



FOUNDED 1900

THE ENGLISH SCHOOL
A SECOND CENTURY OF EXCELLENCE

Health Welfare, First-Aid Care and Administration of Medicine Policy

The English School

The person responsible for the policy	Stuart Walker, Headmaster Despina Ginnikouri, School Nurse
Ratified by	The Board of Management
Version Number, the last date updated	November 2023
Date Approved	
Review Period	Yearly
Next Review date	November 2024

Table of Contents

Introduction	3
Aim	3
First Aiders	3
Personnel Responsible to Provide First Aid Services	3
Registered School Nurse	3
School Nurse Contact Details.....	3
First Aiders- Basic First Aid at Work	4
First Aiders – Automatic External Defibrillator (AED) Trained.....	5
Medical Room, AED / First Aid Locations and List of Equipment	5
Medical Room	5
Automated External Defibrillator (AED) Locations	6
First Aid Kits Locations	6
List of First Aid Kits Equipment	6
Trips and Activities.....	7
Risk Assessment of First Aid Need	7
Students’ Health Information	7
Policy on Specific Medical Issues	7
Asthma Attacks (guidance extracted from nhs.uk).....	8
Diabetes- Hypoglycaemia (guidance extracted from nhs.uk).....	8
Anaphylactic shock:	9
Adrenaline Auto-Injectors EpiPens	10
Medical Reports.....	10
Medicines.....	10
Administration of Medicine	11
Controlled Drugs	11
Non-Prescription Medication.....	11
Self-Management for Emergency Medicines	12
Refusing Medicines	12
Unwell Students – Procedures.....	12
Unwell Students in School	12
Feeling Unwell During School Hours.....	12
Emergency Procedures	12
School Nurse	13
Visiting the School Nurse	13
Record Keeping	14

First Aid Services to Staff and Visitors	14
Accident Recording	14
Monitoring and Review.....	14
Data Protection	14
Appendices.....	16
Appendix 1 & 2.....	Error! Bookmark not defined.

Introduction

Ensuring high-quality health services to students is among the most important considerations for the School. Via a variety of resources and most importantly via the qualified Nurse and trained First Aiders that the School employs, all aspects related to health-related provisions within the School establishments are assured.

The present policy document thoroughly elaborates information in regards to key areas such as the First Aid provision during on-site and off-site activities; the process of managing (collecting, recording, analyzing) students' health information, the administration of medicines and other related procedural elements.

The effort to provide quality health services is a collective one. As such, this policy should be consulted by all members of faculty and staff who have direct and/or indirect contact with the School's students. In this way, we will enhance our efforts to ensure a healthy environment, for the benefit of everyone in the School.

Aim

The School aims to respond successfully to both acknowledged and emerging medical cases occurring on the School's grounds via a well-planned, fast and effective approach, by providing excellent health services and first aid assistance where appropriate and by adhering to the related regulations and guidelines. As well as providing the best care possible during off-site activities.

First Aiders

The School employs a number of individuals who are in a position to provide health-related support and services:

- The fully qualified and Registered Nurse
- A number of trained and qualified First Aiders.

Personnel Responsible to Provide First Aid Services

Registered School Nurse

In brief, the School Nurse is responsible for the overall good health of the School community and is the first contact point for any health-related issue (foreseen or unforeseen). The School Nurse is located in the Medical Room and is present throughout the School days. This ensures that the Nurse is available to provide at any time First Aid support and / or other required health services to those in need. It is noted that the School Nurse is present during major events of the School and during all exam hours as a means to handle any emerging issues.

School Nurse Contact Details

Nu.	Name / Surname	Position	Ext. number
1.	Despina Giannikouri	School Nurse	366

First Aiders- Basic First Aid at Work

In support of the School Nurse, First Aiders equipped with basic training are competent in providing immediate First Aid services to individuals in need within the School grounds.

First Aiders (Basic) Contact Details

First Aid at work				
#	Name	Department	Valid until	Ext.
2	Ursula Pantelides	SMT	24/06/2024	315
3	Elena Kazantzi	Exams	24/06/2024	303
4	Alexis Sofianos	DoE	24/06/2024	326
5	Olia Antoniadou	DT	24/06/2024	349
6	Chrysoulla Constantinou	MFL	24/06/2024	337
7	Vanessa Crambert	MFL	24/06/2024	306
8	Stalo Achilleos	MFL	24/06/2024	337
9	Andreas Demetriou	Maths	24/06/2024	325
10	Nicoletta Stavrides	DT	24/06/2024	349

First Aid at work				
#	Name	Department	Valid until	Ext.
1	Yiannos Nearchou	Administrative	22/02/2025	379
2	Georgia Herodotou	Administrative	22/02/2025	302
4	Karen Aelbrecht	Administrative	22/02/2025	400
5	Katerina Ralli	Greek/Institute	22/02/2025	348
6	Panagiota Kyvelou	Institute	22/02/2025	500
7	Virginia Rengel Kefalas	MFL	22/02/2025	337

First Aid at work				
#	Name	Department	Valid until	Ext.
1	Eleni Skoulia	Art	22/06/2026	368
2	Renos Efstathipou	Music afternoon	22/06/2026	342
3	Ulker Uzuner	Turkish	22/06/2026	330
4	Nicholas Charalambous	Geography	22/06/2026	338
5	Chrysovalanti Christofidou	Mathematics	22/06/2026	325
6	Charis Sisou	Mathematics	22/06/2026	325
7	Catherine Panayiotou	Biology	22/06/2026	354
8	Alexandros Solomonides	Gym Instructor	22/06/2026	
9	Charis Charalambous	Cousellor	22/06/2026	359

First Aiders – Automatic External Defibrillator (AED) Trained

In support of the School Nurse, First Aiders equipped with basic training are competent in providing immediate First Aid services to individuals in need within the School community. They are also able to utilize the AED and take necessary action if deemed necessary.

First Aiders (AED Trained) Contact Details

First Aid at work (AED Trained)				
#	Name	Department	Valid until	Ext.
1	Stylianios Andreou	MFL	01/07/2024	337
2	Virginia Bakarian	Chem/Lab Tech	01/07/2024	333
3	Christina Ioakimidou	Greek/HoD	01/07/2024	339
4	Sophia Michaelidou	Chemistry	01/07/2024	352
5	Marios Hadjizorzi	Administrative	01/07/2024	99359658
6	Christopher Brown	Chemistry	01/07/2024	352
7	Christophoros Mannaris	Physics	01/07/2024	356
8	Niki Melanidou	Greek	01/07/2024	348
9	Stelios Theodosiou	DT/HoD	01/07/2024	369
10	Katie Demetriou	Physics	01/07/2024	356

Important Notes:

- The School maintains and designates a list of trained First Aiders on the School's website and all members of staff are informed about the details of the First Aiders via email at the beginning of each academic year.
- Through induction and annual briefings the School ensures that all staff are aware of:
 - When to summon First Aid assistance
 - How to summon First Aid assistance
 - Who is trained to provide First Aid services
- In the event of an emergency or any other health-related concern, the School Nurse is notified immediately.
- In the absence of the School Nurse and depending on the emergency, one or more First Aiders are contacted.
- Portable First Aid kits are located in the Headmaster's PA Office, SMT Secretary's Office and DoE Coordinator's Office.

Medical Room, AED / First Aid Locations and List of Equipment

Medical Room

- The School maintains a centrally located Medical Room which accommodates the relevant equipment.
- The Medical Room is fully equipped as per the Ministry of Education's requirements.
- The Medical Room displays a "School Nurse" sign on the door.
- All medical confidential files, medicines and First Aid equipment are safely stored in locked cupboards in the Medical Room.

Automated External Defibrillator (AED) Locations

- Reception
- Sports Centre

First Aid Kits Locations

- Reception
- Art room
- D&T room
- Physics prep room
- Biology prep room
- Chemistry prep room
- Library
- Lloyds staff room
- English Centre
- Sports centre – office – a portable kit
- DoE coordinator office – a portable kit
- SMT Secretary office a – portable kit
- Headmaster's PA office- a portable kit

List of First Aid Kits Equipment

Basic Equipment	Extra Equipment
Scissors	Ice spray
Torch	Antibacterial gel
Safety pins	Sanitary pads
Tweezers	Mouth to mouth resuscitator
Sterile dressings/gauzes	Wet Wipes
Adhesive tape	Dry wipes
Plasters	Emergency blanket
Elastic crepe bandage	Eye patch
Crepe bandage	Sterile Paraffin Gauzes
Triangular bandage	
Disposable gloves	
Povidone Iodine 10% solution	

Important Notes:

- First Aid containers are kept and maintained as per the Cyprus Ministry of Labor recommendations alongside additional equipment, as deemed necessary, to accommodate any arising needs.
- A list of recommended equipment is kept inside the First Aid kits.
- First Aid containers are kept in clearly signed accessible locations.
- All containers are marked with a white cross on green background.
- A copy of these locations can be found in the staff information pack, on the School's website and in the Medical Room, accompanied by the details of the First Aid providers and their department contact numbers.
- Use of any material from the First Aid box is allowed only to authorized personnel; students have no access to First Aid kits without supervision.
- The staff must take precautions to avoid infection and always must follow basic hygiene procedures. Single-use disposable gloves should always be used when coming into direct contact with any injured individual and these are provided in the first aid boxes and the Medical Room.

- As per the Ministry of Education instructions, the maintenance staff is trained in how to deal with blood and other bodily fluids.

Trips and Activities

- During all off-site trips and other activities, there is at least one First Aider with a travel First Aid kit.
- On-site activities taking place outside school hours, have at least one First Aider with a travel First Aid kit.
- A First Aider (or trip leader) joining a trip or activity, is responsible for informing the School Nurse at least two days before the trip, via email. The email should include information regarding the number of students/ staff, the nature of the trip and any other related information required by the Nurse.
- It is the responsibility of the First Aider or the trip leader to collect and return the travel kit from and to the School Nurse.
- A First Aider (or trip leader) is responsible for informing the School Nurse of any incidents that have occurred and regarding any used equipment to be replaced.

Risk Assessment of First Aid Need

- All School areas deemed to be of higher risk due to hazardous substances, dangerous tools or machinery have at least one First Aid box.
- The School Nurse, following the proper procedure and taking the necessary precautions, will inform staff of any student with special health needs or disabilities.
- Staff working closely with students who have particular health / medical needs (i.e. Diabetes, Asthma etc.) are separately briefed/ trained by the School Nurse.

Students' Health Information

- All students, prior to their registration with the School, complete and submit their Health Form and their Vaccination Coverage Certificate to the School. The relevant form can be found on the following links:
[Student Health Form - 2023-2024 New Entries \(englishschool.ac.cy\)](#)
It is the parent's or guardian's responsibility to inform the School Nurse of any health-related condition a student might experience throughout his / her tenure with the School.
- In communication with the School Nurse, parents/guardians might be requested to provide the School with an Individual Health Care Plan (see Appendix 1).
- Information regarding any prescribed medication should be made available to the School by the parents/guardians (see Appendix 2).

Policy on Specific Medical Issues

- The School welcomes all students and encourages participation in all activities.
- To facilitate all students in need, the School is committed to making appropriate arrangements, within rational grounds and given that this can be operationalized without the emergence of other complications.
- If required, the School Nurse will advise staff regarding the management/treatment of particular conditions such as:
 - Asthma Attacks
 - Diabetes - Hypoglycaemia
 - Epilepsy
 - Anaphylactic Shock
 - Etc.

[Asthma Attacks \(guidance extracted from nhs.uk\)](https://www.nhs.uk/conditions/asthma/asthma-attack/)

<https://www.nhs.uk/conditions/asthma/asthma-attack/>

Asthma is a lung condition, that causes difficulties in breathing.

Symptoms:

- A whistling sound when breathing (wheezing)
- Breathlessness
- A tight chest
- Coughing

Symptoms may worsen- Asthma attack:

- Inhaler isn't helping
- Breathlessness while speaking, eating, sleeping
- Faster breathing rates

First aid for asthma attack:

- Sit upright position (don't lie down) - Take slow, steady breaths.
- Take 1 puff of the child's reliever inhaler (usually blue) every 30-60 seconds, up to a maximum of 10 puffs.
- Call 112: if a child has no inhaler reliever or if the child feels worse after using the inhaler reliever.
- If the ambulance is taking longer than 15 minutes, repeat step 2.

If symptoms improve and you don't need to call 112, get an urgent same-day appointment with a doctor.

This advice is not for people on SMART or MART treatment. If this applies to the child's treatment then the doctor should give advice on what to do in an asthma attack. The School Nurse and Parents/guardians should be informed as soon as possible.

[Diabetes- Hypoglycaemia \(guidance extracted from nhs.uk\)](https://www.nhs.uk/conditions/low-blood-sugar-hypoglycaemia/)

<https://www.nhs.uk/conditions/low-blood-sugar-hypoglycaemia/>

Hypoglycaemia is when the level of blood sugar (glucose) is low. Mainly affects people with Diabetes, especially those taking insulin.

Low blood sugar can be dangerous if it is not treated promptly, but if detected can be easily treated.

Symptoms:

- Feeling hungry
- Sweating
- Tingling lips
- Feeling shaky or trembling
- Dizziness
- Feeling tired
- A fast or pounding heartbeat
- Becoming easily irritated, tearful, stroppy or moody
- Turning pale

Symptoms may worsen if not treated:

- Weakness
- Blurred vision
- Difficulty concentrating

- Confusion
- Unusual behaviour, slurred speech or clumsiness (like being drunk)
- Feeling sleepy
- Fits (seizures)
- Collapsing or passing out

Hypos can also occur while sleeping, which may wake the child up during the night or cause headaches, tiredness, or damp sheets (from sweat) in the morning.

If the child has a device to check blood sugar levels, a reading of less than 4mmol/l is too low and should be treated.

First aid for hypoglycemia

- Have a sugary drink or snack
- Test blood sugar after 10 to 15 minutes- if it's still below 4mmol, treat again with a sugary drink or snack and take another reading for 10 to 15 minutes.
- Eat your main meal (containing carbohydrates) - this could be a slice of toast with spread, a couple of biscuits, or a glass of milk.

First Aid on the hypoglycaemic child when unconscious or very drowsy.

- Put the child in recovery position and do not put anything in their mouth- so they don't choke.
- If it is available and you know how to do it. Call 112 for an ambulance if an injection is not available or you don't know how to do it.
- Wait for 10 minutes if you have given the injection- move to step 4 if the person wakes up and starts feeling better. Call 112 if they do not improve within 10 minutes.
- Give them a sugary drink or snack - followed by a carbohydrate-containing snack.

First Aid for a Seizure (fit)

- Follow these steps if a child has a fit caused by low blood sugar:
- Stay with the child and stop the child from hurting itself – lie the child down on something soft and move them away from anything dangerous (like a road or hot cooker).
- Give them a sugary snack once the fit stops – if the fit stops in a few minutes, treat the child as you would treat a low blood sugar yourself once you are able to.
- Call 112 for an ambulance if the fit lasts more than 5 minutes

Anaphylactic shock:

<https://www.nhs.uk/conditions/anaphylaxis/>

Anaphylaxis (or anaphylactic shock) is a severe and potentially life-threatening reaction to a trigger such as an allergy.

Symptoms of anaphylactic shock:

- Feeling lightheaded or faint
- Breathing difficulties- such as fast, shallow breathing
- Wheezing
- A fast heartbeat
- Clammy skin
- Confusion and anxiety
- Collapsing or losing consciousness

There may also be other allergy symptoms, including an itchy, raised rash (hives), feeling or being sick, swelling (angioedema, or stomach pain)

First Aid for anaphylaxis

Anaphylaxis is a medical emergency. It can be very serious if not treated quickly.

- Use an adrenaline auto-injector (EpiPen) if the person has one- but make sure you know how to use it correctly first.
- Call 112 for an ambulance immediately (even if they start to feel better)- mention that you think the person has anaphylaxis
- Remove any trigger if possible – for example, carefully remove any stinger stuck in the skin.
- Lie the person down flat - unless they are unconscious, pregnant or having breathing difficulties.
- Give another injection after 5 to 10 minutes if the symptoms do not improve and a second auto-injector is available.

Adrenaline Auto-Injectors EpiPens

<https://www.epipen.com/-/media/files/epipen/howtouseepipenautoinjector.pdf>

- Instruction may differ from one auto-injector to another.
- The child should carry their own auto-injector, containing a single shot of adrenaline.
- The auto-injector could be used on top of clothing.
- General guidelines on how to use an adrenaline auto-injector will be sent to all staff in the beginning of each academic year.

The School Nurse keeps a record on SIMS of students who may require special treatments. The School expects all parents/guardians whose children may require special treatment to ensure that appropriate medication has been lodged with the School Nurse, together with clear guidance on the usage of the medication (see Appendix 1). Additionally, the School stores additional inhalers, insulin and epi-pens after receiving written request from the parents. These are safely kept in the Medical Room.

Medical Reports

- If a student is unwell and special instructions were given by a doctor, then a medical report should be submitted to the School Nurse as soon as possible.
- Medical report should include a medical diagnosis, symptoms if any, period to abstain from any School activities, and any other details the School should be aware of.

Medicines

- If a student requires taking medication during school hours, it is the parents' responsibility to provide all necessary and relevant details (i.e. information regarding the nature of the medicines, dosage, frequency, side effects etc.). For these cases, in collaboration with the parents and other staff (if required), the School Nurse will proceed with the necessary arrangements.
- The use of medicines by the students during School hours is allowed only when needed (i.e. medicine has to be administered at a specific time during the day as a means to maintain the status of a student's illness).

- Parents/guardians should provide the School Nurse a signed letter- authorization to administer the medication - signed by their doctor and by the parents/guardians (see Appendix 1)
- The School Nurse will only accept medicines that have been prescribed by a doctor.
- Medicines should always be provided in the original container as dispensed by a pharmacist and include the prescriber's instructions for administration.
- The School Nurse should be informed of any prescribed medication brought into School at any time.
- Any member of staff who agrees to accept responsibility for administering prescribed medication to a child should have appropriate training/guidance, including awareness of any possible side effects of the medicine and an action plan, in the case that any of the symptoms occur (it is recommended that only the School Nurse or the First Aiders undertake this responsibility).
- In administering any medication, assisting or overseeing any self-administration of medication, First Aiders must exercise their professional judgment and apply their knowledge and skills in the given situation.

Administration of Medicine

- Any child under 17 should not be given medicines without a parent or guardian's written consent. Any member of staff giving medicines should check:
 - The child's name
 - Prescribed dose
 - Expiry date
 - Written instructions provided by the prescriber on the label or container
 - Contra-indications
 - When medication last taken
 - Whether they have eaten before taking the medication.
- If in doubt about any procedure, staff should not administer the medicines but check with parents/carers before taking any further actions. If staff has any concerns related to administering medicines to a particular child, the issue should be discussed with the parent/carer.
- All medicines are safely stored in the Medical Room. All items are safely discarded after the expiry date.
- In case a member of the Staff provides any medicine to a child, the School Nurse must be notified as a means to add related information to the medical file of the student.
- In certain circumstances (i.e. during the administration of rectal diazepam) it is good practice to have the dosage and administration witnessed by a second adult.

Controlled Drugs

- The School safeguards controlled drugs in a locked, non-portable container and only named staff is granted access. A record is kept for safety and audit purposes.
- It is noted that in the event of a trip abroad, it is the parent's responsibility to ensure compliance as per the visiting country's controlled drugs regulations.

Non-Prescription Medication

- Non-prescribed medication is administered only if there is prior written parental consent.
- Annual medication consent forms are kept in the Medical Room.
- Medicines are administered by nominated staff only. Under normal circumstances, the nominated authority is the School Nurse or a designated First Aider.
- In case a non-prescribed medicine is administered to a child, this is also documented.

Self-Management for Emergency Medicines

- Generally, students should not carry medicines whilst at School. However, students will be encouraged to carry and be responsible for their own emergency medicine, when the School Nurse in conjunction with parents/guardians, judges that the student is sufficiently capable and competent to do so.
- Other non-emergency medicines should generally be kept in a secure place, not accessible to children.

Refusing Medicines

If a child refuses to take medicine, staff should not force them to do so but should note this in their records. Parents/guardians should be informed on the same day. If a refusal to take medicines results in an emergency, the School's emergency procedures should be followed.

Unwell Students – Procedures

Unwell Students in School

As per the Ministry of Health recommendations, students who are in a weak physical condition (main symptoms are described below) should not be coming to School. This is to ensure the best recovery of the student and avoid any cross contamination of the School's population.

Most common symptoms to be taken into consideration:

- Fever in the past 24 hours
- Diarrhoea in the past 24 hours
- Vomiting in the past 24 hours
- Chills
- Strong Headaches-weakness- muscle aches
- Frequent congested or croup coughing
- Severe nasal congestion

Feeling Unwell During School Hours

- If a student feels unwell during School hours, he/she should visit the School Nurse.
- Unless it is an emergency, students are requested to visit the School Nurse during breaks.
- The School Nurse, in communication with the parents/guardians, decides the appropriate actions in the best interests of the child and the rest of the School population.
- If the teacher considers that the student is unable to visit the School Nurse without assistance, then a second student should accompany the student in need.
- If the teacher considers that the student is too ill or injured to be transported, then the School Nurse should be contacted. First Aid should be administered, as appropriate and if further treatment is required, parents should be contacted.
- The School has a strict policy that no medication or treatment will be given orally or externally unless permission has been given by the parents/guardian who will be contacted depending upon the nature of the medical problem.
- In more serious cases, where further medical assistance is deemed necessary, the School Nurse will contact the parents/guardians who are expected to collect their child from School and pursue further medical assistance.

Emergency Procedures

As per the Ministry of Education instructions, in the event of an emergency, an ambulance from the Nicosia General Hospital must be called.

In this case, parents/guardians are informed by the School, as soon as possible.

In the absence of parents/guardians, a member of staff must accompany the student to the hospital and remain there until the parents/guardians arrive.

In case of emergencies:

- Call 112
- Give your name and mobile number
- Exact location
- Describe the incident

If parents/guardians cannot be contacted, the School will act in 'loco parentis' and give permission for any emergency treatment.

When to contact Emergency Services

- Life-threatening conditions
- Unconscious casualty
- Head injuries
- Limited or unsafe access to the casualty
- Severe bleeding
- Back injury

School Nurse

Visiting the School Nurse

If a student does not feel well while at school or in the event of an accident at school involving a student, staff should use their discretion in dealing with the situation. The following are only guidelines to be used as appropriate.

If a student is not feeling well and requires medical assistance, then the student should be sent to the School Nurse. The student will be assessed by the Nurse and a decision made whether they can return to their class, require further medical treatment or need to be sent home. The Nurse will give a 'late to class slip' confirming that the student is able to return to class. On occasions, the Nurse will give a student a 'permission slip' to go to the canteen for a maximum of ten minutes.

In the case where a student feels they need to go home then the student should be sent to the Nurse to be assessed and obtain permission to leave school. It may be appropriate to send him/her in the company of another student. The Nurse will contact parents/guardians to discuss each situation. If the Nurse is not available an Assistant Head can also authorize this.

1. In the case where it is felt that the student should be accompanied by a member of staff, another responsible member of staff should be found, where possible, to take charge of the class.

Assistance may be obtained by:

- Contacting a colleague in an adjacent room
- Telephoning the Main Office, Reception, Staff Room or finding an Assistant Head
- Sending a student to the Main Office to find another member of staff

2. In the case where the illness or accident is such that the student should not be left unattended, staff must stay with the casualty and send someone to the School Nurse for assistance or call the School Nurse's office ext. 366 to speak to the School Nurse or contact the reception at ext. 300.

3. In serious or life-threatening situations staff must use their discretion. If necessary, call 112 directly and ask for medical assistance. Contact the School Nurse or First Aider immediately and notify Reception or the Main office of the situation. Stay with the student until emergency help arrives.

4. After the accident/situation has been dealt with, an Accident Report Form, (see relevant form) must be completed and returned to the Health and Safety Officer, to the School Nurse, and a copy to the Headmaster. Forms are available from the Main Office or from the School Nurse.

During lessons, teachers should only permit their students to visit the School Nurse if there is an emergency.

During breaks, students are encouraged to visit the School Nurse in regard to any other matter.

Record Keeping

- The School Nurse maintains an electronic record of all daily visits.
- The School Nurse collects all medical reports from students and updates SIMS at regular intervals.
- If deemed appropriate, the School Nurse will provide health-related information to teachers.

First Aid Services to Staff and Visitors

If necessary, First Aid services are also provided to non-students (i.e. staff and visitors) by the School Nurse or the First Aiders (in the case that the School Nurse is not available). School Nurse will provide plain painkillers if a member of staff is in need.

A logbook is kept by the School Nurse.

Accident Recording

- All serious accidents occurring on-site and/or off-site activities will be recorded by completing the Accident Report Form (see Appendix 2)
- Information regarding accident reporting is given to new staff during their induction.
- Accident reports and records are safely kept indefinitely.
- All reported accidents related to both staff and students are reviewed by the Health and Safety officer in due time. This facilitates risk assessment to be carried out if required. If necessary, the Health and Safety officer will pursue further investigation, and develop and deliver a report to the site manager.
- Accidents on the way to or from School where students or staff are involved are not reportable unless this is related to School business.
- Reportable incidences include:
 - Death or major injury
 - Disease- when a doctor informs the School of a notifiable disease
 - Dangerous Occurrences – when an incident occurs which does not result in a reportable injury but clearly could have done
 - Sports injuries- are reportable, if the student goes straight to the doctor, hospital or dentist following the injury.

Monitoring and Review

The Headmaster reports on the management and progress of the policy to the Governors on an annual basis.


Data Protection

The personal data collected through this policy are necessary for the provision of the services as described above. The English School will collect and keep personal data only for the purpose of

fulfilling its legal and/or other regulatory obligations, the vital interests of the students or other physical persons and not for any other purpose, in accordance with its Privacy Policy which may be communicated to you either via the School's website or specific privacy notices, as these may be issued and/or amended from time to time by the School.

Appendices

Appendix 1 – Individual Healthcare Plan



THE ENGLISH SCHOOL
A SECOND CENTURY OF EXCELLENCE

Individual Healthcare Plan

Student details

Student name: Date of birth:
 Student ID:

Medical Diagnosis/ Condition:

Parent/Guardian contact details:

Name:	Name:
Contact number: (Work).....	Contact number: (Work).....
(Mobile).....	(Mobile).....

Doctor/ Hospital Contact details:


Name:	Name:
Contact number: (Work).....	Contact number: (Work).....
(Mobile).....	(Mobile).....

Describe medical needs and give details of student's symptoms:

Daily care requirements: (e.g. before sport/at lunchtime)

Describe what constitutes an emergency for the student, and the action to take if this occur:


Signature: Date:



THE ENGLISH SCHOOL
Individual Healthcare Plan

1

Appendix 1 – Individual Healthcare Plan (page 2)



THE ENGLISH SCHOOL
A SECOND CENTURY OF EXCELLENCE

Individual Healthcare Plan

Medicine Details

Medicine Name: Expiry date:

Dose and frequency of medicine administration:

If medicine is to be given in an emergency please state emergency symptoms:


*Medicine should always be in the original container, labelled with the name of the medication, the dosage to be given.

*I will not hold the school, liable for any adverse reactions, when the medicine is administered according to prescribed methods.

Signature: Date:

Administration of medicine chart:

Date	Staff initials	Staff Signature	Student Signature		Date	Staff initials	Staff Signature	Student Signature



THE ENGLISH SCHOOL

Individual Healthcare Plan

2

