



First Aid Policy, Medical Procedures & Policy on Medicines

It is a mandatory requirement of working at English Study Camps that all staff members are fully conversant with this policy and any failure to observe this policy may result in disciplinary action. If you have any concerns regarding any health and safety issues on the premises, you have a legal obligation to report these concerns immediately to the **Centre Manager** or his/her deputy.

English Study Camps recognises the importance of First Aid in saving lives and preventing minor injuries from becoming major incidents. To this end, and in line with its responsibilities under health and safety legislation to provide adequate and appropriate equipment and facilities for providing first aid in the workplace, English Study Camps has developed the following First Aid Policy.

Before arrival

- The Centre Manager to check whether the student has medical notes. Copies of this information are held on the student database. In the case of allergies or other dietary requirements, the Excursions Manager must also be informed.
- Hosts must be informed via Wimbledon School of English Student Services of any student they are hosting who has any medical conditions and/or if they are expected to bring any prescription medicine.
- Parents or ETOs to be asked to provide clear instructions in English of:
 - When the medication is to be taken by the student,
 - What the dosage is,
 - How the medication is to be stored – some medicines require refrigeration,
 - Whether the medication has any side effects.

On arrival to Homestay (Sunday)

- Host to ask student (sensitively) of any medical condition not notified by the parents.
- Host to ask if the student has brought any prescription or non-prescription medicine.
- Host to inform Accommodation Manager as soon as possible of any medication that student has brought that they have not been informed of. Accommodation Manager to pass this information on to the Centre Manager.

On arrival at the School (Monday)

- Record *any* medical information on the student's check-in form, report to the Centre Manager and also record it in the medical notes on the student's record on Elsie.
- It may be necessary to complete an Individual Healthcare Plan for the student. This should be approved by the CM.
- Check whether the student has brought medication. All prescribed medication sent with the student must be clearly labelled in English. This must include dose, frequency, any storage instructions, and possible side effects.
- Prescribed medications must stay in their original container.
- They must only be issued to the student for whom they have been prescribed,
- The original dispensing label must not be altered.
- Medicines should be bagged, labelled, and stored securely in the Centre Management Office while the student is in school unless alternative storage instructions are received, and with the homestay host, while the student is there.
- Whenever medication is administered, it must be recorded on that student's Medication Form.
- Non-prescription medications should not be sent with a child but, if they are, the student will be asked to hand them in to the host on arrival and to declare these on the Monday

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during new student check-in to allow necessary documentation to be completed. We also ask that the English translation, dose, and reason for medication be included.

What to do in case of illness

Children with a recognised condition ought to have had it noted on their personal profile either on their application form or as part of the admissions process.

Medical Issues

The Centre Manager or a member of the WSE main school staff is available for advice and to take children to the surgery or to hospital. There are also numerous **First Aiders** on site at the main school. The list of First Aiders and where to find them is posted on the door to the Centre Management Office and other areas where staff/students meet.

The Centre Manager or Welfare & Student Services Manager should be contacted immediately for any of the following:

- Student remains unwell after 24 hours with minimal improvement,
- Headache plus neck stiffness and/or sensitivity to light,
- Temperature of 38°C and feels unwell,
- Temperature of 39°C or above,
- Student develops a skin rash,
- Swellings in neck, cheeks, armpits, or groin,
- Students arrive from countries where an outbreak of an infectious disease has been declared. Symptoms e.g. cough/injury/sickness recurs or persists without improvement

All members of staff must be aware of potential drug reactions/allergies. These fall into 3 categories, and in all cases medical advice must be sought or appropriate life-preserving steps commenced:

- mild allergy (localised hives and itching),
- moderately severe allergy (all-over hives and itching),
- severe allergy (shortness of breath, throat tightness, faintness, severe hives, involvement of many organ systems).

Accidents

The Health & Safety Officers are **Sandro Saviolo (overall in charge), Julian Oakley, Martin Cowdrey**.

The Health & Safety Officer is responsible for statutory notification and accident investigation.

Major injuries and fatalities at work must be reported to the HSE Incident Contact Centre: 0845 300 9923. Other injuries, diseases, and dangerous incidents should be reported online at www.hse.gov.uk.

Parents/guardians will be informed of any serious accident or significant incident involving their child. In the case of a minor accident, a phone call will be made to the student's parents/guardian when considered appropriate. If the child is part of a group, the Group Leader(s) are expected to help.

All accidents are recorded on an Accident Form by a member of staff. Accident Forms are located in the Centre Management office. All completed Accident Forms are handed to the Centre Manager or Welfare & Student Services Manager who sign them off and store them securely,

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provided no further immediate action is necessary. When students are part of a group, the Group Leader also signs the form to show they have been informed.

Staff in charge of students are expected to prioritise, at all times but particularly in emergencies, the welfare of the students at the school in the same way that parents might be expected to act towards their children.

If an injury occurs away from the school, in the first instance, first aid help should be sought from a qualified member of staff. First aid will be administered as appropriate and a decision made as to whether or not emergency assistance is required. If an ambulance is called, a responsible member of staff will accompany the student/s to hospital. The Centre Management Team must be informed of the accident as soon as it is safe to do so.

The nearest Accident and Emergency Departments to Wimbledon School of English are at:

St Georges Hospital
Blackshaw Road
Tooting SW17 0QT

Kingston Hospital
Galsworthy Road
Kingston upon Thames KT2 7QB

Eye Casualty (open 08.30 –16.00)
Kingston Hospital (as above)

Other Useful Details:

Minor Injuries Unit (open 8.00-20.00)
Queen Mary's Hospital
Roehampton Lane SW15 5PN

NHS Walk-in Centre (open Monday to Friday 8:00-20.00)
Parsons Green
5-7 Parsons Green
Fulham
SW6 4UL
Telephone: 020 8102 4300

NHS Direct (24 hour telephone advice service)
Tel: 0845 464 7123

Any member of staff can contact the NHS 111 service by dialling 111. All advice should be reported to the CMT and recorded appropriately on an Accident Form.

Students will be transferred to hospital by the most appropriate means if:

- A head injury has been sustained and the student has been unconscious,
- Student has swallowed poisons, household chemicals, or excess pills,
- A broken bone is suspected,
- Any other circumstance deemed serious enough to affect their immediate or long-term health.

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Where it is necessary to accompany a child to hospital, all relevant medical and contact information (including their passport and insurance) is first collected from the Centre Management Office. This can only be done with the knowledge of the Centre Manager or his/her deputy.

Upon return, information or medicines prescribed by the doctors are:

- Recorded in the House Log and Medical notes,
- Reported to the House Parent and Centre Manager or Welfare & Student Services Manager.

ANYONE WITH A SUSPECTED NECK OR SPINAL INJURY, OR A SUSPECTED FRACTURE OF THE LEG, SHOULD NEVER BE MOVED UNLESS THE CASUALTY IS IN SERIOUS DANGER BY BEING LEFT WHERE THEY ARE.

Qualified First Aiders on Site

The names and photos of ESC Wimbledon First Aiders are provided on posters throughout the ESC Wimbledon site and in the Centre Management Office at Wimbledon School of English.

First Aiders will act in accordance with the Health and Safety at Work Act 1974 and First Aid Regulations 1981. They should always be the first person(s) contacted in the case of any medical problem.

Location of First Aid Equipment

First Aid equipment can be found in the places below:

- The Centre Management Office at Wimbledon School of English
- In Reception at Wimbledon School of English
- In the Office at the Host School.
- With Excursion & Activity Leaders leading activities
- On every coach during excursion

First Aid Boxes & Bags

These should contain the following:

- A leaflet giving general advice on first aid,
- Six individually wrapped sterile adhesive dressings,
- Two triangular bandages,
- Savlon spray,
- Gauze swabs,
- Disposable gloves,
- Eye wash pods,
- Eye pads,
- Plasters,
- A resuscitator (for hygienic mouth to mouth resuscitation) would be useful,

First aid kits are checked before the start of the summer by a qualified first aider at the main school to ensure stock levels are sufficient and in date, and weekly by the Centre Manager or a nominated deputy who is a qualified first aider, after the start of the summer. The use of any first aid equipment should be recorded in the First Aid log.

Storage of Medicines

- Medicines must be stored in a locked cupboard,
- The name of the student must be recorded and stored with the medication,

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- They must be kept at room temperature unless specified,
- They must not be exposed to heat or dampness,
- Other instructions, such as storage in a refrigerator, must be recorded on Medication Forms and stored with the medication,
- They must be kept in original packaging.

Staff Training

According to the law (The Medicines Act 1968) medicines can be given by a third party, e.g. a suitably trained care worker or teacher, to the person that they were intended for when this is strictly in accordance with the directions that the prescriber has given.

Training will be given to responsible members of staff in the administration of:

- Tablets, capsules, oral mixtures,
- Applying a medicated cream/ointment,
- Inserting drops to ear, nose, or eye,
- Administering inhaled medication.

Additional training will be given when required to administer:

- Injectable drugs such as insulin,
- Rectal administration, e.g. suppositories, diazepam (for epileptic seizure)

Illnesses and Diseases

Some infectious diseases are notifiable. The student's parents/guardians have a responsibility to provide adequate information to the school of any precautionary measures to be implemented.

Diseases notifiable (to Local Authority Proper Officers) under the Health Protection (Notification) Regulations 2010:

- Acute encephalitis
- Acute infectious hepatitis
- Acute meningitis
- Acute poliomyelitis
- Anthrax
- Botulism
- Brucellosis
- Cholera
- Diphtheria
- Enteric fever (typhoid or paratyphoid fever)
- Food poisoning
- Haemolytic uraemic syndrome (HUS)
- Infectious bloody diarrhea
- Invasive group A streptococcal disease
- Legionnaires' Disease
- Leprosy
- Malaria
- Measles
- Meningococcal septicaemia
- Mumps
- Plague
- Rabies
- Rubella
- Scarlet fever
- Severe acute respiratory syndrome (SARS)
- Smallpox

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- Tetanus
- Tuberculosis
- Typhus
- Viral haemorrhagic fever (VHF)
- Whooping cough
- Yellow fever

As of April 2010, it is no longer a requirement to notify the following diseases: *Dysentery*, *Leptospirosis*, *Ophthalmia neonatorum*, *Relapsing fever* and *Viral hepatitis*. These and other diseases that may present significant risk to human health may be reported under Other significant disease category.

Testing

For contagious diseases such as Covid-19, specific testing may be required before the student arrives on site, upon arrival, while at the centre, and/or before the student departs. All testing will be performed in accordance with current advice from the UK government and parents/guardians/agents will be informed of such requirements as early as possible. Should extra expenses be incurred from testing, these costs are payable by parents/guardians and should be made before the student departs the centre.

Reportable Incidents

Under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR) some accidents that occur in schools or during educational activities elsewhere, must be reported to the Health and Safety Executive (HSE), the body responsible for enforcing health and safety law. All such accidents or incidents must be recorded on the appropriate (Accident or Incident) form, which can be found in the Centre Management Office.

If employees or self-employed persons working on premises suffer injury, accidents must be reported to the HSE if they: prevent the injured person from continuing at his/her normal work for more than three consecutive days, (excluding the day of the accident), or result in death or major injury. Major injuries include:

- fractures, except to fingers, thumbs, or toes,
- amputation,
- dislocation of the shoulder, hip, knee, or spine,
- temporary or permanent loss of sight,
- a penetrating injury/chemical/hot metal burn to the eye,
- electric shock or electrical burn resulting in unconsciousness or requiring resuscitation or admittance to hospital for more than 24 hours,
- loss of consciousness caused by asphyxia, or exposure to harmful substances or biological agents,
- acute illness requiring medical treatment caused by exposure to a biological agent or its toxins or infected material,
- any other injury which results in admittance to hospital for more than 24 hours, hypothermia, heat induced illness, unconsciousness or the need for resuscitation.

Accidents to employees are work-related if they are attributable to:

- work organisation (e.g. the supervision of a school trip),
- the condition of the premises,
- plant or substances (e.g. machinery, experiments, etc),
- acts of physical violence to employees (not students).

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As far as students and other people who are not at work (e.g. parents, agents) are concerned, an accident must be reported to HSE if the person involved is killed or taken to hospital and the accident arises in connection with work. All accidents and incidents, no matter how minor, must be recorded on the applicable form.

Jane Dancaster, CEO, is ultimately responsible for reporting accidents to the HSE.

Fatal Injuries

If any person dies while working or studying at an English Study Camps centre, the Centre Manager must inform the Director of Young Learners / Principal / Managing Director and call '999'. The accident scene must not be disturbed and should be cordoned off. Fatal accidents, major injuries and dangerous occurrences must be reported without delay (e.g. by telephone). Within the next 10 days this should be followed up by a report in writing. Records will be kept for three years on form F2508.

Reporting an Incident

All incidents / accidents can be reported to a national call centre rather than direct to the enforcing authority. This can be done in a number of ways:

- By post: The Incident Contact Centre, Caerphilly Business Park, Caerphilly CF83 3GG
- By telephone: 0845 300 9923
- By fax: 0845 300 9924
- By email: riddor@natbrit.com
- On the internet via the HSE website <https://www.hse.gov.uk/riddor/>.