



DEVONPORT HIGH SCHOOL FOR GIRLS

First Aid Policy

Named person: Mr A Thomas

Category: School

Review: Bi-annually

Date to be reviewed: Autumn 2024

**This policy has been reviewed with regard to the work /
life balance of staff.**

Ratified by the Head Teacher on behalf of the Board of Trustees :
17/04/2024

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1. Rationale

The school recognises it has a statutory requirement through the 'The Health and Safety (First-Aid) Regulations 1981' to provide adequate and appropriate equipment, facilities and personnel to ensure employees receive immediate attention if they are injured or taken ill at work. The regulations do not place a requirement in law for the school to provide first-aid provision for students and non-employees however the school carries out an assessment of first-aid needs and provision is made for them.

In summary this policy is in place to ensure that students, staff and visitors to the school are well looked after in the event of an accident or if they feel unwell.

Who is responsible?

As an academy, health and safety legislation places duties on the board of trustees and members at Devonport High School for Girls for the health and safety of their employees and anyone else on the premises. The employer is responsible, under the Health and Safety at Work Act 1974 for making sure that the school has a health and safety policy.

Aims

- To provide a safe and supportive environment for all members of our school community
- To provide First Aid treatment for common injuries or illnesses and those arising from specific hazards as appropriate for students, staff and visitors to the school
- To treat casualties with care, dignity and courtesy
- To ensure that all staff and students are aware of our first aid provision

2. First Aid Provision

Although as a school following HSE guidance, we fall under the lower risk place of work we base our provision on the results of risk assessments to ensure that there is adequate first aid provision for each department within the school premises following guidance suggested by HSE. In addition, when a first-aider accompanies students on off-site activities, adequate provision is left in school.

During off site activities, the school provides adequate and appropriate equipment, facilities and personnel based on a first aid needs assessment.

The minimum first aid provision for schools and colleges is:

- a suitable first aid container stocked in accordance with the findings of the first aid needs assessment and holding at least the minimum requirements suggested by HSE
- an appointed person or designated first aider(s) to take charge of first aid arrangements
- information for employees detailing the location of equipment, facilities and personnel

When planning lessons and events, staff in charge of students are expected to ensure the safety of the students under their charge. All staff will familiarise themselves with the specific risk assessments when carrying out any activity with students. Every member of staff is given a staff handbook annually and instructed to read through the first aid procedures and given names of current first aiders. The confidential medical lists provide staff with specific medical conditions of individuals, including those with Health Care Plans.

3. First Aiders

Teachers' conditions of employment do not include the administering of first aid, although any member of staff may choose to volunteer to undertake these duties.

The school has a number of staff who have received First Aid Training approved by the HSE (**See Appendix 1**). Some have undertaken the 3-day First Aid at Work course and the majority have the 1-day Emergency First Aid certificate. All certificates are valid for 3 years. There is a rolling programme in place at the school to ensure that there is always an adequate supply of First Aiders for trips, PE activities, and on the school site.

All trained staff do so voluntarily and the decision to select the person considers the following:

- 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
- Availability to respond to an emergency immediately

First aiders will be expected to:

- Give immediate help to casualties with common injuries or illnesses and those arising from specific hazards at the school or college or on educational visits
- When appropriate, ensure that an ambulance or other professional medical help is called

Some staff also receive annual Diabetes Training (**See Appendix 8**) and training in Supporting Pupils at School with Medical Conditions (**See Appendix 2**) this includes treatment for Anaphylaxis, Asthma and Administration of medications. Staff are informed that they must not give prescription medicines or undertake health care procedures without appropriate training in addition to first aid training.

The annual Staff Handbook includes information on a list of First Aiders and other trained staff, procedures for dealing with illness and accidents, administration of medicines, chronic illness, asthma attacks and epilepsy.

4. Appointed Persons

Alongside those members of staff with first aid certificates the school has identified the necessity for an appointed person to take charge of first aid arrangements.

At this time, this role is appointed to the Administrative Assistant- Deputy Office Manager. They should be available to undertake the duties of the appointed person when people are at work. As suggested by guidance from the Department for Education the role of the appointed person is to:

- Take charge when someone is injured or becomes ill
- Look after first aid equipment
- Ensure that an ambulance or other professional medical help is summoned when appropriate

5. First Aid Materials, Equipment and Facilities

First aid equipment is available in first aid kits located in selected areas around the school site and in travelling first aid kits. All first aid equipment is ordered, stocked and restocked by the appointed person twice a year, ensuring all items are in date and safe to use.

Any persons using items from first aid kits must organise their replacement by informing the appointed person by emailing firstaid@dhsg.co.uk with details of which items are required.

When a first aid kit is used for an off-site activity that is not close to the school the group leader, who assesses the medical needs of students and the risk associated with the activity, checks that the first aid kit is stocked adequately and bases the decision on their own risk assessment of the activity.

All first aid kits contain a minimum provision of items, listed below, as recommended by HSE. Medication should not be kept in a first aid container.

Contents of first aid containers in school:

- a leaflet giving general advice on first aid (for example, HSE’s leaflet “Basic Advice on First Aid at Work”)
- 20 individually wrapped sterile adhesive dressings (assorted sizes)
- 2 sterile eye pads
- 2 individually wrapped triangular bandages (preferably sterile)
- 6 safety pins
- 6 medium sized individually wrapped sterile unmedicated wound dressings
- 2 large individually wrapped sterile unmedicated wound dressings
- 3 pairs of disposable gloves

Travelling first aid containers:

- a leaflet giving general advice on first aid – HSE information is available
- 6 individually wrapped sterile adhesive dressings
- 1 large sterile unmedicated dressing
- 2 triangular bandages individually wrapped and preferably sterile
- 2 safety pins
- individually wrapped moist cleansing wipes
- 2 disposable gloves

The minibuses each contain a first aid kit that has:

- a leaflet giving general guidance on first aid
- 10 foil packed antiseptic wipes
- 1 conforming disposable bandage (not less than 7.5 cm wide)
- 2 individually wrapped triangular bandages
- 1 pack of 24 assorted adhesive dressings
- 12 assorted safety pins
- 3 large sterile un-medicated ambulance dressings (not less than 15.0cm x 20.0 cm)
- 2 sterile eye pads, with attachments
- 1 pair of rustless blunt-ended scissors

Automated External Defibrillator (AED) – Storage and Use

The school has four Automated External Defibrillator (AED) located outside the main office, in the Sixth Form Centre, the Maths block and in the large minibus. An AED is designed for use by all members of the public and those with associated training. Using an AED can significantly increase the chances of resuscitation if a person is having a cardiac arrest. Before using an AED, the emergency services should be alerted by dialling 999. The AED analyses the individual’s heart rhythm and applies a shock to restart it, or advises that CPR should be continued. Voice and/or

visual prompts will guide the person through the entire process from when the device is first switched on or opened. These include positioning and attaching the pads, when to start or restart CPR, and whether the person requires a shock.

Emergency Salbutamol Inhalers

Two emergency salbutamol inhaler kits are clearly labelled and easily accessible at all times. The kits include a Salbutamol inhaler, reusable/disposable spacers and an asthma attack pocket guide. They are located in the main office and Sixth Form Centre. From 1st October 2014 the Human Medicines (Amendment) (No. 2) Regulations 2014 allows schools to obtain, without a prescription, salbutamol inhalers for use in emergencies. This will be for any pupil with asthma, or who has been prescribed an inhaler as reliever medication. The inhaler can be used if the pupil's prescribed inhaler is not available (for example, because it is broken, or empty).

Consent forms for use of emergency inhaler in school will be given to parents / carers of students who have declared a diagnosis of asthma. (See Appendix 5)

Recording use of the emergency inhaler and informing parents / carers

Use of emergency inhaler should be recorded. This should include where and when the attack took place, how much medication was given, and by whom.

The child's parents must be informed in writing so that this information can also be passed on to the child's GP. The specimen letter may be used to formally notify parents (See Appendix 6).

The Emergency Inhaler Kit

An emergency asthma inhaler it should include:

- A Salbutamol metered dose inhaler
- At least two plastic spacers compatible with the inhaler
- Instructions on using the inhaler and spacer
- Instructions on cleaning and storing the inhaler
- Manufacturer's information
- A checklist of inhalers, identified by their batch number and expiry date, with monthly checks recorded
- A note of the arrangements for replacing the inhaler and spacers
- A list of children permitted to use the emergency inhaler as detailed in their individual health care plans
- A record of administration (i.e. when the inhaler has been used)

6. Accommodation

The school provides a suitable area adjoining the main office which is reserved exclusively for the provision of first aid. The area can be made private for medical examination and treatment of pupils and for the short-term care of sick or injured pupils. It includes a washbasin and is near to a toilet. It is not used exclusively for medical purposes but is appropriate for that purpose and is readily available for use when needed.

7. First Aid Procedure

In the event of an accident resulting in injury:

- The closest member of staff present will assess the seriousness of the injury and seek the assistance of a qualified first aider, if appropriate, or escort the injured person to the first aid area if they are able.
- The injured person will be treated by a qualified first aider accordingly who must follow basic hygiene procedures to reduce risk of infection. This will include using single-use disposable gloves and handwashing facilities and taking care when disposing of dressings /equipment contaminated by blood or other bodily fluids.
- If appropriate and agreed by the first aider, the person should be sent back to their lesson or continue with their school-day.
- For more significant incidents (e.g. sprains, broken bones, dislocations or incidents requiring further medical attention) the student should be seen immediately by a qualified first aider and parents/carers contacted.
- If the injury cannot be treated at the school, arrangements will be made to transport the patient to hospital and inform parents/carers immediately.
- Depending on the level of need, staff may need to call 999 for an ambulance or ensure the parents/carers are able to collect them to seek medical advice. In this situation, a member of SLT is informed.

Head Injury and Concussion Guidelines

If a student comes to the office having banged or hit their head, they should be assessed by a First Aider who should apply an ice pack whether any injury is apparent or not. If the student then appears well enough, they can return to their lesson with advice to inform staff if they

experience symptoms of concussion i.e., headache, nausea, dizziness, drowsiness, changes in vision or mood. **Staff must contact parents/carers to inform them of the incident.**

If the student is experiencing symptoms of concussion, advise parents/carers to collect the student and to seek further medical advice. Closely monitor them until they are collected.

The government and the Sport and Recreation Alliance has published the first UK-wide Concussion Guidelines for Grassroots Sport which will help players, coaches, parents, schools, national governing bodies and sports administrators to identify, manage and prevent the issue.

Participants in grassroots sports will be better protected from the potentially devastating effects of head injuries and concussion thanks to new official guidelines advising: ***'if in doubt, sit them out'***.

[The UK Concussion Guidelines for Non-Elite \(Grassroots\) Sport can be viewed here.](#)

Players, parents, coaches, teachers and administrators are now asked to read the guidance and familiarise themselves with the necessary steps to:

- **RECOGNISE** the signs of concussion;
- **REMOVE** anyone suspected of being concussed immediately and;
- **RETURN** safely to daily activity, education/work and, ultimately, sport.

If in any doubt about which course to take, refer to SLT.

If a student is feeling unwell

Office staff / first aider will be the first point of contact if a student comes to reception feeling unwell and will determine the level of need of the student.

If the student is a frequent visitor to the office or known to staff, it may be necessary to refer to the Heads of House or Safeguarding Team.

If the above does not apply, and the student is deemed well enough to stay in school, staff should try to persuade them to go back to their lesson, or let them wait for 15 minutes to see if they feel better, ensuring they have eaten, drunk plenty of water etc.

Staff should try to find out if there may be another reason for coming to the office e.g. if it is the lesson the student is unhappy about, the student is not up to date with their work, if there is a test, someone being unpleasant to them, circumstances outside of school upsetting the student etc. In this case the student should be referred to the Head of House or DSL as appropriate.

If the student is clearly unwell, telephone the priority contact number and arrange for them to be collected. The Head of House will inform the office of any student that should not be allowed

home before checking with them or the Safeguarding team first and make alternative arrangements.

Staff will add to the incident log, the names of all students who report unwell to the office with brief details including action taken

8. Recording and Reporting

The school keeps a record of all incidents involving staff, pupils, students and visitors which require first aid staff to be in attendance. (See Appendix 4)

The record should include:

- date, time and place of incident
- name of injured or ill person
- details of the injury or illness
- details of what first aid was given
- what happened immediately after the incident (for example, went home, went back to class, went to hospital)
- name and signature of first aider or person dealing with the incident

Accidents, incidents and hazards are reported digitally via the Plymouth City Council SHE Assure Portal. The portal can be accessed by staff members through a tile on the RM Unify Launch Pad or alternatively by scanning the QR code with a mobile device (See Appendix 3).

The QR code is available in selected locations around the school as well as inside all traveling first aid kits. The report must be submitted within 4 days of the incident by the attending first aider or member of staff responsible for the student at the time of the incident and must include details of:

- what happened
- circumstances of the event
- incident outcomes
- immediate actions taken

If the accident/incident takes place during an out-of-school activity, it is important that a full report is recorded via the same process and the school informed as soon as possible.

Once an incident report has been submitted to the Portal, the Licenced User (namely the Business Manager) and Local Authority are automatically, digitally notified. It is the responsibility of the Licenced User to access the system, review, correct, update and complete the information submitted, and then to investigate and action the incident in a timely manner.

Fatal and major injuries, and dangerous occurrences - RIDDOR

If someone has died or has been injured because of a work-related accident, this may have to be reported to the Health and Safety Executive - this is known as RIDDOR (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations) There is a legal timeline of 10 days from the incident to report this. Our Health and Safety providers at Plymouth City Council decide whether an incident is RIDDOR-reportable. This is why it is important that incidents are reported as soon as possible.

9. Managing Medicines in School

Who can administer medicines:

First aid at work does not include giving tablets or medicines. The only exception is when aspirin is used as first aid to a casualty with a suspected heart attack for those over 16. Staff are informed to never give aspirin to a child younger than 16, unless it has been prescribed by a doctor.

Whilst some pupils will have long-term and complex medical conditions or carry their own medication (for example, an inhaler for asthma or adrenaline for intramuscular use in anaphylaxis) the only role for a first aider is generally, limited (where appropriate) to helping pupils who need to take their own medication to do so.

The administration of prescription medications should only be given by those trained to do so. Annual training for supporting pupils at school with medical conditions is encouraged for all staff. A list of trained staff members is available in the staff handbook and training is renewed annually **(See Appendix 2)**.

Any member of school staff may be asked to provide support to pupils with administering of medicines, but they cannot be required to do so.

When should medicines be administered:

Medicines should only be administered at school when it would be detrimental to a student's health or school attendance not to do so.

Some pupils may need to have access to life saving prescription drugs in an emergency, (for example, an inhaler for asthma or adrenaline for intramuscular use in anaphylaxis) the details will be recorded in the pupil's individual healthcare plan and identified staff members will be aware of what to do.

Students can be administered prescription, non-prescription and emergency medicine in school if agreed or requested by a parent and only with written consent.

No child will be given any prescription or non-prescription medicines without written parental consent except in exceptional circumstances. Staff should advise students that non-prescription medicines such as ibuprofen or paracetamol are NOT kept in school and their use is unauthorised.

Storage and Administration of Medicines in School

If students have a medical need that requires medications to be taken in school (prescribed or over-the-counter), parents/carers must request, complete and sign a DHVT8 Individual Medical Record form giving their consent **(See Appendix 7)**. This should be delivered in person by the

parent/carer or student, together with the medication to the school office to be recorded and stored securely.

The medicine should be in its original container, should be clearly labelled with:

- its contents
- the owner's name
- dosage
- expiry date

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

Students can request to take their medication as needed or as necessary during the school day by coming to the main office. This will then be administered to the student by a trained member of staff who will record this in their individual medical record.

Before administering medication, the member of staff should check:

- the child's identity
- that there is written consent from a parent/carer
- that the medication details and dose instructions match the details on the consent form
- that the name on the medication label is that of the child being given the medication
- that the medication to be given is in date
- that the child has not already been given the medication

Medication should be returned to the parent/carer for safe disposal when:

- the course of treatment is complete
- labels become detached or unreadable
- instructions are changed
- the expiry date has been reached
- at the end of each academic year

Individual Medical Records are kept on school site and stored with the students' files.

Prime responsibility for a students' health rests with the parents/carers, who should write to the Head Teacher giving sufficient information on their child's medical needs, requesting that medication be administered to him or her.

When organising educational visits additional precautions must be taken, e.g. ensure staff are present who are able to administer medication and/or inclusion of the student's parent. Advice should be sought from the student's health practitioner or schools' health service.

Emergency Medicines

- Students that require emergency medicines and devices such as asthma inhalers, blood glucose testing meters and adrenaline pens, can carry these on their person during the school day. Students should know where their medicines are at all times and be able to access them immediately. This is particularly important to consider when outside of school premises, e.g. on school trips. Students are encouraged to keep spare emergency medicines on school site which are stored safely by the school office. Any medicines that must be refrigerated will be kept in the main office medical-use-only fridge in a clearly labelled and in an airtight box.
- An adrenaline (epinephrine) auto-injector, e.g. EpiPen, is best carried by the child with a spare auto-injector carefully stored in reception. There must be clear written dated instructions specifying dose, when to give and further action to be taken. These instructions should be kept with the medication with a spare copy kept by the school. Parents/carers should be asked to ensure that dosage requirements are regularly updated and new, dated instructions using form DHVT8 as necessary.
- Children who have diabetes must have an emergency supplies kit available at all times. This kit should include easily absorbed glucose in the form of glucose sweets, drinks or a concentrated gel preparation, e.g. Glucogel. These are used to treat low blood sugar levels (hypoglycaemia). The kit should also contain a form of longer acting carbohydrate such as biscuits. If blood glucose monitoring is undertaken in school, a clean private area with washing facilities should be made available. Staff agreeing to undertake this procedure must receive training from a Diabetes Specialist Nurse or suitably qualified health professional. **(See Appendix 8)**

Prescription and Non-Prescription Medicines – Best Practice

- The Local Education Authority has issued instructions that medicines can only be administered in school by the Head Teacher or their nominee when these have been prescribed by a doctor **(See Appendix 9)**. Students should not bring medicines into school except when it is essential for them to take prescribed medication during school hours.
- The school asks that where clinically possible, medicines should be prescribed in dose frequencies which enable them to be taken outside school hours. If this is not possible, prior to staff members administering any medication, the parents/carers of the child must complete and sign a parental agreement (DHVT8) for a school to administer medicine on their behalf. All information is requested, in confidence, to ensure that the school is fully aware of the medical needs of the students.
- We will only accept prescribed medicines that are in-date, labelled, provided in the original container as dispensed by a pharmacist and include instructions for administration, dosage and storage. The exception to this is insulin, which must still be in date, but will generally be available to schools inside an insulin pen or a pump, rather than in its original container.

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

- Staff should only give prescription medicine, where the administration of the medicine requires a medical or technical knowledge, or undertake health care procedures after they have received appropriate training. A first aid certificate does not constitute appropriate training for the administration of a prescribed medicine.

- No student under 16 should be given prescription or non-prescription medicines without their parent's/carer's written consent - except in exceptional circumstances where the medicine has been prescribed to the student without the knowledge of the parents/carers. In such cases, every effort should be made to encourage the student to involve their parents/carers while respecting their right to confidentiality.

- **A child under 16 should never be given medicine containing aspirin** unless prescribed by a doctor. Medication for pain relief, for example, should never be administered without first checking maximum dosages and when the previous dose was taken. Parents/carers should be informed.

- Staff must keep written records each time medicines are given.

- Staff must not offer any medicines to students; this could be construed as prescribing a role for which they are not qualified.

- If in doubt about any procedure, staff should not administer the medicines but check with the parents/carers or a health professional before taking further action.

Controlled Drugs

The supply, possession and administration of some medicines are controlled by the 'Misuse of Drugs Act' and its associated regulations. Some may be prescribed as medicine for use by children, e.g. methylphenidate.

A trained member of staff may administer a controlled drug to a child for whom it is prescribed. Staff should do so in accordance with the prescriber's instructions. Giving a controlled drug to any other child/person is an offence under the Misuse of Drugs Act.

A child who has been prescribed a controlled drug may have it in their possession. It is permissible for staff to look after a controlled drug, where it is agreed that it will be administered to the child for whom it has been prescribed.

Controlled drugs should be stored in a locked non-portable container if possible, and only named staff should have access. A record should be kept for audit and safety purposes.

A controlled drug, as with all medicines, should be returned to the parent/carer when no longer required to arrange for safe disposal (by returning the unwanted supply to the local pharmacy). If this is not possible, it should be returned to the dispensing pharmacist (details should be on the label).

Out of School Activities

- If medication is required by a student, parents/carers are required to complete a DHVT8 form and staff should check that any Medical Health Care Plan is known by all staff that may have responsibility for that child.
- During a school trip a child may carry some medication if this is normal practice e.g. asthma inhalers. If not, then the medication should be carried by a member of staff who would be responsible for administering the medication. If a child requires a travel sickness remedy, parents/carers should provide written consent and a suitable medication in its original container.
- When travelling outside of the UK, parents/carers may need to seek advice from the child's GP or pharmacist on the timings of medication, especially those such as medication for epilepsy. Information on the carriage of medication including (including Controlled Drugs) can be obtained from the Home Office and the Embassy of the country to be visited.
- It is essential to inform all members of staff who may have responsibility for a student during the day about the need for medication and what to do should a medical emergency arise. The accessibility of medication, particularly for use in an emergency, may need to be reviewed if the staff running the activity differ from the staff responsible for the supervision or administration of medication during normal school hours.

Refusing Medicines

If a child refuses to take medicine or carry out a necessary procedure, staff should not force them to do so, but follow the procedure agreed in the individual healthcare plan. Parents/carers should be informed. If a refusal to take medicines results in an emergency, the school emergency procedures will be followed.

Disposal of medicines and equipment

Sharps boxes are used for the disposal of needles and other sharps and collection is arranged by the Appointed Person.

Current waste disposal regulations make the practice of disposing medication into the sewage system or refuse illegal.

Medication stored in school should be returned to the parent/carer for safe disposal when:

- the course of treatment is complete

- labels become detached or unreadable
- instructions are changed
- the expiry date has been reached
- at the end of each academic year

10. Mental Health

Caring for staff and childrens' well-being is our top priority at Devonport High School for Girls. We are committed to fostering a positive environment that supports the mental health of all pupils, students, and staff.

How we support the well-being of our staff and students:

- Senior Mental Health Lead: namely the Designated Safeguarding Lead, ensures effective use of resources and continuous improvement in our approach to mental health.
- Identifying Concerns: we understand and support behaviour that might indicate and underlying mental health issue.
- Mental Health First Aid: trained personnel are equipped to recognise and offer initial support for those experiencing difficulties. Remember, diagnosis remains with professionals.
- Workplace Wellbeing: Staff are supported through staff training, occupational health support, mental health first aiders, and dedicated external support programmes.
- Training Opportunities: Staff are provided with mental health awareness using HAYS online training tool to enhance skills and confidence in supporting others.
- External Resources: We collaborate with organisations like HSE and Education Support to offer a broad range of resources and support.
- Specialised Services: For more serious concerns, pupils and their families can access specialist Child and Adolescent Mental Health Services (CAMHS) , voluntary organisations, such as Jeremiah's Journey, and local GP practices.

Appendix 1: First Aid Trained Staff

Forename	Surname	Role	Type
Adrian	Abbotts	Head of RS	Emergency – 1 day
Alan	Thomas	Deputy Head Teacher	Emergency – 1 day
Amy	Rowe*	Teacher - PE	Emergency – 1 day
Amy	Rowe*	Teacher - PE	First Aid for Outdoors – 2 days
Amy	Trower	Head of Geography	Emergency – 1 day
Amy	Trower	Head of Geography	First Aid for Outdoors – 2 days
Arianwen	Preston	Senior Science Technician	Emergency – 1 day
Carly	Purland*	Sixth Form Administrator	First Aid at Work – 3 days
Celeste	Cord	Cleaning Supervisor	Emergency - 1 day
Charles	Moore	Head of Physics	Emergency – 1 day
Christopher	Damerell	Second in Mathematics	Emergency – 1 day
Danni	Revell	Sports coach/Cover Supervisor	Emergency First Aid
Dave	Parry	Biology	Emergency – 1 day
David	Henderson	Catering Manager	Emergency – 1 day
David	Blackford	Teacher of Biology	Emergency – 1 day
David	Prideaux	Head of Biology	Emergency – 1 day
Deirdre	McMahon	Head of Business	Emergency – 1 day
Elizabeth	Beckett	HLTA	Emergency - 1 Day
Helen	Crowther	Teacher - Mathematics	Emergency – 1 day
Isabel	McLeod	Deputy Office Manager	First Aid at Work - 3 days
Jack	Green	Teacher of Chemistry (DofE)	First Aid for Outdoors – 2 days
Jane	Tribe	Head of Technology	Emergency – 1 day
Janet	Sara*	Assistant Catering Manager	Emergency – 1 day
Jessica	Bradley	Teacher of Dance	Emergency - 1 Day
Jo	Ricks	SAGECo, SENCO, Most Able	Emergency – 1 day
Jonathan	Lockley	Second in English	Emergency – 1 day
Kate	Knowles*	Art and Technology Technician	Emergency – 1 day
Kate	Luscombe	Temporary 6th Form Administrator	Emergency – 1 day
Katherine	Little	Teacher of Biology	Emergency – 1 day
Laura	Wood	Science Technician	Emergency – 1 day
Laurie	Matthews	Head of History	First Aid at Work - 3 days
Lee	Norster	Assistant Head Teacher	Emergency – 1 day
Lindsay	Stacey	Teacher – MFL	Emergency – 1 day
Lisa	Cole	Cover Supervisor	First Aid at Work - 3 days
Lisa	Pender	Cleaner	Emergency - 1 day
Lucy	Harper	Administration Assistant	Emergency First Aid - 1 Day
Naith	Riseborough	Head of Maths	Emergency - 1 day
Nicola	Stepp	Assistant Head of 6th Form	Emergency First Aid
Nuria	Marcos	Teacher - Spanish	Emergency – 1 day

Paula	Hockedy	Administration Assistant	First Aid at Work - 3 days
Pauline	Bolwell	Attendance Officer	First Aid at Work - 3 days
Rebecca	Scott	Teacher - Mathematics	Emergency – 1 day
Robert	Galley	Teacher - Mathematics	Emergency – 1 day
Robert	Whitter-Down	Site Manager	Emergency – 1 day
Ruth	Morgan	Assistant Head Teacher	Emergency – 1 day
Sally	Anderson	Teacher - Textiles	First Aid for Outdoors – 2 days
Sonia	Clatworthy	Head of PE	First Aid for Outdoors – 2 days
Stephanie	Palmer*	Cover Supervisor	First Aid at Work - 3 days
Vickie	Oliver	Nurture Base Manager	First Aid at Work - 3 days
Vickie	Oliver	Nurture Base Manager	Emergency First Aid
Zoe	Russell	Teacher of PE	Emergency - 1 day

Appendix 2: Staff Trained in Supporting Students with Medical Conditions

Devonport High School for Girls Staff Trained in Supporting Students with Medical Conditions

Forename	Surname	Role	Date completed	Renewal
Adrian	Abbotts	Head of Religious Studies	23/01/2023	22/01/2024
Sally	Anderson	Teacher - Textiles	24/01/2023	23/01/2024
Tom	Ashley	Head of English	10/01/2024	10/01/2025
Pauline	Bolwell	Student Information Officer - Attendance	30/10/2023	30/10/2024
Sonia	Clatworthy	Head of PE	18/09/2023	18/09/2024
Lisa	Cole	Sports Coach and Cover Supervisor	10/01/2024	10/01/2025
Helen	Crowther	Teacher - Mathematics	16/01/2024	16/01/2025
Chris	Damerell	Second in Mathematics	18/07/2023	18/07/2024
Robert	Galley	Teacher - Mathematics	15/01/2024	15/01/2025
Jack	Green	Teacher - Chemistry	14/07/2023	17/07/2024
Lucy	Harper	Admin Assistant	06/07/2023	06/07/2024
Elizabeth	Li	Teacher - Chinese	01/07/2023	01/07/2024
Katherine	Little	Teacher - Biology	01/02/2023	01/02/2024
Kate	Luscombe	Temporary 6th Form Administrator	31/10/2023	31/10/2024
Nuria	Marcos	Teacher - Spanish	27/06/2023	27/06/2024
Laurie	Matthews	Head of History	21/06/2023	21/06/2024
Isabel	McLeod	Admin Assistant/Deputy Office Manager	04/12/2023	04/12/2024
Deirdre	McMahon	Head of Business and Enterprise	10/01/2024	10/01/2025
Ruth	Morgan	Assistant Head Teacher	23/01/2023	23/01/2024
Alison	Nettleship	Head's PA/Office Manager	19/02/2024	19/02/2025
Tom	Newman	Head of Drama	28/06/2023	28/06/2024
Kathryn	Nott	Teacher - Geography	14/09/2023	14/09/2024
Stephanie	Palmer	Teacher - Drama	24/02/2023	23/02/2024
Dave	Parry	Senior Head of House	23/02/2023	23/02/2024
David	Prideaux	Head of Biology	31/12/2023	31/12/2024
Carly	Purland	Sixth Form Administrator	31/10/2022	30/10/2023
Danni	Revell	Sports Coach and Cover Supervisor	15/09/2023	15/09/2024
Jo	Ricks	SAGECo, SENCO, Most Able	21/09/2023	21/09/2024
Claire	Rigby	Reprographics Assistant	24/07/2023	24/07/2024
Naith	Riseborough	Head of Mathematics	12/09/2023	12/09/2024
Amy	Rowe	Teacher - PE	15/01/2024	15/01/2025
Rebecca	Scott	Teacher - Mathematics	16/01/2024	16/01/2025
Lindsay	Stacey	Teacher - MFL	16/01/2024	16/01/2025

Jane	Tribe	Head of Technology	14/12/2023	14/12/2024
Amy	Trower	Head of Geography	10/01/2024	10/01/2025

Training Provider:

Plymouth's School Nursing Team hold two-hour EpiPen training sessions

Irene Wilson, Team Manager - School Nursing Team, Mount Gould Hospital – 01752 434425



SHE Assure e-system

Use the new Health and Safety e-system SHE Assure via staffroom or via your smartphone, this means incidents can be uploaded as soon as they happen with supporting photos.

The SHE Portal called AssureGO+ is for all staff and can be used recording accidents, incidents and near-misses.

This is replacing the existing paper based processes for all employees that have access to a personal or work computer or smartphone.



Human Resources and Organisational Development
Plymouth City Council, Ballard House, West Hoe Road, Plymouth PL1 3BZ

Appendix 4: Incident / Medical Log

DATE	NAME	FORM	TIME	MEDICAL COMPLAINT	OUTCOME	INITIALS

Appendix 5: Emergency Inhaler Consent Form



Consent Form Use of Emergency Salbutamol Inhaler

Name of Student

D.O.B

Form

Child showing symptoms of Asthma / having an Asthma attack

1. I can confirm that my child has been diagnosed with asthma / has been prescribed an inhaler [delete as appropriate].
2. My child has a working, in-date inhaler, clearly labelled with their name, which they will bring with them to school every day.
3. In the event of my child displaying symptoms of asthma, and if their inhaler is not available or is unusable, I consent for my child to receive Salbutamol from an emergency inhaler held by the school for such emergencies.

Parent/Carer Name (print)

Parent/Carer Signature

Date.....

Appendix 6: Specimen Letter – Use of Emergency Inhaler



Specimen Letter Use of Emergency Salbutamol Inhaler

Name of Student

Form

Date.....

Dear Parent/Carer

This letter is to formally notify you that
has had difficulty with their breathing today. This occurred when:

.....
.....

- A member of staff helped them to use their asthma inhaler.

- They did not have their own asthma inhaler with them, so a member of staff helped them to use the emergency asthma inhaler containing Salbutamol. They were given puffs.

- Their own asthma inhaler was not working, so a member of staff helped them to use the emergency asthma inhaler containing Salbutamol. They were given puffs.

Although they soon recovered from the episode, we would strongly advise that your child is seen by their GP or medical practitioner as soon as possible.

Your sincerely,

Appendix 7: DHVT8 – Individual Medical Record

DHVT8 - Individual Medical Record

Name of Student D.O.B Form

Part 1 – Details of Over the Counter (OTC) Medications provided by the parent/carer

Medical Condition(s)	
Name and strength of OTC medications that you are providing as a parent/carer for your child (Please refer to paragraph below*)	
Dose and Frequency Required	
Quantity Received	
Parent/carer agreement with the school (Please tick agreed box)	<input type="checkbox"/> Student will self-manage all medical needs without assistance <input type="checkbox"/> Student will self-manage but may need some assistance

***I confirm that the medication is in its original packaging and that the following details are clearly identified; expiry date, recommended dosage and any relevant advice about how to administer the medication.**

I give my permission for this medication to be used for future medical needs, if necessary.

Yes No

Parent/Carer Signature Date.....

Appendix 7: DHVT8 – Individual Medical Record

Name of Student

D.OB

Form

Part 2 – Details of Medications Prescribed by a Medical Professional

Medical Condition(s)	
Name of medications prescribed by a medical professional (Please refer to paragraph below*)	
Dose and Frequency Required	
Quantity Received	
Parent/carer agreement with the school (Please tick agreed box)	<input type="checkbox"/> Student will self-manage all medical needs without assistance <input type="checkbox"/> Student will self-manage but may need some assistance <input type="checkbox"/> Student will need a trained medical administrator

***I confirm that the medication is in its original packaging and that the following details are clearly identified by the prescriber: my child’s name, the date the medication was prescribed, expiry date, prescribed dose and any relevant advice about how to administer the medication.**

Does your child have a long-term medical condition e.g. diabetes, asthma, heart condition etc?

Yes No

If you have answered yes to the question above, have you agreed a ‘Health Care Plan’ with the school and SENDCo?

Yes No

Parent/Carer Signature

Date.....

Appendix 7: DHVT8 – Individual Medical Record

Name of Student Form

Date	Time	Medication and Dose	Name of trained administrator (print)	Staff Signature

Appendix 8: Diabetes Trained Staff

Devonport High School for Girls Diabetes Trained Staff

The following staff members have attended training session

‘Managing Paediatric Diabetes in an Educational Setting’

Hosted by the Plymouth Paediatric Diabetes Team

Forename	Surname	Role	Date completed
Carly	Purland	Sixth Form Administrator	14.07.2022
Pauline	Bolwell	Student Information Officer - Attendance	21.09.2023
Rob	Whitter-Down	Site Manager	21.09.2023
Isabel	McLeod	Admin Assistant/Deputy Office Manager	21.09.2023
Lucy	Harper	Admin Assistant	21.09.2023
Elizabeth	Beckett	HLTA	13.07.2023
Kate	Luscombe	Temporary 6th Form Administrator	21.09.2023

Forename	Surname	Role	Date completed
Elizabeth	Beckett	HLTA	13.07.2023
Pauline	Bolwell	Student Information Officer - Attendance	21.09.2023
Lucy	Harper	Admin Assistant	21.09.2023
Kate	Luscombe	Temporary 6th Form Administrator	21.09.2023
Isabel	McLeod	Admin Assistant/Deputy Office Manager	21.09.2023
Carly	Purland	Sixth Form Administrator	14.07.2022

Appendix 9: Headteacher's Nominees



Headteacher's Agreement Nominated Staff to Administer Medicines

The Local Education Authority has issued instructions that medicines can only be administered in school by the Head Teacher or their nominee when these have been prescribed by a doctor. The staff members listed below have been nominated by the Headteacher of **Devonport High School for Girls** to administer prescribed medicines as outlined in each Individual Healthcare Plan.

Devonport High School for Girls Staff with current EpiPen training / Medical Needs

Forename	Surname	Role	Date completed	Renewal
Adrian	Abbotts	Head of Religious Studies	23/01/2023	22/01/20 24
Sally	Anderson	Teacher - Textiles	24/01/2023	23/01/20 24
Tom	Ashley	Head of English	10/01/2024	10/01/20 25
Pauline	Bolwell	Student Information Officer - Attendance	30/10/2023	30/10/20 24
Sonia	Clatworthy	Head of PE	18/09/2023	18/09/20 24
Lisa	Cole	Sports Coach and Cover Supervisor	10/01/2024	10/01/20 25
Helen	Crowther	Teacher - Mathematics	16/01/2024	16/01/20 25
Chris	Damerell	Second in Mathematics	18/07/2023	18/07/20 24
Robert	Galley	Teacher - Mathematics	15/01/2024	15/01/20 25
Jack	Green	Teacher - Chemistry	14/07/2023	17/07/20 24
Lucy	Harper	Admin Assistant	06/07/2023	06/07/20 24
Elizabeth	Li	Teacher - Chinese	01/07/2023	01/07/20 24
Katherine	Little	Teacher - Biology	01/02/2023	01/02/20 24
Kate	Luscombe	Temporary 6th Form Administrator	31/10/2023	31/10/20 24

Appendix 9: Headteacher's Nominees

Nuria	Marcos	Teacher - Spanish	27/06/2023	27/06/2024
Laurie	Matthews	Head of History	21/06/2023	21/06/2024
Isabel	McLeod	Admin Assistant/Deputy Office Manager	04/12/2023	04/12/2024
Deirdre	McMahon	Head of Business and Enterprise	10/01/2024	10/01/2025
Ruth	Morgan	Assistant Head Teacher	23/01/2023	23/01/2024
Alison	Nettleship	Head's PA/Office Manager	19/02/2024	19/02/2025
Tom	Newman	Head of Drama	28/06/2023	28/06/2024
Kathryn	Nott	Teacher - Geography	14/09/2023	14/09/2024
Stephanie	Palmer	Teacher - Drama	24/02/2023	23/02/2024
Dave	Parry	Senior Head of House	23/02/2023	23/02/2024
David	Prideaux	Head of Biology	31/12/2023	31/12/2024
Carly	Purland	Sixth Form Administrator	31/10/2022	30/10/2023
Danni	Revell	Sports Coach and Cover Supervisor	15/09/2023	15/09/2024
Jo	Ricks	SAGECo, SENCO, Most Able	21/09/2023	21/09/2024
Claire	Rigby	Reprographics Assistant	24/07/2023	24/07/2024
Naith	Riseborough	Head of Mathematics	12/09/2023	12/09/2024
Amy	Rowe	Teacher - PE	15/01/2024	15/01/2025
Rebecca	Scott	Teacher - Mathematics	16/01/2024	16/01/2025
Lindsay	Stacey	Teacher - MFL	16/01/2024	16/01/2025
Jane	Tribe	Head of Technology	14/12/2023	14/12/2024
Amy	Trower	Head of Geography	10/01/2024	10/01/2025

Devonport High School for Girls

Staff with current EpiPen training / Medical Needs

Forename	Surname	Role	Date completed	Renewal
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Appendix 9: Headteacher's Nominees

Adrian	Abbotts	Head of Religious Studies	23/01/2023	22/01/20 24
Sally	Anderson	Teacher - Textiles	24/01/2023	23/01/20 24
Tom	Ashley	Head of English	10/01/2024	10/01/20 25
Pauline	Bolwell	Student Information Officer - Attendance	30/10/2023	30/10/20 24
Sonia	Clatworthy	Head of PE	18/09/2023	18/09/20 24
Lisa	Cole	Sports Coach and Cover Supervisor	10/01/2024	10/01/20 25
Helen	Crowther	Teacher - Mathematics	16/01/2024	16/01/20 25
Chris	Damerell	Second in Mathematics	18/07/2023	18/07/20 24
Robert	Galley	Teacher - Mathematics	15/01/2024	15/01/20 25
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Nuria	Marcos	Teacher - Spanish	27/06/2023	27/06/20 24
Laurie	Matthews	Head of History	21/06/2023	21/06/20 24
Isabel	McLeod	Admin Assistant/Deputy Office Manager	04/12/2023	04/12/20 24
Deirdre	McMahon	Head of Business and Enterprise	10/01/2024	10/01/20 25
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Dave	Parry	Senior Head of House	23/02/2023	23/02/20 24
David	Prideaux	Head of Biology	31/12/2023	31/12/20 24

Appendix 9: Headteacher's Nominees

Carly	Purland	Sixth Form Administrator	31/10/2022	30/10/2023
Danni	Revell	Sports Coach and Cover Supervisor	15/09/2023	15/09/2024
Jo	Ricks	SAGECo, SENCO, Most Able	21/09/2023	21/09/2024
Claire	Rigby	Reprographics Assistant	24/07/2023	24/07/2024
Naith	Riseborough	Head of Mathematics	12/09/2023	12/09/2024
Amy	Rowe	Teacher - PE	15/01/2024	15/01/2025
Rebecca	Scott	Teacher - Mathematics	16/01/2024	16/01/2025
Lindsay	Stacey	Teacher - MFL	16/01/2024	16/01/2025
Jane	Tribe	Head of Technology	14/12/2023	14/12/2024
Amy	Trower	Head of Geography	10/01/2024	10/01/2025

Forename	Surname	Role	Date completed	Renewal
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Pauline	Bolwell	Student Information Officer - Attendance	30/10/2023	30/10/2024
Sonia	Clatworthy	Head of PE	18/09/2023	18/09/2024
Lisa	Cole	Sports Coach and Cover Supervisor	10/01/2024	10/01/2025
Helen	Crowther	Teacher - Mathematics	16/01/2024	16/01/2025
Chris	Damerell	Second in Mathematics	18/07/2023	18/07/2024
Robert	Galley	Teacher - Mathematics	15/01/2024	15/01/2025
Jack	Green	Teacher - Chemistry	14/07/2023	17/07/2024
Lucy	Harper	Admin Assistant	06/07/2023	06/07/2024
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Stephanie	Palmer	Teacher - Drama	24/02/2023	23/02/2024
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Amy	Trower	Head of Geography	10/01/2024	10/01/2025

Head Teacher's Signature: Date: