

First Aid and Medications Policy

Aims of the policy

To provide prompt and effective first aid, in a supportive and nurturing environment, whilst caring for students and staff holistically.

To ensure all staff and students are aware of the procedures in the event of any illness, accident or injury.

This policy is written in conjunction with the Tanglin Nursing Team Standard Operating Procedures, which can be found in each Health Centre.

Nurses and First Aid Kits

There is a qualified nurse on duty Monday to Friday in each health centre from 7.30 until 14.30, and until 18.30 in the Junior Health Centre, who is available to deal with any accidents, emergencies or illness. There are a number of Tanglin staff who are First Aid trained.

First Aid boxes are located around the campus (see Appendix 1) accessible to staff if necessary. These are monitored and replenished by the nursing team.

Responsibility of Parents/Carers

Parents should:

- Inform the school of any changes in their child's medical history.
- Ensure their child is fit and well, with a temperature 37.7 or below, before coming to school.
- Complete a 'Permission to Give Medication Form' for all prescribed medication to be administered during the school day.
This is available in the Health @ Tanglin section of the TTSPortal.
- Not allow students to carry their own medication in school unless permission has been granted by the Health Centre or Head of Year.
- Conform to 'Management of Concussion Protocol' if a student has a history of a head injury and been diagnosed with Concussion. (TTSPortal/Health @ Tanglin/Health Protocols)

Students' Medical Information

Parents must complete a School Medical Form to include an independent Doctors Assessment before their child commences school. Failure to do this may result in a delayed start date for a student.

Prepared By	Approved By	Reviewed & Revised	Reviewed By	Next Review
Lead Nurse (SLG)	ESC – Mar 2015	May 2018	Lead Nurse and DOL	May 2020

Each year, parents are also required to complete an Annual Update Form, electronically via the TTS Portal, which includes permission to administer First Aid as well as over the counter medication.

The nursing staff will update the student medical record with any information given by parents.

The nursing staff are responsible for reviewing students' confidential medical records and providing essential medical information regarding allergies, recent accidents and illness on a 'need to know' basis to relevant member of Tanglin staff.

Students with Medical Conditions

Adrenaline autoinjectors (Epipens)

Students with anaphylactic allergies – An individual student's Epipen is kept in a named zip-lock bag in the relevant Health Centre. Each bag displays a photo of the student and contact details of parents. Inside the pack there will be a copy of the Student Care Plan along with the named medication. All Epipens are accessible and not locked away for ease of use.

Diabetic Students

A student with Diabetes has a named box with all the requirements for the student to take blood sugar (BS) readings, including ketone readings. This is to be provided by parents and kept in the relevant health centre. Insulin pens to be kept in the fridge at the appropriate temperature. Equipment for re-siting pump should be provided by parents.

A care plan and BS monitoring documentation to be developed with the parents and kept in the health centre for readings and plans to be recorded.

Other Medication

Medications such as individually prescribed inhalers and routine oral medication to be kept locked away in the relevant health centre.

Expiry dates to be documented and checked monthly. Students own medication expiry dates to be added to the Outlook Calendar and emails to be sent to parents a month before medication expires.

All medication dispensed will be documented.

Procedure for Supervising Adult in the event of an Accident

If there is an accident on site, the supervising adult should either call a Nurse (see numbers below) to the scene or take students to the appropriate health centre. The nurse will assess the situation and decide on the next course of action, which may require calling immediately for an ambulance.

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All accidents are taken seriously and are recorded separately. A staff member who witnesses an accident or the person supervising the area at the time of an accident must complete an accident form. A nurse will decide whether the Head of School's presence is required at a Health Centre or at the scene of an accident.

Procedure in the event of Illness

When a student is unwell whilst in school they should be sent accompanied by a student or member of staff, if appropriate, to the health centre to be assessed.

If it is felt that a student needs medical help in the classroom or similar contact the nurse directly and they will attend at the scene.

Direct Telephone Extension Numbers:

IHC: 67703**120**

JHC: 67703**141/67703166**

SHC: 67703**160/67703593**

If a student is unwell with a temperature 37.8 or above or any flu like symptoms or deemed by the qualified nurse to be unfit to be in school, parents are called promptly to collect their child. The student will be cared for in the relevant Health Centre until the parents arrive to collect. Teachers will be informed that the student has gone home, via the school management system.

If a student is deemed fit to be back in the classroom, the nurse will use their professional judgement and will inform the class teacher if the injury or illness is considered significant.

Tanglin Trust School, like all schools, is required to be in regular contact with the Ministry of Health in informing them of any student with a notifiable infectious disease. This is to enable us and the MOH to monitor outbreaks of illnesses and take appropriate infection control procedures to contain them. We fully adhere to any advice they give us regarding any contagious illness.

Calling an Ambulance

Nursing Staff will usually carry out an initial assessment and call ambulances, if required, unless the incident is out of the hours stated above. When an ambulance has been called, the nurse or supervising adult should:

1. Inform Security of the gate the ambulance is expected at, so they can ensure easy access.
2. Contact parents to inform them of the accident or illness requiring an ambulance. Advise them to meet at the hospital or if near, at school.
3. Remain on standby for ambulance and co-ordinate with security.
4. Travel with casualty and stay with student until parents arrive.

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First Aid in the Physical Education Department

When students travel offsite for PE they will be accompanied by a member of staff who is First Aid trained. There is a First Aid box present at the *TTS Training Ground*. Any student requiring first aid treatment must be sent to the relevant Health Centre on returning to school for assessment and any further treatment. This should be documented on the student’s Health Record.

A member of staff taking students off site will collect and sign out named Epipens from the relevant Health Centre to accompany the child to the off-site location.

For a diabetic student, the parent will be informed that an off-site PE lesson is planned, so they can ensure that appropriate arrangements have been made, such as an insulin vs food levels. Teaching staff will collect the student’s diabetic box.

Staff who go off site are to ensure they have the phone numbers of the Health Centres in their phones.

Should a child suffer trauma to the head through sport the Concussion Protocol will be followed (<http://portal.tts.edu.sg/school-services/health--tanglin/health-protocols>).

First Aid in the Outdoor Education Department

There will be First Aid trained staff on all curriculum school trips. Trips for year-groups up to and including Year 9 will have a qualified nurse accompanying them, unless agreed with the Head of School.

Students should not carry their own medication unless in exceptional circumstances where permission has been given by the Nurse or the First Aider on the trip, e.g. Epipen, sensitive medication.

Parents must complete a ‘Permission to Give Medication’ form for any prescription medication to be administered to their child whilst on a school trip. (Available in the Health and Wellbeing section of the TTSPortal

It is the parents’ responsibility to provide school with the required number of Epipens based on the trip risk assessment, where these are required.

Communicating with parents

Parents will be kept informed by the Trip Leader or Nurse, if their child is ill whilst on a trip and their symptoms have not improved.

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Parents are to be called initially with a plan of action if a student requires a doctor's assessment. Further means of contact with the parent can be discussed once the student is stable, i.e daily text or contact with the Duty Manager.

Appendix 1

First Aid Box Location

First Aid Box Location

INFANT SCHOOL		
NO.	LOCATION	RESPONSIBILITY
1.	On the back wall, between the Curran Hall and Small Hall	Infant Health Centre
2.	In the office of the Security Command Centre.	Infant Health Centre
3.	Infant library	Infant Health Centre
JUNIOR SCHOOL		
1.	In the Drama office-near the right side of main door (level 3)	Junior Health Centre
2.	Berrick Sports Hall to the left of the main doors	Junior Health Centre
3.	Berrick performance Hall foyer, far right hand corner above drinking fountains.	Junior Health Centre
4.	Junior library	Junior Health Centre
5.	Junior pantry	Junior Health Centre
SENIOR SCHOOL		
1.	Sixth Form Block Art Department Staff Room	Senior Health Centre
2.	Sixth Form Block English Floor	Senior Health Centre
3.	On the wall, facing the swimming pool.	Senior Health Centre
4.	West Wing level 4 – Exam Hall	Senior Health Centre
5.	West Wing new science department	Senior Health Centre
NIXON BUILDING		
1.	Floor 7 Corporate Offices Central Pantry	Infant Health Centre
2.	Floor 6 CEO Office In Cupboard behind COO PA Desk	Infant Health Centre
3.	Floor 5 Film Studies Office	Infant Health Centre
4.	Floor 5 Moot	Infant Health Centre
5.	Floor 4 Operations Office Pantry	Infant Health Centre
6.	Floor 3 Jubilee Hall store Cupboard	Infant Health Centre
7.	Floor 3 Chandran Hall	Infant Health Centre
8.	Design and Technology	Infant Health Centre

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