

Hill House School Policy

Health Care and First Aid

Hill House School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. It is our aim that all students fulfil their potential.

Purpose

- To ensure that suitable arrangements are in place for the provision of health care and first aid.
- To ensure that all staff are aware of their roles and responsibilities in relation to the provision of health care and first aid treatment.

Health care

Admission

Prior to admission every effort is made to ensure that the school obtains adequate background information on each student from parents, guardians and/or local authorities. Parents/guardians complete a questionnaire which includes previous and current medical information. Parents/guardians/local authorities are also asked to sign relevant consent forms relating to the medical needs of a student, these include: consent to administer prescribed medication, homely remedies, first aid and therapy consent form.

These documents can all be found in the Parent Pack and, once completed, are filed electronically, in the student's Master Care File. Once a start date has been arranged for a student, a pre-admission meeting is held between relevant care, therapy and education staff with the parents, social worker and/or relevant parties to discuss the individual needs of a student.

GP and Consultant Paediatrician Input

All of the students at the school are registered with our local GP in Lymington. The GP visits the school on a regular basis, to see or discuss any students at Care Manager or parental request. The GP will carry out routine examinations for presenting symptoms, review previous/on-going conditions/symptoms, administer vaccinations, provide advice

and prescribe medication or make referrals where relevant. If a student needs a doctor between clinics: a home visit/telephone consultation will be requested.

Following admission, a new student will be registered with our GP as soon as possible with parents' consent, once the student's Health card is available. Our GP will request the student's medical records from the student's previous GP to ensure that the medical background information is accurate and current. The student will be introduced to our GP by a Care Manager within the first few weeks following admission. Any current prescribed medication that a student may be taking will be noted, to ensure that a repeat prescription can be obtained when required. Relevant student vaccinations are completed annually/as required by our GP. A record of all visits/vaccinations is documented within the student's Health Profile Booklet in their Master Care File. On-going records for vaccinations are available on a print out from the surgery on request.

All LAC (Looked After Children) qualify for an annual medical which will be requested by the student's Social Worker as soon after admission as possible. Our paediatrician will complete the examination and relevant paperwork and return the outcomes to the Social Worker for input at the next LAC review. Parents are made aware of the outcomes also. On some occasions a Local Authority will ask for a young person to be taken to a Local Authority annual medical appointment in addition to the annual paediatric review.

Dental and Optician Arrangements

Dental Screening takes place within the school on a regular basis, to carry out dental check-ups for each student. Any students requiring follow up treatment will receive this at New Milton Health Centre. If a General Anaesthetic is required to complete the relevant work, parental consent is obtained before the treatment is carried out and parents may attend to support if they choose to.

Annual Ophthalmic Screening also takes place within school and follow up treatment or prescriptions are completed at local Opticians.

Other Specialist Provision

Any other specialist provision is carried out via a referral from Cambian's Consultant Psychiatrist, a visiting Consultant Paediatrician or our GP e.g. physiotherapy, neurological etc. Referrals are generally made to Poole/Dorchester or Southampton Hospital. Where necessary the GP can refer to a Physiotherapist who visits the school. They will assess and discuss students at Care Manager's or parents' request, to benefit and support those students that have occupational/physiotherapy input incorporated into their Statement of Special Educational Needs. The school employs a Speech and Language Therapist to support the individual communication needs of the students at the school. The school also has a Clinical Psychologist with a Senior Assistant Psychologist and an Occupational Therapist and Nurture Team on site.

Health Records

Prior to the student being admitted to the school, a Team Manager, in conjunction with care staff, will collate all relevant information to complete the Health Profile Booklet in the Health and Well-Being section of the student's Master Care File. The Health Profile Booklet draws on information received from parents/guardians, local authorities, previous GP's/ consultants and other specialist information. The booklet includes a medical profile, immunisation record, and details of all contact/discussion with medical practitioners, height and weight records, the student's Medical Health card and a record of all consent forms.

Administration of Medication

Relevant members of staff will receive medication administration training in accordance with their role requirements. As stated previously, consent will be obtained from parents/guardians/local authorities prior to administering any prescribed medication. Medication is administered strictly in accordance with the Administration of Medication policy. The policy is broken down into several sections including ordering and checking, control and storage administration, medication taken off the premises, self-medication and auditing. Records are maintained and archived appropriately using the Access Medication Management System.

Feeling Unwell at School

The health and well-being of our young people is of paramount importance and we will provide immediate support to any individual who feels unwell or is displaying signs of illness while at school.

Our aim is to:

- ensure sick individuals are identified
- ensure sick individuals are cared for appropriately
- protect young people and staff from preventable infection
- enable staff to be clear about the procedures when young people are feeling unwell
- deal efficiently and effectively with illnesses that may arise while individuals are at school
- ensure privacy and dignity at all times

If a student feels unwell at school, a member of staff will notify the Care Manager on duty who will come and assess them. Any pain relief or immediate first aid will be given as appropriate. The student will be supported throughout by the use of visual aids or communication devices to check in with how they are feeling. The student will be supported to access the classroom toilet if they need to be changed or assisted to return to home where they can access their own room and bathroom and be made comfortable.

Day students at Hill House who become unwell will also be assessed in the same way by the Head of Care, School Nurse, Care Manager, Team Manager, or a trained first aider. If symptoms suggest that they need to go home, a member of staff will call the appropriate contact to arrange transportation and the young person will be made comfortable in the Health Care Office or Library with a sofa to sit or lie on, handwashing facilities, and access to toilets nearby in Classroom 3.

In the case of an emergency, where the young person's health is at risk, an ambulance will be called and a member of staff will accompany the individual to hospital.

First Aid Provision

All staff within the school completes first aid training within the MYRUS modules. The school has sufficient three day "First aid at work" trained staff, to ensure that a minimum of one First Aider is on duty at all times. A database of all trained staff is maintained. First aid boxes are located in all living and education bases, the minibuses, offices and other appropriate areas within the school. The boxes are audited on a monthly basis by designated staff to ensure that they are fully equipped and within date, as recommended by manufacturers.

First Aid

We have a duty under the Health and Safety (First Aid) Regulations 1981 to provide adequate facilities and equipment to enable first aid to be rendered to our employees should they sustain injury or become ill at work.

Our first aid provision takes account of the number of persons employed, the size of our establishment and the hazards and risks involved in our activities.

The regulations do not apply to non-employees, although the Health and Safety Executive (HSE) has recommended that employers should consider making some provision for them. The education sector is unusual in that non-employee, i.e. pupils and students normally outnumber employees. The Health and Safety at Work Act 1974 (HSW Act) imposes a general duty on employers, including independent schools to ensure that their establishments are safe and healthy places. Independent schools also have a common law responsibility (in loco parentis) to look after the children in their care. Schools have traditionally provided first aid facilities for pupils and the Department for Education (DfE) has issued guidance on first aid to independent schools in England and Wales.

Where possible, it is sensible to combine first aid arrangements for employees and for non-employees. Such arrangements could also cover visitors to educational establishments. Some visitors might be 'at work' (e.g. contractors) and therefore remain the responsibility of their employer but many visitors will not be covered by the regulations. In both cases, it is reasonable to provide facilities on site, although it should be noted that the Approved Code of Practice, for compliance with the Health and Safety

(First Aid) Regulations 1981, requires written arrangements between employers in respect of contractors etc.

Combined arrangements in general are welcomed by the HSE, so long as they do not dilute the level of provision for employees. The DfE has also supported the need to avoid duplication of provision for staff and pupils in recommending that the contents of all first aid boxes should follow HSE guidelines. It is recommended that wherever possible, the provision of First Aid Personnel and equipment should take account of both employees and non-employees, based on the criteria in the Approved Code of Practice.

First Aid Personnel

The Regulations specify two classes of First Aid Personnel. These are:

1. First Aid trained

All staff at Hill House School currently complete an online MYRUS module on First Aid every year. All staff has a duty to respond to emergency situations and the training they have received aids them to know the best sequence of events to follow. In most circumstances this will be making the environment safe and calling for assistance from an appointed First Aider or emergency services.

2. Appointed First Aiders

A First Aider is a person who has been trained and holds a current First Aid Certificate issued by the School or employer. The training and qualification received by First Aiders is approved by the Health and Safety Executive, as eligible at the time, for the purposes of the Regulations. The number of First Aid Personnel will take account of foreseeable absences such as annual leave and training requirements. See the current poster of 'Three Day First Aid at Work' trained staff.

First Aid Boxes

First aid boxes will be made of a suitable material and so designed as to protect the contents. All boxes will be clearly marked, with a white cross on a green background. At Hill House School each house base and education class have their own first aid box, several others are located within outer buildings and central areas within the school. Each minibus also contains a small first aid kit. All first aid box contents are reviewed monthly within the quality checklists and re-stocked as required. The contents of the boxes comply with the recommendations of Cambian policy.

First Aid Information

The regulations require employees to be informed of the arrangements that have been made in connection with the provision of first aid including the location of equipment, facilities and personnel.

Personalised Information on first aid is included in the induction programme for any new employees and existing employees are informed of any changes which are made in this respect.

Student Welfare and Treatment

Separate arrangements have been made by the school in liaison with the School's Medical Practitioner, for student welfare and medical treatments. These facilities are not considered first aid treatment and fall outside the control of the Health and Safety (First Aid) Regulations 1981.

First Aid for Offsite Trips

All school vehicles carry first aid kits to be used in the event of an incident or accident offsite. All students that have a 'med bag' must be signed out before leaving site and carried by staff. Minor incidents or accidents will be managed by the activity leader. The activity leader should call the Care Manager on duty at school, using the phone provided, to inform them of the situation and get advice as required for example return to school, attended A&E or call an ambulance.

Infectious Diseases and First Aid Precautions

First Aiders must continue to take the basic hygiene precautions which are part of standard first aid procedures to reduce the risk of contracting/transmitting infections and conditions such as Aids, Hepatitis B and Typhoid etc.

Examples of the necessary standard precautions which our First Aiders are required to take, are as follows:

- Always wash hands before and after applying dressings.
- Always, before treating any casualty, cover any exposed cuts or abrasions on their own skin with a waterproof dressing. When treating a wound, any person who is suffering from skin disease, chapping or an open or unhealed wound of the hand which cannot sensibly be covered with waterproof dressings, should wear disposable gloves. After use, these gloves must be washed in soap and water before removal from the hands and then disposed of. The hands must then be washed again with soap and water.
- Whenever blood has to be cleaned up, always wear disposable plastic gloves and an apron and use paper towels.
- After use for such purposes, these things must be placed in plastic bags and disposed of safely, in the appropriate bins provided for clinical waste.
- Soiled clothing should be washed or cleaned in the normal way.
- Any area of the work environment where blood has been spilt will be disinfected by a mixture of 1 part bleach to 10 parts water, taking care to protect exposed skin. If necessary, mopping up will be done using paper towels soaked in bleach solution and left over contaminated areas for thirty minutes before removal and destruction. The wet area must then be dried thoroughly.

- As soon as possible wash hands in soap and water and any other exposed skin that has been in contact with another person's blood.
- Always wash as soon as possible in clean cold tap water if the lips, mouth, tongue or eyes are in contact with another person's blood.
- If a cut or puncture wound is received when treating a casualty always wash thoroughly afterwards and then seek medical advice.
- Give mouth-to-mouth resuscitation if judged necessary in any accident. Never withhold it in an emergency when another person's life may be at risk. No case of infection has been reported from any part of the world as a result of giving mouth-to-mouth resuscitation.
- Mouthpieces may be used for resuscitation but the type known as 'rigid airways' may be used only by First Aiders who have had special training in their use.

Special Equipment and Facilities

Employers are already under a legal obligation to provide soap and hot and cold water as well as a limited selection of items in the first aid box, such as dressings.

Other necessary items may include:

- disposable plastic gloves
- protective plastic aprons
- paper towels
- disposable plastic waste bags
- approved sterilant/disinfectant solution
- mouthpieces for resuscitation

Monitoring and Review

- This policy will be subject to continuous monitoring, refinement and audit by the Principal.

Principal of Hill House;
 Kate Landells
 Hill House School, Boldre, Lymington, Hants. SO41 8NE
 Tel: 01590 672147
 Email: kate.landells@cambiangroup.com

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