



YOUNG WOMEN'S HUB

Educate. Nurture. Inspire.

Allergies and first aid policy

May 2021

Young Women's Hub
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Updated May 2021
To be reviewed May 2022

Introduction

This policy outlines the school's procedures for dealing with accidents and emergencies and aims to ensure that accidents and injuries are prevented wherever possible.

Although this policy is intended to cover the employees of the school, the following guidelines are written with first aid to students in mind as well as adults. The policy should be read in conjunction

First aiders

The school is obliged to have a nominated, qualified first aider who is normally on the premises when school is in session.

First aid boxes

First aid boxes can be found in appropriate locations throughout the school including the main school office and classrooms.

The Approved Code of Practice states that the official first aid box "should contain a sufficient quantity of suitable first aid materials and nothing else". The following items are recommended:

- A medical alert handbook
- Individually wrapped sterile adhesive dressings
- Sterile eye pads with attachment
- Triangular bandages
- Sterile coverings for serious wounds
- Safety Pins
- Medium sized sterile un-medicated dressings
- Extra-large sterile un-medicated dressings
- Plastic gloves

Sterile water or sterile normal saline in disposable containers needs to be kept near the first aid box where tap water is not available. The person responsible for First Aid should ensure that the contents of the first aid boxes are maintained at the recommended level.

It is important that tutors in charge of student on outings should have a first aid bag to carry when travelling. These should include:

- Medical preparations for cleaning the wound
- Sterile dressings (adhesive) various sizes
- Triangular bandage and supply of safety pins
- Plastic gloves
- Brief guide or notes on first aid
- Mobile phone

Injuries to staff/adults

Minor injuries can normally be dealt with by the casualties themselves, but nevertheless should be recorded on an incident form. Any injuries of a more serious nature should be referred to the First Aider and be recorded on the same form.

The Health and Safety Officer should also be informed immediately if the accident was in any way due to a defect of the premises or other related reason.

If, in the opinion of the First Aider the casualty should go to hospital, transport should be arranged. If possible, another member of staff should accompany the casualty to hospital. If it is necessary to inform the next of kin, the staff member should remain until their arrival.

Injuries/accidents concerning student

Minor injuries

Minor injuries are dealt with by Teaching Assistants and First Aiders as appropriate. Injuries are entered into the accident book which is kept in the plastic holder located in the main office.

More serious injuries

More serious injuries, including **all head, tooth and lip injuries** should be reported to the First Aiders immediately. If required, they should call on the help of other adults. All visible head injuries should be reported to parents/carers either verbally or by an accident form.

Parents/carers should be called as soon as possible and informed of the situation.

If the First Aiders feel, in consultation with staff, that the student would be better at home, the parent or emergency contact should be asked to collect her as soon as possible. If a student is particularly distressed, she should be able to wait at the office under supervision, until collected.

If the first aider feels that the student should go to hospital, they may call an ambulance if necessary. The parents/carers should be contacted and asked whether they can come to school immediately to accompany the student or whether they will go directly to the hospital. If the latter is the case, then a member of staff should accompany the student to the hospital and wait until the parent arrives. A second call to the parent will be required after the ambulance has arrived to confirm which hospital the casualty will be taken to.

Medical Information

All Medical information about an individual student, who may have specific medical needs, will be kept in the student's individual file which is located in the filing cabinet in the school office. This information outlines the needs of the student and any action that should be taken in event of an incident.

Care plans

Students with extreme medical needs have specific care plans written for them in conjunction with the school's first aider, the parent/carer, the school nurse, and a maybe a medical specialist. This information is kept in the individual student's folder located in the school office.

Asthma

All students should have their inhalers in school at all times during the school day. They should be kept on the student's person.

Medications

Only named, prescribed medications relating to a treated health condition which need to be taken during the school day are permitted to be administered at school. These should be given in at the school office by a parent/carer and the appropriate form signed. Medicines needing to be taken three times daily are no longer administered in school they should be taken at breakfast time, home time and bedtime. Prescribed medicines should be kept in their boxes and may only be administered by a trained first aider.

Medicines which are required to be kept at school permanently will be kept and are:

- Epi pens – kept in the office medical box and should accompany them throughout their school day. They should be kept in a sturdy, distinctive, named bag
- Insulin - kept in the fridge

Allergies in school

Young Women's Hub positively welcomes all students with allergies and recognises that there may be students who attend the school that have a range of allergies, some of them very serious and potentially life threatening.

We encourage students with allergies to achieve their potential in all aspects of school life by having a clear policy that is understood by school staff, parents/carers and students. New staff will be made aware of the policy and any student's medical needs. All staff will have written information on what to do in an emergency and are aware that a student's health care plan is held in the main office.

Key responsibilities

School staff has a responsibility to:

- Make all members of staff aware of students' individual needs and what to do in an emergency.
- Know which students they come into contact with who have allergies.
- Know what to do if allergies are triggered and in an emergency.
- Allow students with allergies immediate access to their medication.
- Tell parents/carers if their student's allergies have been triggered.
- Ensure students have their allergy/anaphylaxis medication with them when they go on a school visit or out of the classroom including local areas.
- Be aware that there is a potential stigma of having allergies and the possibility of bullying from this.
- When holding special events at school, staff are to be aware when purchasing food to ensure everything is free of allergens so that all students can participate.

Parents/carers have a responsibility to:

- Tell the school if their student has any allergies.
- Ensure the school has complete and up-to-date information on their student's allergies, triggers, symptoms and any relevant medication.
- Inform and supply the school with labelled, well within expiry date medication that their student requires
- Tell the school about any changes to their student's medications, what they take and how much.
- Inform the school of any changes to their student's allergies (for example, if their symptoms are getting worse or changing)
- Ensure their student has the knowledge, skills and understanding to help them manage their condition.

Students to have a responsibility to:

- Be proactive in understanding their allergies, symptoms and triggers.
- Where possible avoid triggers and remove them from the area.
- Know where their medicine is kept.
- Tell a member of staff promptly if they feel unwell or require their medicine.

Allergy anaphylaxis medicines

- Immediate access to medication is essential.
- Students with allergies are encouraged to be aware and proactive in managing their condition, by knowing their symptoms, being aware of triggers and knowing where their medicine is kept in the classroom and by informing a member of staff as soon as they require their medication.

- The allergy medications are kept in the school office in a clearly labelled box and a copy of the care plan (where appropriate). Liquid medicines such as Portion are kept in the school office to be administered by trained staff only.
- All medication must be labelled with the student's name including canisters and bottles and supplied in the prescription box preferably at least 12 months from the expiry date by parents/carers.

Record keeping

- When a student joins the school, parents/carers are asked if their student has any medical conditions including allergies.
- Parents/carers are also asked to update and inform the school if their student's medicines change, or how they take them changes during the year.

School food policy

The school meals which are prepared by The Young Women's Hub are regularly checked to ensure that nuts and nut derivatives are not used as ingredients in either kitchen prepared dishes or bought in products but cannot 100% guarantee against airborne contamination.

Out of school visits and activities

- Tutors are responsible for taking class medication with them, including a copy of the care plan, (where appropriate) and ensure medication is complete and up to date. Any adult or group leader with the student must be made aware of their condition.
- Staff will need to be mindful of possible triggers while on a visit.

School environment

The Young Women's Hub does all that it can to ensure the school environment is favourable to students with allergies and as far as possible the school does not use chemicals in science or art lessons that are potential triggers for students with allergies. If a particular substance is found to trigger a student's allergy, they will be encouraged to leave the room and go into another room or the school office to alleviate potential risk.

Attendance and falling behind in classwork because of allergies

If a student's attendance is affected or they are frequently tired because of their allergies the Head of School will initially talk to the parents/carers to work out how to prevent their student from falling behind in their academic studies.

Allergic reactions/anaphylaxis

All staff who come into contact with students with allergies know what to do in the event of an allergic reaction. In the event of an allergic reaction, the school follows where possible the student's own health care plan.

Asthma in school

The Young Women's Hub recognises that asthma is a widespread, serious but controllable condition affecting many students in this school. The Young Women's Hub positively welcomes all students with asthma. The school encourages students with asthma to achieve their full potential in all aspects of school life by having a clear policy that is understood by school staff, their employers (the local education authority) and students.

Key responsibilities

School staff has a responsibility to:

- Know which students they come into contact with who have asthma.
- Know what to do in the event of an asthma attack.
- Allow students with asthma immediate access to their inhaler.
- Tell parents/carers if their student has had an asthma attack.
- Tell parents/carers if their student is using their inhaler more than they usually would.
- Ensure students have their asthma medications with them when they go on a school visit or out of the classroom including P.E.
- Be aware that a student may be tired because of symptoms.
- Be aware that there is a potential stigma of using an inhaler and the possibility of bullying from this.

Parents/carers have a responsibility to:

- Tell the school if their student has asthma.
- Inform and supply the school with boxed and labelled, well within expiry date, inhaler with instruction leaflet and spacers that their student requires.
- Tell the school about any changes to their student's medication, what they take and how much.
- Inform the school of any changes to their student's asthma (for example, if their symptoms are getting worse or changing or they are sleeping badly due to their asthma)
- Ensure their student has the knowledge, skills and understanding to help them manage their condition.

Asthma medicines

Immediate access to reliever medication is essential. All inhalers are taken to PE lessons and lessons outside of the student's normal classroom.

All inhalers and spacers must be labelled with the student's name including the canister and supplied in the prescription box preferably at least 12 months from the expiry date by parents/carers and kept in the school office medical box.

School staff are not required to administer asthma medicines to students, except in an emergency. All school staff will let student's take their own medicines when they need to.

Record keeping

At the beginning of each school year or when a student joins the school, parents/carers are asked if their student has any medical conditions including asthma on their enrolment form.

From this information the school keeps its allergy register, which is available to all staff.

Exercise and activity – PE and games

Taking part in sports, games and activities is an essential part of school life for all students. All Teaching staff will know which students in the school have asthma. Tutors/staff should take the medical bag containing inhalers with them to the PE location for easy access. Students with asthma are encouraged to participate fully in all PE lessons. Tutors should remind students whose asthma is triggered by exercise to take their reliever inhaler before the lesson, and to thoroughly warm up and cool down before and after the lesson.

Out of School visits and activities

Any adult or group leader with the student must be made aware of their condition. A Tutor or First Aider will carry the class medical bag with inhalers/Epi Pens etc. Staff will need to be mindful of the effects of cold air on some asthma sufferers.

School environment

The Young Women's Hub will do all that they can to ensure the school environment is favourable to students with asthma and has a definitive no-smoking policy. As far as possible the school does not use chemicals in science or art lessons that are potential triggers for students with asthma. If a particular substance triggers a student's asthma, they will be encouraged to leave the room and go into another classroom or the school office to alleviate potential attacks.

Attendance and falling behind in classwork because of asthma

If a student's attendance is affected or they are frequently tired because of their asthma the class teacher will initially talk to the parents/carers to work out how to prevent their student from falling behind. The Young Women's Hub recognises that it is possible for students with asthma to have special education needs due to their asthma.

Asthma attacks

All staff who come into contact with students with asthma will know what to do in the event of an asthma attack. In the event of an asthma attack the school follows the procedure outlined by Asthma UK.

Remember the Ambulance Service would prefer several good intentioned false alarms rather than a late call.

Signed - Head of School

P. Wood

Signed - Chair

Gina Dean



What to do in an asthma attack

Common signs of an asthma attack
Coughing / Shortness of breath / Wheezing / Tightness in the chest / Being unusually quiet / Difficulty talking in full sentences / Young children may express feeling tightness as tummy ache.

