



The Mall School

Pupils' Health, First Aid and Security Policy

This is a whole school policy that also applies to pupils in the Early Years Foundation Stage.

A Health and First Aid

We aim to help to limit the spread of infection between the children and to inform parents of any infection or infestation as appropriate. The School works with the Health Protection Agency in matters such as flu epidemics/pandemics and reports to the Health and Safety Executive (telephone 0345 300 9923) under the terms of RIDDOR (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations, 1995).

- 1 Parents are asked to keep their children at home when they are unwell. Specifically
 - (a) when the child has a temperature
 - (b) any childhood disease (eg mumps, chicken pox etc.)
 - (c) any child with an unidentified rash
 - (d) diarrhoea and/or vomiting, and for **48** hours after last episode of diarrhoea or vomiting. Please also note that, on the guidance of the Health Protection Agency, boys are excluded from swimming for two weeks following the last episode of diarrhoea.
 - (e) eye infection, conjunctivitis (until treatment is effective)
 - (f) head lice - the child may return after treatment
 - (g) after prescription of antibiotics by doctor for 24 hours, irrespective of the nature of the complaint
2. Parents are requested to telephone the school on the first day of non-attendance due to illness.
3. We will ask a parent to collect from school any child who:-
 - (a) has a temperature
 - (b) vomits or has diarrhoea
 - (c) has an eye infection (conjunctivitis)
 - (d) has head lice
 - (e) develops an unidentified rash or spots or signs of a childhood disease
4. We will comfort and care for the children until the parent or carer is able to collect them.
5. Parents are asked to inform the Office of any of the following so that we can notify all relevant parents accordingly:-
 - (a) in cases of childhood disease or infection

- (b) in cases of headlice, worms, etc
6. When swimming, any boy with a verruca should wear a verruca sock to prevent cross-infection.

First Aid

1. The school secretaries, sports staff and Classroom Assistants are First Aid qualified, as are the majority of teachers. This training will be updated every three years. For the Early Years at least one member of staff will have specific paediatric first aid qualifications, both during the day and on outings. During the school day, there is always more than one person on either site who is appropriately first aid qualified.
2. First Aid treatment will be carried out in cases of emergency, accident or illness following the best considered interests of the health and safety of the child at that moment. Parents will be contacted as soon as possible. First aid kits are kept in the sick bay (the Office at Mall Infants) and are taken by staff on trips.
3. Sports and Science staff are conscious of the potential hazards in their areas and have their own first aid kits in their areas.
4. Medical forms (completed by the parent) on each child are kept at the school, together with emergency contact numbers; teachers are informed of boys' individual medical conditions (for example asthma, epilepsy, diabetes). Contact details are updated annually and parents are asked to inform the Office of any change of doctor. Front-line office first-aiders receive relevant training (such as in the use of an epipen). Epipens and medication provided by parents for office staff to administer are kept in the sick bay.
5. A report book is kept in the sick bay (on both sites) to log any illness or injury, including any visit to the sick room by a boy. Any accident must also be fully logged in the accident book kept in the Bursar's office. Parents will always be informed immediately of illness or accident.
6. Staff in the sick bay (office at Mall Infants) wear protective rubber gloves and take care over wiping up body fluids and disposing of them. There is a specific bin provided on both sites for such disposal.
7. Should a potentially serious accident occur at games, an ambulance should be summoned. The School must be informed immediately. The School will contact the parents. If the knock is only minor, the boy should be taken back to School for checking and parent informed. Staff are particularly concerned about head and neck injuries, and a teacher should err on the side of caution and call an ambulance (on 999 as an emergency).

Medication at School

If a child is prescribed medication to be given at School we will follow these procedures:

- (a) the medication, in the original container as dispensed by the pharmacy, must be handed in person to a member of the office staff
- (b) written information re administration and dosage and permission will be obtained from the parent
- (c) all medication will be kept in a locked cupboard or in the designated fridge as appropriate
- (d) a record of medication book will be available and must be completed and signed each time a dosage is given
- (e) it should be clearly understood that parents are responsible for their child's medication
- (f) boys suffering from asthma may keep inhalers in the school first aid room. On games afternoons inhalers for junior boys will be taken to the ground by staff, senior boys are encouraged to have their inhalers with them at all times and are supported by staff in this endeavour.

INFORMATION ON HEALTH ISSUES

1. The school will keep itself informed on current information on childhood health issues and concerns and will share this information with the parents whenever possible or necessary.
2. The School Doctor carries out medicals on boys when they join the school - unless parents opt out.
3. Under the School's standard terms and conditions parents give express consent to the School through the Headmaster as the person responsible obtaining, processing and holding personal information including sensitive information (such as medical details) about the boy for the purposes of safeguarding and promoting his welfare.
4. The School reserves the right to exclude a boy from school or any games or swimming if they consider the boy unwell or unfit to participate, in the interest of the boy himself and the other pupils. Boys are excluded from swimming, without exception, for two weeks following any episode of diarrhoea.

DIET

School lunches offer a balanced choice of foods, carefully sourced and with high nutritional content.

All cooking is done on the premises from fresh produce – except on Mondays when (due to the fresh meat delivery mid-morning) frozen food is used. Meat (including mince) is free range from naturally fed animals.

Each day there is a choice of hot foods or fresh salads – the School aims to encourage boys to eat hot food.

There is a choice of hot meals each day; over a four-week cycle there is always a variety of meat; fish is always offered once a week; there is a choice of vegetables and boys are encouraged to eat vegetables. Fridays is 'fun food' day for the boys (eg home-made pizza, 100% meat burgers).

There is a choice of hot or cold dessert. Dessert choice always includes fresh fruit and yoghurt.

Salt is not added or present on tables. Boys are provided with jugs of water to drink.

The School aims to operate nut-free catering but parents of boys with food allergies must inform the School in writing with full details, so that any risk can be assessed. To support boys with nut allergies, parents are asked never to send nuts or products containing nuts to school in lunch boxes or as snacks. The School aims to publish details of its weekly menus on the website (including information about food allergen content).

The School caters for pupils with a wide range of dietary requirements e.g. for religious or other reasons. Where parents have notified the School of a dietary requirement we will endeavour to make reasonable adjustments.

B Security

The pedestrian gate on the main site is locked from 9 am to 2.50 pm; during these hours the Receptionist operates the entry phone. Outside these hours the gate is open so that parents can drop off or collect boys and staff are on duty. The vehicular gate is automatic: each minibus has a remote. Mall Infants gate and front door remain locked unless teachers are in the playground; otherwise the Receptionist operates the entry phone. There is a cage to ensure that infants cannot leave the site. Any person on site who is not known to a member of staff should be politely challenged. All unaccompanied visitors must sign in and out with the Receptionist.

If a child were to go missing from School all available members of staff would search the premises and the parents and police would be notified by the Office.

Pupils on both sites are supervised at all times. Mall Infants opens at 8.25 am; the main site opens at 8.00 am (unless the Head of Games is taking early swimming when only boys supervised by him may be on site). Juniors may only be on the main site between 8.00 and 8.25 if accompanied by a parent or if attending the Before School Club. Staff supervision before school, at break and lunchtime is on a rota basis in the playground. As an alternative to the playground at break and lunchtime boys from Year 4 upwards may use the Library (under the Librarian or the Deputy Head's supervision).

End of School Day Procedures – these are explained to parents in the seniors and juniors booklets and via the Newsletter. If a parent does not collect a child at the appointed time the School will contact the parent and supervise the child until they can be collected. Any parent who fails to collect their child (or to arrange for him to be collected) on more than one occasion without good cause will be asked to see the Head of Juniors or Headmaster to discuss the reasons.

Reception and Year 1 boys are dismissed at Mall Infants at 3.00 pm – teachers direct them to their parents* in the playground. No boy leaves the site without a parent; any boy remaining for after-school care is walked at 3.10 to the main school by a member of staff.

Years 2-3 are dismissed by teachers at 3.30 pm, to the safe-keeping of their waiting parents*. (Any boy not collected by 3.40 pm joins after-school care which incurs an extra charge to parents.) At 3.30 boys who are booked into after-school care go directly to the Dining Hall and are collected by parents between 4.00 pm and 4.15pm.

No boy in the Juniors leaves School unaccompanied by an adult.

Years 4 – 6: School ends at 4.00 pm. Boys meet their parents* on-site. If no-one collects them they report to Reception and parents are contacted. We recommend that boys of this age do not leave School unaccompanied by an adult. Any parent who disagrees and wishes their son to leave unaccompanied, is asked to inform the School in writing.

Years 7- 8: School ends at 4.00 pm. Boys may leave unaccompanied but we recommend to parents that (depending on the nature and distance of the journey) boys do not leave alone – they should at least be with one other boy.

Bushy Park: Parents are asked to inform us in advance if they need to collect their sons from Games on a regular basis. Parents should ensure that a teacher ticks their son's name off the list when they are collecting him. Mall School staff will not allow boys to leave Bushy Park unaccompanied, nor will boys be left at Bushy Park unless with a named adult.

*Parents are asked to let us know in writing who is likely to collect their son if they personally are not regularly able to collect them, except where senior boys are leaving unaccompanied as described above.

Boys travelling to/from school by bicycle are strongly encouraged to wear a helmet.

The School cannot condone boys waiting in the street to be collected, for reasons of Health and Safety. Boys are told that they must wait inside the School gates until they see their parents arriving. Boys are also told that they must not cross the road except at the pedestrian crossing, and parents are asked to reinforce this elementary road safety policy with their sons.

The Mall School
June 2015
(Review June 2018)

Appendix 1 - Staff with First Aid Qualifications

Staff	First Aid Qualification	Date	Renewal
T Wood, R Gallop, S Lang, K Dennis, S Warrington, S Hayes,	STA Level 1 Award Pool Emergency Procedures	Jan 13	Jan 17
M Christoforidis	Early Years First Aid <i>(Higher Level)</i>	May 13	May 16
A Dabkowska	Early Years First Aid <i>(Higher Level)</i>	May 13	May 16
C Monteiro	Early Years First Aid <i>(Higher Level)</i>	Jun 13	Jun 16
K Dennis, F Gaillard, R Gallop, C Harris, S Hayes, F Higham, L Kane, S Lang, D Perks, J Richards, M Stock, J Ventham, T Wood	Emergency First Aid at Work <i>(Higher Level)</i>	Jan 14	Jan 17
C Britton, C Clifford, L Colclough, K Hall, K Courtney, S Effendowicz, S Giffen, A Grundy, M Lawrence, A Miller, R Newton, F Scott, J Starkie, J Tovey, A M Upton, S Warrington, D Wright	Emergency Response Course	Jan 14	Jan 17
S Horley/J Pulford	Paediatric First Aid <i>(Higher Level)</i>	Jul 14	Jul 17

Appendix 2 – Contents of first aid kits

Ania Dabkowska, Sarah Horley and Julie Pulford check and replenish first aid kits. Staff must inform them when an item from the first aid kit has been used.

Contents of First Aid Box – in School

HSE's leaflet giving general guidance on first aid	1
First aid manual book	1
Plasters Assorted Pk	1
Plasters Assorted Pk waterproof	1
Adhesive Dressings Assortment	box
Adhesive Wound Dressings	box
Low Adherent Absorbing Dressings	box
Absorbent Dressings	2
Elastic adhesive bandage	1
Ice Bags	box
Triangular Bandage	2
Disposable gloves	box
Safety Pins	bag
Small Dressing 12cm x12cm	3
Medium Dressing 18cm x18cm	2
Large Dressing 17cm x 28cm	3
Conforming Bandages 5cm x 4.5m	4
Eye Wash Phials 20ml exp 2015	5
Eye Pads	7
Eye wash bottles	5
Butterfly closures	6
Stretch fabric strapping tape	1
Finger Dressing	1
Finger bobs	few
Bandages assortment	1
Elasticated tubular bandage	1
Adhesive tape small & large	2 of each
Crepe bandage 5cm x 4.5m	1
Plastic dressing tape	few
Face Shield - Single	1
Heat Retaining Adult Blanket	1
Blue plasters assortment for kitchen	box
blue plaster tape for kitchen	1
Sterillium Gel 100ml bottle	2
Sterile Cleansing Wipes - Pk 4	box
Wet wipes Pk	1
Cleansing wipes	box
Flannels	6
Sick Bags	box
Paper sick bags	few
Tissues	box
Scissors (kept in first Aid cupboard on the wall-locked)	few
thermometer & probes	2
Tweezers	1

Contents of Portable First Aid Kit – Trips/Games

HSE's leaflet giving general guidance on first aid	1
Plasters Assorted Pk + 3 Butterfly Closures	1
Assortment of Adhesive Wound Dressings pk	1
Medium Dressing 18cm x 18cm	1
Large Dressing 17cm x 28cm	1
Small Dressing 12cm x 12cm	1
Elasticated tubular bandage	1
Triangular Bandage	1
Eye Pad	1
Eye Wash Phials 20ml exp 2015	5
Conforming Bandages 5cm x 4m	2
Sterile Disposable Cleansing Wipes	10
Ice Bags	3
Gloves	10
Safety Pins (pack of 5)	1
Tape 2cm x 5m	1
Finger bob	1
Tissues box	1
Face Shield -reusable	1
Sick bags	5
Wet wipes Pk	1
Disposable Carrier bags	4
Flannel	1
bottle of water	1
Scissors	1