

Mental Health First Aid – the help you give to someone developing a mental health problem, experiencing a worsening mental health problem, or in mental health crisis.

Mental Health First Aider - Someone who has undertaken training appropriate to the circumstances and who holds a valid certificate of competence to deliver mental health first aid.

Notifiable disease: a disease which is notifiable to the local authority proper offices, under the UK health security agency (UKHSA).

Over the counter medication – medication that can be purchased without a prescription that we provide at school are: paracetamol, Calpol, ibuprofen, cetirizine, and rennies.

Owls – Primary School (including EYFS) after school care for pupils aged 3-11, operational from 15:30-18:00.

Primary School Treatment Room – treatment and rest room in Primary School, used to look after nursery to year 6 pupils, who are unwell or injured, or in need of a quiet space, also where Primary School pupil's medications are stored.

Personal protective equipment (PPE) – equipment used to prevent or minimise exposure to hazards (for example bodily fluids).

School – The Grammar School at Leeds.

School nurse – a qualified nurse, registered with the Nursing and Midwifery Council (NMC) in the United Kingdom.

SIMs – School information management system. Electronic database and source of information which holds pupil and colleague individual personal health, timetable and attendance records.

Standard Operating Procedures (SOPs) – Evidence based, peer reviewed guidance on the management of minor injuries, common ailments, medical conditions, emergency situations and pastoral interventions within school.

Student Support Services (SSS) – a treatment room, counselling rooms and bedrooms in Secondary School, reserved to look after Secondary School pupils who are unwell, injured, or in need of a quiet space to talk or take time out. Non-emergency medication belonging to individual pupils, and over the counter medications and controlled medications are stored in SSS.

Portable first aid bags – a first aid bag carried around by a member of the team, for example during sport lessons or during Primary School play time.

A list of school colleagues with first aid, mental health first aid, ASIST and national rescue award qualifications is held on GSAL world, as well as being in primary school administration office and main school reception.

A school nurse is on duty at school Monday to Friday from 08:00 – 18:00, and on Saturdays during term time, when sporting fixtures held at school. A First Response Emergency Care (FREC) service is commissioned for pitch side first aid provision, during Saturday fixtures for contact sport. School nurses provide the first aid provision for non-contact winter sporting fixtures.

A member of the team with paediatric first aid (PFA) training is always on site 08:00 – 18:00, and at least one paediatric first aider accompanies EYFS pupils when they are off site. All colleagues working in EYFS who obtained a level 3 qualification on or after 30 June 2016, must hold either a full PFA or emergency PFA certificate within 3 month of starting work to be included in colleague to child ratios.

All teaching colleagues within the sports faculty, are qualified to deliver first aid.

The parent/guardian will be asked to complete a health care plan.

bereavement or pupil pregnancy, together with the management of mental ill health situations, is found on GSAL world under 'pastoral support', (appendix 1).

Pupils have access to speak to teaching colleagues, pastoral team, and school nurses about any concerns or situations. The overriding consideration for the school must always be the best interests of the child. Where a pupil discloses information which may implicate their safety, the school's Designated Safeguarding Lead/ Deputy will be informed. A child under 16 may be mature enough to understand what is involved in their proposed management after making a disclosure (that is, the child is Gillick competent). If so, they are also likely to be able to make a decision about the extent to which information relating to that treatment can be provided to others, who may include their parents.

Ordinarily, the individual's wishes will be respected if they do not want their parents to know. However, every reasonable effort will be made to persuade the pupil to involve their parents or guardians. These procedures must always take into account the school's responsibility to safeguard the pupil and promote their welfare.

If information is disclosed to a Gillick-competent child's parents or guardians against their wishes, the child should be told before disclosing the information. This applies in all but very rare cases. Any decision to disclose must be in the child's best interests and you must be prepared to justify your decision.

The procedure for calling an ambulance, is located on GSAL world under 'processes' (appendix 1). In an emergency during school hours, a school nurse/ first aider will be called to assess the situation. However, this should not delay the process of calling an ambulance if one is clearly required. In the absence of a nurse the first aider a member of

The record of the first aid intervention will include:

- Pupil's/colleagues/visitor's name.
- Date and time of the incident.
- Injury or illness, first aid or mental health first aid action or treatment administered.
- Medication given if relevant.
- Advice or signposting to further assistance is required.
- Whether contact was made with parents/guardian to inform them of the event.

Every event involving a member of the GSAL school team is an "accident" and must be reported on the Accident Reporting System via [Accident reporting](#) (as HSE have specific requirements in relation to injuries incurred at a place of work).

Every event involving a student must be recorded on CPOMS and any incidents on the HSE (M) 0 0 18(m)4(t)-6(hem)4(o)3(f)1m

For every school trip, the trips and visits co-ordinator then issues the names of attending pupils to the pastoral senior leadership team, and school nurses. The school nurses review the pupils, and identify using SIMs, those pupils on medications or who have health care plans and may need help or reasonable adjustments to be made for them on the trip and then communicates with the trip lead to ensure that they have any information and medication connected to the pupils.

First aid provision is identified as part of the trip planning process. A first aid bag and medication bag are taken on all trips, these are stocked by the school nurses. The process for the administration of medication on school trips is located on GSAL world under 'processes' (appendix 1).

During trips, the trip lead is required to report any accidents or incidents which may occur. Leaders of residential trips are expected to complete a written report within two weeks of return if there has been any accident during the trip. The accident form must be completed as soon as possible by the colleague who witnessed the incident.

In relation to pupils being excluded from school where they have infectious conditions, the school will follow the advice from the Health Security Agency (2023). Please see the 'Exclusion Guideline' on GSAL world under 'guidance' (appendix 1.)

Where there is concern about a pupil with a notifiable disease, advice will be sought from the local Health Protection Team. A list of notifiable diseases and the contact details for the Leeds local health protection team, are on GSAL world, under 'guidance' entitled 'notifiable diseases' (appendix 1).

The spillage of bodily fluids will be attended to by the school's cleaning team, who have been trained to manage spillages and disinfect areas. The cleaning team can be accessed through channel 1 on the school radio.

Yellow clinical waste - GGB

Allergy UK (2022) Your quick guide to auto-adrenaline injectors.

Framework for the inspection of association independent schools, including residential (boarding) schools and registered early years settings. Published April (2023).

NICE (2016) Controlled drugs safe use and management. NICE guideline NG46.

Guidance First aid in schools, early years and further education. Department of Education. Updated February (2022)

Gender questioning
Panic attack / anxiety
Return to school after an injury or illness