clare Bradbury Headteacher
Next Review Date:		August 2019

APPENDIX A - First Aid qualifications held by staff members (see separate document)

Defibrillator, Epi-Pen and Asthma Refresher Training

49 staff (see Appendix A) attended a two hour refresher training session with Jennie Reed on Tuesday 5th September 2017 on the symptoms, diagnosis and treatment of allergic reaction, anaphylaxis, asthma and the correct administration of an Epi-pen and asthma inhaler.

6 staff (see Appendix A) attended a one hour Epi-pen training session with Jennie Reed later on in September 2017.

APPENDIX B:

Asthma Policy

1. Introduction

- This policy conforms to the guidelines set out by the National Asthma Campaign in accordance with the Department of Education and as advised by the NHS School Nurses Department.
- Oakwood School recognises that asthma is an important condition, which affects many children.
- All children with asthma are encouraged to participate in all activities at Oakwood and all staff are aware of the policy and procedures to be followed in the event of an attack.
- Staff training is undertaken on a regular basis.

2. Medication

- Immediate access to reliever inhalers is vital. Pre-Prep staff with children in their forms suffering from asthma should hold a named inhaler for each child with the condition in the classrooms.
- Prep School children should have an inhaler in their sports bag, in their swimming bag and in the school office. One may also be given to their form teacher. If a child usually uses a spacer, one must also be kept at school. **All of these must be clearly labelled with the child's name.**
- Spare 'school' inhalers and spacers are kept in the gym, Pre-Prep Resources Room and the Office and they are only to be used only in an emergency situation.

3. Documentation

- At the beginning of each school year, or when a child joins the school, parents are asked if their child has Asthma. If medication is altered, parents are requested to inform the school immediately. Details of which children suffer from Asthma are given to each form tutor as an 'Ailments List'.

4. Games and PE

- Sport is an important part of school life. Members of staff are aware of which children suffer from Asthma. These children will be encouraged to participate fully in games and PE and encouraged to use their inhalers before taking part in any sport. They must do a few warm up exercises beforehand. Inhalers must be taken to 'away' matches, and all asthma sufferers must have a named inhaler in their swimming bags.

5. School Environment

- The school has a **NO SMOKING** policy. All products used for cleaning, fertilisation, painting etc are checked for health and safety reasons before use. Use of such items is kept to a minimum.
- The Art, DT and Science departments use environmentally friendly products.
- The school is situated in a natural, animal friendly environment. It is also surrounded by plants and trees, many of which are triggers. **Precautions are taken to ensure that unnecessary contact is avoided.**

