



HAYDON SCHOOL

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FIRST AID POLICY

2017

1. OBJECTIVE

First aid must be provided to any person that we owe a duty of care if they are injured or become ill while on our premises or involved in an off-site activity. There must be sufficient suitably qualified first aiders and adequate first aid facilities to ensure that assistance will be provided quickly to casualties and a call made to the emergency services when appropriate. Contractors who work on site must provide their own first aid. The governing body will ensure that the insurance arrangements provide full cover for claims arising from actions of staff acting within the scope of their employment

To ensure that there are adequate and appropriate equipment and facilities for providing first - aid in the workplace.

Nominated Member of Staff: **Vivien Vaughan**

2. Operating Statement:

Haydon School will have:

- A number of suitably stocked first-aid containers
- An appointed person to take charge of first aid arrangements
- Qualified personnel to administer first aid as required, both on and off-site
- Information for employees on first-aid arrangements

First-aid provision must be available at all times while people are on school premises, and also off the premises whilst on School visits.

The commitment of the school to basic first aid is echoed in our aim that all staff will receive basic first aid training through Mett Training.

3. Responsibilities:

3.1 The Employer

The Governing Body is the employer for Haydon School

Health and safety legislation places duties on employers for the health and safety of their employees and anyone else on the premises. In the school this includes responsibility for all teaching staff, non-teaching staff, students and visitors (including contractors).

The employer is responsible, under the Health and Safety at Work etc. Act 1974 (HSWA), for making sure that the school has a Health and Safety Policy. This should include arrangements for first aid, based on a risk assessment of the school, and should cover:

FIRST AID POLICY

- a) Numbers of first aiders/appointed persons – The school will ensure that the statutory minimum number of trained first aiders are available on site. There will be at least three trained staff within school.
- b) Numbers and locations of first-aid containers. These are detailed with the first aid nominated member of staff.

The employer will make sure that their insurance arrangements provide full cover for claims arising from actions of staff acting within the scope of their employment. It is the employer's responsibility to make sure that the statutory requirements for provision of first aiders are met, that appropriate training is provided and that correct procedures are followed. The employer should be satisfied that any training has given staff sufficient understanding, confidence and expertise.

3.2 The Governing Body

The Governing Body has responsibility for health and safety matters within the school, with managers and staff also having responsibilities.

The Governing Body has general responsibility for all the school's policies, even when it is not the employer.

3.3 The Headteacher

The Headteacher is responsible for putting the Governing Body's policy into practice and for developing detailed procedures.

3.4 Teachers and other School staff.

All staff will have access to students pre-existing or known medical conditions with details of their needs and what to do in an emergency available on simms. It is the responsibility of all staff to make themselves familiar with the needs of students they teach or oversee in and outside of the classroom. An appropriate number of staff will receive appropriate training to enable to meet the needs of students with specific medical needs. When on a school trip, the responsible teacher will be given a list of students with medical problems, and a pack containing emergency medication. The trip should have at least one first aider who is trained to administer such emergency equipment. i.e epi-pens.

Teachers' conditions of employment do not include giving first aid, although any member of staff may volunteer to undertake these tasks. Teachers and other staff in charge of students are expected to use their best endeavours at all times, particularly in emergencies, to secure the welfare of the students at the school in the same way that parents might be expected to act towards their children. In general, the consequences of taking no action are likely to be more serious than those trying to assist in an emergency.

The employer must arrange adequate and appropriate training and guidance for staff who volunteer to be first aiders/appointed persons. The employer must ensure that there are enough trained staff to meet the statutory requirements and assessed needs, allowing for staff on annual/sick leave or off-site.

Staff responsible for leading curriculum areas are responsible for the preparation of risk assessments for their areas.

The school will use CLEAPSS guidelines when drawing up risk assessments for Science, Design Technology and other specialist subject teaching areas.

www.cleapss.org.uk/

4. The Lead First Aider

The Lead First Aider is responsible for keeping a record of all first-aid related incidents that occur within the school and informing the necessary agencies should the situation demand as such. The Lead First Aider keeps a central record of all first-aid treatment given by a first aider/appointed person. It is the responsibility of faculties to inform the Lead First Aider of the requirements for refreshing first aid boxes. The Lead First Aider is also responsible for ensuring the medical room is kept hygienically clean and has all the equipment and facilities required. Parents of children with known medical conditions are to give their consent to the school's Lead First Aider / SENCO to administer drugs if necessary. The form for parents to give that consent is Appendix A of this policy.

5. The First Aider's Main Duties

First Aider's must complete a training course approved by the Health and Safety Executive (HSE).

Within the School, the main duties of a first aider are to:

- Give immediate help to casualties with common injuries or illness and those arising from specific hazards at the school.
- When necessary, ensure that an ambulance or other professional medical help is called.

All staff are able to request an ambulance or other professional medical help. Examples where an ambulance would be called would include:-

- chest pain
- difficulty in breathing
- unconsciousness
- severe loss of blood
- severe burns or scalds
- choking
- fitting or concussion

- drowning
- severe allergic reactions.
- suspected broken bones where movement of casualty is restricted

(NHS Advice 2013)

6. Calling the emergency services

When you dial 999 you are not calling an ambulance but alerting the emergency services to your incident. They will decide on the response that they will provide; this can range from verbal advice over the telephone to an emergency evacuation by air ambulance. Calling 999 should not be delayed let the emergency services decide the appropriate course of action based on the information that you give them.

7. Selection of First Aiders

Unless first-aid cover is part of a member of staff's contract of employment, people who agree to become first-aiders do so on a voluntary basis. When selecting first aiders, the Governing Body/Headteacher should consider the individuals:

- Reliability and communication skills.
- Aptitude and ability to absorb new knowledge and learn new skills
- Ability to cope with stressful and physically demanding emergency procedures
- Normal duties, first aider must be able to leave to go immediately to an emergency.

7.1 Appointed Person when Vivien Vaughan is unavailable = Linda Carlin

Although an appointed person is someone who:

- takes charge when someone is injured or becomes ill
- looks after the first aid equipment e.g. restocking the first aid container
- ensures that an ambulance or other professional medical help is summoned when appropriate.

Appointed persons are not necessarily first aiders. They should not give first aid treatment for which they have not been trained. However, it is good practice to ensure that appointed persons have emergency first aid training/refresher training, as appropriate.

These courses do not require HSE approval. They normally last four hours and cover the following topics:

- What to do in an emergency

- Cardiopulmonary resuscitation
- First aid for the unconscious casualty
- First aid for the wounded or bleeding.

Emergency first-aid training should help an appointed person cope with an emergency and improve their competence and confidence.

8. First Aid—needs and expectations

Employers must provide adequate and appropriate equipment, facilities and qualified first aid personnel. The regulations do oblige employers to provide first aid for anyone other than their own staff, but employers do have health and safety responsibilities towards non-employees. The Health and Safety Commission (HSC) guidance recommends that organisations, such as schools which provide a service for others should include them in their risk assessments and provide for them.

In light of their legal responsibilities for those in their care, schools should consider carefully the likely risks to students and visitors, and make allowance for them.

9. Reassessment of First-Aid Provision

The Governing Body and/or Headteacher should regularly review the school's first-aid needs (at least annually), and particularly after any changes, to ensure the provision is adequate. Where minimum numbers of trained first aiders are set, these should be monitored to ensure that these standards are being met.

10. Providing Information

The employer or the manager with the delegated function (the Headteacher) must inform all staff (including those with reading and language difficulties) of the first-aid arrangements. This should include the location of equipment, facilities and first-aid personnel, and the procedures for monitoring and reviewing the school's first-aid needs.

First aid boxes are kept in the following points in the school. Location of First Aid Box(es)

- PE
- Science prep rooms and all science labs
- Sixth form office
- Social science office
- Art Room
- Language block office
- Food technology department
- Technology department
- Drama studio office
- IT department office
- Learning support room 7

Travelling first aid boxes are kept at the following points in the school – School Min-buses, PE & reception.

11. Automated External Defibrillators (A.E.D).

These are located in the reception area, P.E, medical room and learning support room 7 (in desk) Within the school are designated members of staff who have been properly trained to perform C.P.R using A.E.Ds. It is preferred that these people should be called to administer first aid using an A.E.D device. However, the A.E.D units are designed such that a novice could use them if absolutely necessary. Therefore in exceptional circumstances, where life threatening situations occur, it would be acceptable for an inexperienced member of staff to provide first aid using an A.E.D if such an emergency arose.

12. Contacting First-Aid Personnel

The School staff should know how to contact a first aider. In the first instance reception/medical room should be contacted when student requires first aid.

The names (and extension numbers if appropriate) of current first aiders and appointed persons emergency aiders are displayed at the following points in the School:

Main reception
Staffroom
Changing Rooms
Prep rooms.
Online (RM staff)
Canteen
Staff offices

Staff and students should be informed by the display of the first-aid notices in staff/common rooms. The information should be clear and easily understood. Notices must be displayed in a prominent place in the building. Including first-aid information in induction programmes will help ensure that new staff and students are told about the first-aid arrangements. It is good practice to include such information in a staff handbook.

13. Insurance

In the event of a claim alleging negligence by a member of the school staff, action is likely to be taken against the employer rather than the employee. Employers should make sure their insurance arrangements provide full cover for claims arising from actions of staff acting within the scope of their employment. The school will provide explicit reassurance to staff who volunteer to assist with any form of medical procedure that are acting within the scope of their employment and are indemnified.

14. Risk Assessment of First-Aid Needs

The school will include staff, students, and visitors when carrying out risk assessments for first aid needs. Staff will liaise with SENCo where appropriate in the preparation of risk assessments for students with physical disabilities.

15. Location of Building

It is good practice to inform the local emergency services, in writing of the School's location (giving ordinance survey grid references if necessary) and any particular circumstances that may affect access to the school. As the school has more than one entrance, emergency services should be given clear instructions on where or to whom they should report.

Are there any specific hazards or risks on the site?

Hazards and temporary hazards, such as building maintenance work, should be considered and suitable short-term measures put in place.

16. Specific Needs

We are to ensure staff or students with special health needs or disabilities are catered for.

17. Accident Statistics

Accident statistics can indicate the most common injuries, times, locations and activities at a particular site. These can be useful tool in a risk assessment, highlighting areas to concentrate on and tailor first-aid provision to. It is the responsibility of the Medical Nominated member of staff to keep the accident statistics.

18. First-Aid Personnel Requirement

The Governing Body/Headteacher to consider the likely risks to students and visitors, as well as employees, when drawing up policies and deciding on the numbers of first-aid personnel. The HSC provide guidance on numbers of first-aid personnel based on employee numbers. As a general guide, they recommend that:

- A lower risk place of work (e.g., shops, offices, libraries) with fifty to one hundred employees, should consider having at least one first aider.
- A medium risk place of work (e.g. light engineering and assembly work, food processing) with twenty to one hundred employees, should consider having at least one first aider for every fifty employees (or part thereof). Schools will generally fall into the lower category, but some schools or areas of activity may fall into the medium risk category. The School should base its provisions on the results if its risk assessment. If there are parts of the
- School where different levels of risk can be identified, the employer should consider the need to make different levels of provision in different areas/faculties. When considering how many first-aid personnel are required, the Governing Body/Headteacher should also consider:

FIRST AID POLICY

- Adequate provisions for lunchtime and breaks. It is good practice to encourage lunchtime supervisors to have first-aid training.
- Adequate provisions for leave and in case of absences.
- First aid provision for off-site activities e.g. school trips. If a first aider accompanies students off site, there needs to be adequate first-aid provisions.
- Adequate provisions for practical departments, such as science, technology, home economics, physical education.
- Adequate provisions for out of hours activities e.g. sports activities, clubs.
- Any agreements with contractors, (e.g. Meals) on joint provision for first aid for their employees.
- Adequate provisions for trainees working on site. They have the same status as staff for the purpose of health and safety legislation.

The Medical Assistant deals with emergencies if it occurs in an isolated area e.g. on the playing field. He/She goes to the scene with her radio and radios reception if there is need for an ambulance etc.

Members of staff are to visit the medical assistant if they require any information on first aid procedures, facilities and personnel. This information is displayed on notices throughout the School.

19. Qualification and Training

A first aider must hold a valid certificate of competence, issued by an organisation whose training and qualifications are approved by the HSE. Information on local organisations offering training is available from HSE offices.

First aid at work certificate is only valid for three years. Refresher training and retesting of competence should be arranged before certificates expire. If a certificate expires, the individual will have to undertake another full course of training to become a first aider. However, employees can arrange for first aiders to attend a refresher course up to three months before the expiry date of their certificate. The new certificate takes effect from the date of expiry. The School should keep a record of first aiders and certification dates.

20. EpiPen Management & Administration

Children diagnosed as being at risk of anaphylaxis are prescribed adrenaline in an auto injector which is commonly known as an EpiPen. Adrenaline given through an EpiPen to the outer thigh muscle is the most effective treatment for anaphylaxis, as when injected it rapidly reverses the effects of a severe allergic reaction. It is a single use preloaded automatic injection and is designed to be used as a first aid device by people without formal medical training.

FIRST AID POLICY

If a student has been prescribed an EpiPen it is necessary that training in its use is a part of professional learning provided each year by a Registered Training Organisation, as a part of development of the Individual Anaphylaxis Management Plan. Records of staff who have received this training are kept at reception.

If a student has been prescribed an EpiPen, a minimum of two EpiPens must be provided by the student's parents to the school. Storage of EpiPens

- EpiPens should be stored correctly and accessed quickly.
- EpiPens are stored in the SEN/Medical Room in an unlocked, easily accessible place away from direct heat. They should not be stored in the refrigerator or freezer.
- EpiPens should be clearly labelled with the student's name.
- Each student's EpiPen should be distinguishable from other students, EpiPens and medications.
- All staff should know where the EpiPens are located.
- The EpiPen should be signed in and out when taken from its usual place, such as for camps or excursions.
- Depending upon the speed of past reactions it may be appropriate to have the EpiPen in class or in a bag for outside use.

20.1 Key information about EpiPens

EpiPens should not be cloudy or out of date. They should last at least 12 months from time of purchase from a pharmacy and have an expiry date printed on them. It is the parent/carer's responsibility to supply the student's EpiPen to the school and to replace it before it expires. It is recommended that a designated staff member, such as the senior first aider, should regularly check the EpiPen at the beginning or end of each term. At least a month before its expiry date, the designated staff member should send a written reminder to the parents/carers to replace the EpiPen. Adopting the practice of returning the EpiPen to the family at the end of each term is suggested.

Administration of EpiPen is quite safe: if a person is suspected of having a severe allergic reaction, it may be more harmful not to give it than to use it when it may not have been needed. EpiPen should be administered if there is difficulty in breathing and an ambulance should be called.

If the ambulance has not arrived and the patient has not recovered a second dose should be administered within 10 minutes. "If in doubt, give the EpiPen": from the ASCIA Action Plan for Anaphylaxis For additional information about the use of EpiPens refer to the NSW Department

FIRST AID POLICY

of Education and Training Anaphylaxis Guidelines for Schools , or the Victorian Department of Education and Training Anaphylaxis Guidelines

21. First-Aid Materials, Equipment and First-Aid Facilities

Haydon School will provide the proper materials, equipment and facilities at all times. First-aid equipment will be clearly labelled and easily accessible.

All first-aid containers must be marked with a white cross on a green background. The siting of first-aid boxes is a crucial element in the school's policy and should be given careful consideration. If possible, first-aid containers should be kept near to hand washing facilities.

21.1 Contents of a First-Aid Container

There is no mandatory list of items for a first-aid container, however the HSE recommend that, where there is no special risk identified, a minimum provision of first-aid items would be:

- A leaflet giving general advice on first aid (see list of publications in Annex A)
- 20 individually wrapped sterile adhesive dressings (assorted sizes)
- Two sterile eye pads
- Four individually wrapped triangular bandages (preferably sterile)
- Six safety pins
- Six medium size (approx. 12cm x 12cm) individually wrapped sterile medicated wound dressings
- Two large (approx. 18cm x 18cm) sterile individually wrapped undedicated wound dressings
- One pair of disposable gloves.

Equivalent or additional items are acceptable.

The medical assistant is the person is responsible for examining the contents of first-aid containers. These should be checked frequently and restocked as soon as possible after use. There should be extra stock in the School. Items should be discarded safely after the expiry date has passed.

21.2 Travelling First-Aid Containers

Before undertaking any off-site activities, the Headteacher should assess what of first-aid provision is needed. The HSE recommend that, where there is no special risk identified a minimum stock of first-aid items for travelling first-aid containers is:

- A leaflet giving general advice on first aid. See list of publications in Annex A
- Six individually wrapped sterile adhesive dressing
- One large sterile un-medicated wound dressing –approx. 18cm x 18cm
- Two triangular bandages
- Two safety pins
- Individually wrapped moist cleansing wipes
- One pair of disposable gloves

Equivalent or additional items are acceptable.

Additional items may be necessary for specialised activities. These should be identified, and logged with the medical room, and where necessary, a risk assessment should also be logged

21.3 Public Service Vehicles

Transport regulations require that all minibuses and public service vehicles used either as an express carriage or contract carriage have on a board a first-aid container with the following items:

- Ten antiseptic wipes, foil packaged
- One conforming disposable bandage (not less than 7.5cms wide)
- Two triangular bandages
- One packet of 24 assorted adhesive dressings
- Three large sterile un-medicated ambulance dressing (not less than 15cm x 20 cm)
- Two sterile eye pads, with attachments
- Two assorted safety pins
- One pair of rustles blunt ended scissors.

The first-aid container shall be:

- Maintained in a good condition
- Suitable for the purpose of keeping the items referred to above in good condition
- Readily available for us; and
- Prominently marked as a first-aid container

22. First Aid Accommodation

Employers must provide suitable and sufficient accommodation for first aid according to the assessment of the first-aid needs identified. The education (school premises) regulations 1996 require the school to have a suitable room that can be used for medical or dental treatment when required and for the care of students during school hours. The area, which must contain a washbasin and be reasonably near to a WC, need not be used solely for medical purposes, but it should be appropriate for that purpose and readily available for use when needed.

The School medical room is situated on the ground floor of St Nicks.
Organisations such as HSE provide detailed advice on first-aid rooms.

23. Hygiene/Infection Control

First aiders must follow their training and maintain good standards of infection control. Whenever small amounts of body fluids have to be cleaned up, disposable plastic gloves should be worn and disposable paper towels and a detergent solution should be used to absorb and

clean surfaces. These items should be disposed of in black plastic bin bags, tied up and placed directly into waste bins with other inert waste.

24. Reporting Accidents and Record Keeping

Under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR) some accidents must be reported to the HSE.

The employer must keep a record of any reportable injury, disease or dangerous occurrence. This must include: the date and method of the reporting, the 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. The medical assistant keeps a record of such occurrences.

- Accidents to employees the School needs to Report. The following accidents must be reported to the HSE if they injure either the School's employees during an activity connected with work, or self-employed people while 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 (including acts of physical violence).

24.1 How the School should report accidents or injury

Parents will be notified of ANY accident or injury that occurs to their student at school or whilst on a school led activity. Where any head injury has been received, the parent(s) will be notified by telephone.

HSE must be notified of fatal and major injuries and dangerous occurrences without delay (by telephone). This must be followed up within 10 days with a written report on Form 2508. Form 2508 can be downloaded from HSE website: www.hse.gov.uk

Other reportable accidents do not need immediate notification, but they must be reported to HSE within ten days on Form 2508.

24.2 Students and other people who are not at work

- An accident that happens to students or visitors must be reported to the HSE on Form 2308 if: The person involved is killed or is taken from the site of the accident to hospital; and
- The accident arises out of or in connection with work.

Like fatal and major injuries to employees or dangerous occurrences, these accidents must be notified to the HSE without delay and followed up in writing within ten days on Form 2508. How do I decide whether an accident "arises out of or in connection with work"?

In HSE's view an accident must be reported if it relates to:

- Any School activity, both on or off the premises

- The way an School activity has been organised and managed (e.g. the supervision of a field trip)
- Equipment, machinery, or substances
- The design or condition of the premises.

Statutory Accident Records Employers with 10 or more employees must keep readily accessible accident records, either in written or electronic form. These records must be kept for a minimum of three years. The medical assistant will keep these records.

24.3 The School's Central Record

The School should keep a record of any first aid treatment given by first aiders and appointed persons.

This should include:

- The date, time and place of the incident
- The name (and class) of the injured or ill person
- Details of the injury/illness and what first aid was given
- What happened to the person immediately afterwards (e.g. went home, resumed normal duties, went back to class, went to hospital)
- Name and signature of first aider or person dealing with incident.
- Who notified the parent and whether this was by letter, phone, email or in person.

The Business Manager keeps a central record, the information in the record book can:

- Help the School identify accident trends and possible areas for improvement in the control of health and safety risks
- Be used for reference in future first-aid needs assessments.
- Be helpful for insurance and investigative purposes.

In an emergency, the Headteacher will have procedures for contacting the student's parent/guardian/named contact as soon as possible. It is our practice to report all serious or significant incidents including head bumps to the parents e.g. by sending a letter home with the student, or telephoning the parents. (see Appendix B)

25. Prescribed Medicines

Medicines should only be taken to the school when essential; that is where it would be detrimental to a student's health if the medicine were not administered during the School day.

Haydon School should only accept medicines that have prescribed by a doctor, dentist, nurse prescriber or pharmacist prescriber. Medicines should always be provided in original container as dispensed by pharmacist and include prescribers instructions for administration.

Haydon School should never accept medicines that have been taken out of the container as originally dispensed nor make any changes to dosages on parental instructions.

FIRST AID POLICY

It is helpful, where clinically appropriate, if medicines are prescribed in dose frequencies which enable it to be taken outside school hours. Parents could be encouraged to ask the prescriber about this.

Parents must fill out medical consent form (see Appendix A for every medication to be administered).

26. Non-prescribed medicines

The nominated Lead First Aider can administer non-prescribed medication such as standard “over the counter” painkillers to students whose parents have already given consent, and there is documented written approval stating medication and dose. Parent must fill out medication consent form (Appendix A). The student/parent must provide the medication, and it should be stored in a locked/secure area.

Staff should **NEVER** give non-prescribed medicine to a student. They should refer the student to the medical room where they can be monitored by the trained members of staff.

A student under 16 should never be given aspirin or medicines containing ibuprofen unless prescribed by a doctor.

27. Controlled Drugs

All controlled drugs are to be kept locked in a non-portable container and only named staff should have access

28. Studentren with Special Medical Conditions

The School should be aware of students who have allergies or that require any special medical attention.

29. Refusing Medicine

If a student refuses to take medicine, staff should not force them to do so but should note this in the records and follow agreed procedures.

30. Monitoring, Evaluation and Review

This policy will be reviewed every year.

Agreed by the Full Governing body

Signed by: Chair of Governors

Date

Signed by: Mr R Jones; Headteacher

Date

APPENDIX A

Parental agreement for School to administer medicine. Haydon School will not give your child medicine unless you complete and sign this form, and the School has a policy that staff can administer medicine.

Name of Student	
Date of Birth	
Group/class/form	
Medical condition or illness	
Medicine	
Name/type of medicine (As described on container)	
Date dispensed	
Expiry date	
Agreed review date to be initiated by	
Dosage and method	
Timing	
Special precaution	
Are there any side effects?	
Self-administration	
Procedures to take in an emergency	
Contact details	
Name	
Daytime telephone number	
Relationship to student	
Address	

I understand that I must deliver the medicine personally to [agreed member of staff]

--

I accept that this is a service that the School is not obliged to undertake. I understand that I must notify the School of any changes in writing.

Date:

Issue: 1

Author: Miss T Lofty

Doc Ref: FIRST AID POLICY – Statutory Policy

Signature:
APPENDIX B

Dear Parent/Carer,

Head Bump

<Name of student> had a bump to his/her head today at <time>. Students often bump their heads with no further consequences. The school informs parents when a student bumps their head so parents can keep an eye on their student once they get home from school. This is because it is possible for a more serious internal injury to occur without obvious symptoms for several hours.

The chance of serious injury is highly unlikely from a simple bump to the head. This letter is not intended to alarm or worry you. It is intended to provide information that could prove vital in exceptional circumstances.

For your guidance, symptoms of serious head injury are listed below:

- Student seems disorientated
- Impaired or loss of consciousness
- Intense headache
- Vomiting
- Noisy breathing becoming slow
- Unequal or dilated pupils
- Weakness or paralysis of one side of the body
- High temperature; flushed face
- Drowsiness
- A noticeable change in personality or behaviour, such as irritability
- A soft area or depression of the scalp
- Clear fluid or watery blood leaking from the ear or nose
- Blood in the white of the eye
- Distortion or lack of symmetry of the head or face

If your student displays any of the above symptoms (they may not all be apparent), you may wish to seek immediate advice from your GP or local A&E Department.

Yours sincerely

HISTORY

Date	Issue	Status	Comments
January 2017	1	New Policy	To F & P 17.10.16 Approved & Student Committee 19.01.17-Approved – to FGB 03.02.17 for ratification. Approved