

Oak Academy First Aid and Medical Policy

This policy outlines Oak Academy's responsibility to provide adequate and appropriate medical care and first-aid to pupils, staff, parents and visitors and the procedures in place to meet that responsibility. This policy applies to all students in the Academy.

Aims

- Ensure that pupils with medical conditions are well supported in school and have full access to education, including school trips and physical education.
- Ensure that there is clarity around the holding and administering of medication at school
- Ensure that information about a child's needs is shared appropriately by health professionals, school staff, parents and pupils
- To identify the first-aid needs in line with the Management of Health and Safety at Work Regulations 1992 and 1999.
- To ensure that first aid provision is available at all times while pupils and staff are on academy premises, and also off the academy premises whilst on academy visits.
- To develop staff knowledge and training in all areas necessary for our pupils

We aim to ensure that our policy is in line with the DFE Guidance on:

- Supporting pupils at school with medical conditions
- First Aid for Schools

Objectives

- To appoint the appropriate number of suitably trained people as Appointed Persons and First Aiders to meet the needs of the Academy.
- To provide relevant training and ensure monitoring of the training needs.
- To provide sufficient and appropriate resources and facilities.
- To make the Academy's medical and first-aid arrangements available for staff and parents on request.
- To keep accident records and to report to the HSE as required under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995.
- All relevant staff will be made aware of students' medical conditions where appropriate.
- Risk assessments for school visits, holidays and other school activities outside of the normal timetable will be completed prior to the event.
- Monitor individual care plans.
- Parents/Carers are requested to inform the Academy should any aspects of the students' individual care plan change. Whilst the Academy wishes to support your child effectively, there may be occasions the Academy are unable to, consultations with Parents/Carers and/or any relevant agencies will be available where appropriate.

Provision

The Academy is a low-risk environment, but will consider the needs of all staff and students at all times, within different places in the Academy and during different activities in deciding on the appropriate provision. In particular they should consider:

- Off-site trips
- On-site Physical Education
- Off-site Physical Education
- School trips
- Design and Technology and Art rooms
- Out-of-hours provision, for example clubs/events

Arrangements will be made to ensure that the required level of cover of both first aiders and appointed persons is available at all times when people are on academy premises.

First aiders

The recommended number of certified first-aiders is one per 100 students/staff. There are first-aiders based in the Safeguarding Office, within the Physical Education department and in various areas across the academy as needed.

Qualifications and Training

First aiders hold a valid certificate of competence, issued by an organisation approved by the Health and Safety at Work Executive (HSE). These are either 3 day 'First aid at work' qualifications, or 1 day Emergency First Aid qualifications.

First Aid Materials, Equipment and Facilities

The Principal/lead first aider must ensure that the appropriate number of first-aid containers according to the risk assessment of the site is available. All first aid containers must be marked with a white cross on a green background and are generally kept near to hand-washing facilities. If a first aid box is running low on stock the first aiders who use this box will inform the lead first aider as soon as possible so it can be re-stocked. Responsibility for checking and re-stocking the first-aid containers is that of the Lead First-aiders.

The school mini-buses must carry a first-aid container and these first aid containers must accompany teachers off-site with students. Spare stock is kept in the Medical room.

First aid containers are found at the following locations:

- Science prep room
- Safeguarding Office

- Technology prep room (Base)
- First Aid Room/SEND
- Data Office
- P.E Office

Identification and Treatment of pupils with particular medical conditions

Students with long-term medical needs

Students with medical needs entering the Academy from local primary schools will usually be identified through discussions with the Year 6 teacher / SENCO through the Academy Transition process. Such information will be checked with the parent by the Inclusion team / lead first aider, to ensure appropriate records are kept and appropriate provision can be made.

Parents are requested to approach the Academy with any information that they feel the Academy will need to care for individual students. The parent will be required to complete a Medical Information form to identify any medical needs. This may require endorsement from the student's General Practitioner. Where appropriate a written individual care plan will be devised, involving parents and relevant healthcare professionals.

Parents are responsible for informing the Academy of medical issues that arise during the student's time in the Academy. The Academy would like to have any relevant healthcare information if possible, before the start of any term or at the earliest time possible; this will ensure a smooth transition into the Academy.

The Academy requires the following healthcare information:

- The medical condition, its triggers, signs, symptoms and treatments
- Including medication (dose, side-effects and storage) and other treatments, time, facilities, equipment, testing, access to food and drink where this is used to manage their condition, dietary requirements and environmental issues e.g. crowded corridors, travel time between lessons.
- Specific support for the pupil's educational, social and emotional needs – for example, how absences will be managed, requirements for extra time to complete exams, use of rest periods or additional support in catching up with lessons or social and emotional support sessions.
- The level of support needed, (some children will be able to take responsibility for their own health needs), including in emergencies. If a child is self-managing their medication, this should be clearly stated with appropriate arrangements for monitoring.
- Written permission from Parents for medication to be administered by a member of staff, or self-administered by the pupil during school hours. In the

case of Paracetamol or Ibuprofen the Academy does have a supply of these and will administer them to students when needed and permission will always be sought over the phone unless written permission has already been given.

- What to do in an emergency, including whom to contact, and contingency arrangements.

Medicines in the Academy

The students Tutor, the Lead First Aider, Inclusion Team and Head of Year should be informed of any medication brought into the Academy at any time. At this point Parents are asked to complete a Parental agreement form for administered medication (see appendix 1). These are kept in a file in the medical room.

Information regarding any prescribed medication should be made available to the student's Tutor and the Lead First Aider, a copy of the Parental agreement form for administered medication (see appendix 3) will be made available to the staff, if applicable.

In the event of any special form of administration of medication being required, the parent must contact the Academy so that arrangements can be made for this to occur.

No students under the age of 16 will be given medicine without their parent's written consent, a copy of the Parental agreement form for administered medication (see appendix 1) will be made available to the staff, if applicable.

When administering medicines staff should check the student's name, prescribed dose, expiry date and any further instructions. If in doubt, staff will not administer the medicines. If staff have any concerns they will raise them with the Principal or Lead First Aider or Head of Year who in turn will bring them to the attention of the parent and/or health professional attached to the school.

If a student refuses their medicine staff will not force them, but will inform parents immediately, and note this in the records. Parents may be requested to attend the Academy to give the medicine. If refusal to take the medicine results in an emergency the Academy will put emergency procedures into practice.

The trained First Aider will liaise regularly (every half term) with the Lead First Aider who will in turn liaise with the Vice Principal and/ or the SENCO to discuss any short/long term medical needs of children, and to assess any training needs which may be required. The Lead First Aider will cascade this information to appropriate staff.

Storage of medicines

Any regular medicines are named and kept in a locked first-aid cabinet in the medical room, with the exception of antibiotics which are stored in the fridge in the medical room. Medicines dispensed are kept in a separate log. For students with asthma, inhalers/spare inhalers are kept in the medical room, with easy access in the case of an emergency.

In severe cases of asthma, spare inhalers should be kept in the first-aid cabinet and on the students' person.

Inhalers will be sent home to be cleaned (responsibility of the parent) when appropriate.

Maintaining Medical / Accident records

Accident records

Statutory accident records: The principal or designated lead must ensure that readily accessible accident records, written or electronic, are kept **for a minimum of three years**. The Principle/designated person must ensure that a record is kept of any first aid treatment given by first-aiders or appointed persons. This should include:

- The date, time and place of accident / incident.
- The name, year and school of the injured or ill person.
- Details of their injury/illness and what first aid was given.
- What happened to the person immediately afterwards.
- Name and signature of the first aider or person dealing with the incident.

The Principal/designated person must have in place procedures for ensuring that parents are informed of significant incidents.

Monitoring

Accident records can be used to help the Principle/designated person and SENCO identify trends and areas for improvement. They also could help to identify training or other needs and may be useful for insurance or investigative purposes.

The Principle/designated person should establish a regular review and analysis of accident records.

Medical records

Any sick students will be seen in the first instance by a First-aider in the first aid room for assessment. If they feel it is necessary to send a student home they then get it agreed with the students Head of Year and then the parent or primary carer will be contacted and the student collected by a responsible person. **In ALL instances, an incident form will be filled in and put into the student's file (see appendix 1).**

It is the Academy policy that when a student has either been physically sick or had Diarrhoea he or she must be kept at home for 48 hours from the last incident.

Written / verbal permission will be obtained for each and every medicine to be given to our students. Parents/carers will be informed of every incident/accident and of any first aid applied, either via a phone call or a slip (Medical Treatment Slip, appendix 2) given to the student to take home.

Accommodation

The Medical room is used for medical purpose and at times intimate care, where there is a bed and a sink.

Illness in the Academy

If a student becomes ill in a lesson and the teacher feels that medical treatment is required, the student will be collected by an available first aider and taken to the first aid room where an assessment/treatment is carried out.

The Academy has a strict policy that no medication will be given orally or externally unless permission has been given by the parent. Parents will be contacted depending upon the nature of the medical problem.

If the teacher feels that the student is too ill or injured to be moved, then a designated First Aid member of staff should be called via an email to the Academy information team who will contact a First Aider who will have a Radio. First Aid should be administered, as appropriate. If it is thought that follow-up treatment is required, the parent will be contacted or a letter sent home with the student. In all instances of general first aid a student takes home a first aid slip (see appendix 2) outlining the first aid that has taken place so that parents/carers are informed and aware.

In more serious cases, where hospital attention is deemed necessary, the Academy will contact parents, who will be expected to take their child to hospital.

In an emergency, an ambulance must be called and the parent contacted by the Academy. In the absence of a parent, a member of staff must accompany the student to the hospital and remain there until the parent arrives.

If a parent cannot be contacted, the Academy will act in loco parentis and give permission for any emergency treatment.

Hygiene/Infection Control

Basic hygiene procedures must be followed by staff. Single-use disposable gloves must be worn when treatment involves blood or other body fluids. Care should be taken when disposing of dressings or equipment. ALL items with body fluids on them

for example gloves, aprons, wipes, tissues, etc. are to be disposed of in the large yellow bin in the medical room. Never put them in a waste paper basket.

In relation to hygiene procedures for spillage of body fluids, every first-aid box has a bio-hazard pack for the disposal of body fluids.

Coronavirus (Covid-19) guidance and procedure including use of Personal Protective Equipment (PPE)

The academy has put in place specific guidance for teachers, students and parents with regards to how we as an Academy will keep their children safe. We have also provided guidance to all our first aiders on how to manage Covid-19 in school such as using PPE and how to deal with any suspected cases. As this is a continually changing situation we refer to the Covid-19 documents on our Academy website and the Medical Procedure during Covid-19 attached in appendix 6.

Coronavirus (Covid-19) Risk Assessment

Appropriate risk assessments have been completed for the school staff, students, classrooms and for specific more vulnerable students. These have been shared with everyone who needs to be aware of them and will be changed and updated as the Government advises based on the current Covid-19 situation.

Risk Assessment

A risk assessment (see appendix 4) is completed when a student arrives in school with a broken limb that is in plaster/sling, or the student is using crutches. Strategies are put in place for example, students using crutches where necessary, no physical activity for example dance/ Physical Education should be undertaken. Staff are made aware of these planned controls and the action plan. A Personal Emergency Evacuation Plan (PEEP) is also completed for students who are on crutches (please see enclosed in appendix 5). The PEEP along with student timetable is then placed in the fire documents boxes that are in each building.

Off-premises visits

The Academy believes that all students are entitled to participate fully in activities associated with the Academy and will attempt at all times to accommodate students with medical needs. However, consideration must be given to the level of responsibility that staff can be expected to accept, a risk assessment will be completed prior to any event.

Policy on specific medical issues

The Academy welcomes all students and encourages them to participate fully in all activities.

The Academy will advise staff on the practical aspects of management of:

- i Asthma attacks

- ii Diabetes
- iii Epilepsy
- iv Cystic Fibrosis
- v An Anaphylactic Reaction
- vi Any additional Healthcare information will be shared if the Academy feel appropriate.

The Academy will keep a record of students who may require such treatment.

The Academy expects all parents whose children may require such treatment to ensure that appropriate medication has been logged with the Academy together with clear guidance on the usage of the medication, failure to follow procedures or have the correct signed forms may result in the child being unable to receive the required medication.

Reporting Accidents

Statutory requirements: under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR), some extreme accidents must be reported to the Health and Safety Executive (HSE). The Health and safety officer must keep a record of any reportable injury, disease or dangerous occurrence. This must include: the date and method of reporting; the date, time and place of the event; personal details of those involved and a brief description of the nature of the event or disease. This record can be combined with other accident records. If deemed necessary by the first-aider, parents will be informed of an accident either by telephone or via an incident slip (see appendix 2) sent home with the Student.

The following accidents must be reported to the HSE:-

Involving employees or self-employed people working on the premises:-

- Accidents resulting in death or major injury (including as a result of physical violence).
- Accidents which prevent the injured person from doing their normal work for more than three days.

For definitions, see HSE guidance on RIDDOR 1995, and information on Reporting School

Accidents Involving pupils and visitors:

- Accidents resulting in the person being killed, or being taken from the site of the accident to hospital **and** the accident arises out of or in connection with work. i.e. if it relates to
- Any academy activity, both on or off the premises
- The way the academy activity has been organised and managed
- Equipment, machinery or substances
- The design or condition of the premises

HSE must be notified of fatal and major injuries and dangerous occurrences without delay by telephone and be followed up in writing within 10 days on HSE form 2508.

The Principal is responsible for ensuring this happens. The Principal or designated person must complete the RIDDOR Form attached to this policy and email/fax it. It can also be completed on-line. The e-mail address is riddor@natbrit.com. To report an incident over the telephone, call 0845 300 99 23 (Monday to Friday 8.30am to 5.00pm).

Reporting Accidents to RIDDOR with regards to Coronavirus (Covid-19)

What to report

You should only make a report under RIDDOR when one of the following circumstances applies:

- an accident or incident at work has, or could have, led to the release or escape of coronavirus (SARS-CoV-2). This must be reported as a dangerous occurrence
- a person at work (a worker) has been diagnosed as having COVID-19 attributed to an occupational exposure to coronavirus. This must be reported as a case of disease
- a worker dies as a result of occupational exposure to coronavirus. This must be reported as a work-related death due to exposure to a biological agent

Please note the RIDDOR guidance may change based on the current Covid-19 situation. For further details or to check the up to date information please see the RIDDOR website: <https://www.hse.gov.uk/news/riddor-reporting-coronavirus.htm>

Re-assessment of first aid provision

As part of the School's monitoring and evaluation procedures:

- The Academy shall review the first-aid needs following any changes to staff, building/site, activities, off-site facilities, etc.
- The lead first-aider monitors the number of trained first aiders, alerts them to the need for refresher courses and organizes their training sessions.
- The lead first-aider checks the contents of the first-aid boxes monthly and re-stocks as appropriate for that department.

Policy Review

This policy will be reviewed annually by the Academy Leadership team as part of the Academy annual review process.

This policy will be reviewed and submitted to the Academy Ambitions Trust (AAT) Priority Support Group (Governing Body) for review every 2 years. This will allow the Priority Support Group to assess its implementation and effectiveness.

This policy will be actively promoted and implemented throughout the Academy.

Appendix 1 – Parental agreement form for administered medication

Parent/Carer Agreement for Oak Academy to Administer Medicine

The Academy will not give your child medicine unless the below form is completed and signed.

Name	
Date	
Year Group	
Name and Strength of Medication	
Expiry Date	
Dose/Quantity to be given	
Quantity to be given	

Note: Medicines must be in the original container as dispensed by the pharmacy

Daytime Contact Number	
Name/Number for GP	
Agreed Review Date	

The above information is, to the best of my knowledge, accurate at the time of writing and I give consent to Oak Academy staff administering medicine in accordance with their policy. I will inform Oak Academy immediately, in writing, if there is any change in dosage or frequency of the medication or if the medication is stopped.

Parent/Carer signature _____

Print name _____

Date _____

Appendix 2 – Medical Slip

Dear Parent/Carer,

FIRST AID

This is to inform you that (*name*) attended first aid today
for

.....

Treatment given:

Time:

*If your son / daughter has suffered **a head injury** and has been sent home, please be aware that if they **feel sick, dizzy or have blurred vision** they should be seen by their family practitioner.*

Signed

First Aider

Appendix 3 – Risk Assessment Form

Risk Assessment Form

Risk Assessment for:

Year Group:

Date:

Reason for Assessment:

Those at Risk Who might be harmed and how?	Risk Factor Low, Medium or High	Existing Controls What is being done already?	Planned Controls What further action is necessary?	Action Plan How will the assessment be put into action?

In Case of Fire Alarm Activating:

If you are upstairs: make your way to Balcony Fire Exit or Refuge Point and wait.

If you are downstairs: make your way to the nearest Fire Exit as per usual evacuation.

Staff:

.....

Signature:.....

Please make sure that a copy of the student's timetable is
printed and placed in the fire docs boxes

Appendix 4 – Personal Emergency Evacuation Plan (PEEP)

Children's Services



Dorset County Council

Personal Emergency Evacuation Plan (PEEP) - For schools and other educational settings

This form should be completed for anyone who requires assistance with any aspect of emergency evacuation.

Schools and settings should ensure they are familiar with the guidance '*Safe moving and handling for children and young people with mobility difficulties*' (Physical & Medical Needs Service) before completing a PEEP.

Date of PEEP:					
Date to be reviewed:					
New PEEP		Revised (change in circumstance)		Annual update	

Photo	Name of child/young person:
	D.O.B.:
	Class/group/form:
	Location of class/group/form in building: See timetable
	Play Leader/Teacher/Tutor: (including telephone extension)

PEEP Lead at the school/setting:
Those involved in developing the PEEP:

Consider	Yes	No	Comments
Does the child/young person change rooms during the day – taking them to more than one location within the building or site?			
Does the child/young person have difficulty identifying or reading emergency exit signs?			
Does the child/young person experience difficulties hearing the fire alarm?			
Is the child/young person likely to experience difficulties independently travelling to the nearest emergency exit?			
Does the child/young person experience difficulty using stairs?			
Is the child/young person dependent on a mobility aid for walking or a wheelchair?			
If the child/young person uses a wheelchair, do they have difficulty transferring from this without assistance?			

Can the child/young person raise the fire alarm upon discovering a fire?	Yes	X	No	
If no, detail the procedures agreed with the child/young person about how they will inform someone of this:				

How is the child/young person to be informed of an emergency evacuation?			
Existing alarm	X	Visual alarm	
Vibrating pager		Other (specify)	
Provide details of how the child/young person would know if there was a fire:			

Provide details of the Exit Route Procedure (starting from when the alarm is raised to final exit of the building). Ensure all safe routes that can be used are included: (consider attaching a building plan with all routes clearly marked)

Provide details of the persons designated to assist the child/young person in the evacuation and the nature of assistance to be provided by each person:

Provide details of the methods of assistance (e.g. transfer procedures and methods):

Equipment provided for use during evacuation: (include details of where this is stored)

Training in use of equipment provided by: N/A
Persons receiving training:
Date:
Date to be reviewed:
Comments:

Final Check by Competent Person	Yes	No
Have the route(s) been travelled by the child/young person and the responsible person/designated assistant?		
Has a copy of the exit route been attached?		
Has the equipment detailed above been tried and tested?		
Have any issues been satisfactorily resolved?		
Has a copy of this form been sent to the person responsible for the fire evacuation within the school/setting?		
Has the fire safety competent person informed all relevant staff of these arrangements, e.g. Class Teacher, Teaching Assistant etc.?		

If no to the any of the above, please explain and detail next steps:

Record the length of time of practice evacuation:

I am aware of the emergency evacuation procedures and am in agreement with the plan set out above	Signature of parent/carers
I will ensure that all relevant staff are aware of and will practice the emergency evacuation procedures outlined in this plan on a regular basis	Signature of Leader/Headteacher/Principal

The completed Personal Emergency Evacuation Plan should be held:

- **In the child/young person's individual record**
- **By the Leader/Headteacher/Principal (Responsible Person for Fire Safety)**
- **By the Competent Person for Fire Safety at the school or setting (this may be the responsible person in some schools)**
- **By the Key Worker, Class Teacher or Tutor**
- **By the Designated Assistant**
- **In the Fire Log Book**

Produced by:

Physical & Medical Needs Service, Prevention & Partnerships, Children's Services, Dorset County Council

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Appendix 6 – Covid-19 Medical Procedure

Medical procedure during Covid-19

Any 1st aid requests will come over the radio. Student will be placed in the medical room to await triage.

1. Duty 1st aider to bring their own pen down to medical room to avoid cross-contamination
2. PEE is located in the behind medical room and must be put on before entering the medical room.
*Any minor incidents to be dealt with as normally would. Anything with bodily fluids on must be placed in the yellow bin by the bed for disposal.
3. Parent slip to be completed and given to student to take home. Incident form to be completed and placed in EPI's tray.
4. Used PPE to be placed in black bin bag in medical room
5. Medical room surfaces to be cleaned down using cleaning products can be found in lockers in kitchen
6. 1st aid radio MUST be returned to reprographics at the end of each day and placed in charger

*If there is Suspected Covid-19 related illness, student will be moved into the staff room.

1. Ensure windows are open for ventilation and door is closed. Student to be given mask to minimise spread of droplets
2. Student will remain on site until permission is given for them to leave or they are collected by parent/carer. Phone in medical room to be used to contact home.
3. Room, including floor and divider, will be cleaned down prior to next use.
4. PEE will be disposed of into black bin bag and tied shut. Bag must be placed straight in outside bins
5. Once cleaned, room to be locked so that it remains sterile. Keys to be handed out. EPI will put in pigeon holes
6. There will be a log book to record which students/adult goes in and out of the room in order to help with track and trace should a case be confirmed.

***Administering medicines- NO medicines, including paracetamol, is to be given unless training has been undertaken**

References

Department for Education: Supporting pupils at school with medical conditions Dec 2015

<https://www.gov.uk/government/publications/supporting-pupils-at-school-with-medical-conditions--3>

Department for Education: Templates Supporting pupils with medical conditions May 2015

<https://www.gov.uk/government/publications/supporting-pupils-at-school-with-medical-conditions--3>

SEND code of practice: 0 to 25 years. Department for Education, (2014)

DfEE Circular 14/96 "Supporting Pupils with Medical Needs in School"

Children and Families Act 2014 (section 100)

Department for Education: Guidance on first aid for schools

Management of Health and Safety at Work Regulations 1992 and 1999.

Coronavirus (COVID-19): guidance for schools and other educational settings. Guidance and advice about coronavirus (COVID-19) in educational settings for staff, parents and carers, pupils and students. June 2020

<https://www.gov.uk/government/collections/coronavirus-covid-19-guidance-for-schools-and-other-educational-settings>

Statutory requirements: under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR) and the Current RIDDOR Coronavirus guidance

<https://www.hse.gov.uk/news/riddor-reporting-coronavirus.htm>

Related Documents

DfES unpriced documents can be ordered from DfES Publications. Tel: 0845 6022260. Email: dfes@prolog.uk.com. Please quote the publication reference when ordering.

Code of Practice for Schools – Disability Discrimination Act 1995: Part 4 (Disability Rights Commission, 2002). Ref: COPS. <http://www.drc-gb.org/thelaw/practice.asp>
Order: Disability Rights Commission Tel: 08457 622 633.

Drugs: Guidance for Schools (DfES, 2004) Ref: DfES/0092/2004
<http://www.teachernet.gov.uk/drugs/>

Guidance on First Aid for Schools: a good practice guide (DfES, 1998)
Ref: GFAS98. <http://www.teachernet.gov.uk/firstaid>

Health and Safety: Responsibilities and Powers (DfES, 2001)

Ref: DfES/0803/2001

<http://www.teachernet.gov.uk/responsibilities/>

Health and Safety of Pupils on Education Visits: a good practice guide (DfES, 1998)

Ref: HSPV. <http://www.teachernet.gov.uk/visits/>. Also three part supplement: *Part*

1 - Standards for LEAs in Overseeing Educational Visits (DfES, 2002) REF:

DfES/0564/2002; *Part 2 - Standards for Adventure* (DfES, 2002) REF:

DfES/0565/2002; *Part 3 - Handbook for Group Leaders* (DfES, 2002) REF: DfES /0566/2002.

Home to school travel for pupils requiring special arrangements (DfES, 2004)

Ref: LEA/0261/2004

<http://www.teachernet.gov.uk/wholeschool/sen/sentransport/>

Improving Attendance and Behaviour: Guidance on Exclusion from Schools and Pupil Referral Units (DfES, 2004) Ref: DfES/0354/2004

<http://www.teachernet.gov.uk/exclusion>

Insurance – A guide for schools (DfES, 2003) Ref: DfES/0256/2003

<http://www.teachernet.gov.uk/management/atoz/i/insurance/index.cfm?code=keyd>

School Admissions Code of Practice (DfES, 2003) Ref: DfES/0256/2003

<http://www.dfes.gov.uk/sacode/>

Standards for School Premises (DfEE, 2000) Ref: DFEE/0029/2000

<http://www.teachernet.gov.uk/sbregulatoryinformation>

Work Related Learning and the Law (DfES, 2004) Ref: DfES/0475/2004

<http://www.dfes.gov.uk/qualifications/document.cfm?sID=2>

Department of Health (including joint publications)

Guidance on infection control in schools and nurseries (Department of Health/Department for Education and Employment/Public Health Laboratory Service, 1999) Download only from: Wired for Health website

<http://www.wiredforhealth.gov.uk/doc.php?docid=7199>

National Service Framework for Children, Young People and Maternity Services: Medicines for Children and Young People

Website: <http://www.dh.gov.uk/healthtopics> (click on 'Children's services').

Order: DH Publications Tel: 08701 555 455.

Ofsted

Inspecting schools – Handbook for inspecting nursery and primary schools Ref: HMI 1359; *Inspecting schools – Handbook for inspecting secondary schools* Ref: HMI

1360; *Inspecting schools – Handbook for inspecting special schools and pupil referral units* Ref: HMI 1361. All Ofsted 2003. Priced documents. Order: The Stationery Office, tel: 0870 600 5522. Or view online at <http://www.ofsted.gov.uk/schools>

LEA Framework 2004 - Support for health and safety, welfare and child protection (Ofsted, 2004) Website only: <http://www.ofsted.gov.uk/lea/index.cfm?fuseaction=inspectionGuidance>