



## **First Aid and Medical Provision Policy**

*This policy applies to the Prep School and Pre-Prep School*

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## Contents

1. Policy Statement	3
2. Provision of First Aid and Medical Care	3
3. Arrangements for Sports Fixtures	4
4. Accident Reports	4
5. Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (1995) RIDDOR	4
6. First Aid Training	5
7. Medical History and Consent	5
8. Prescription Only Medication	6
10. Administration of Emergency Medication	6
11. Controlled Drugs	7
12. The Medical Centre	7
13. Medical Records	8
14. Care Plans for Pupils with Disabilities and/or Specific Medical Needs	8
15. Infection Control-Universal Precautions	9
16. Outbreaks	9
17. Living with Covid 19- Control Measures	9
18. Cleaning of Blood and Body Fluid Spillages	10
19. Injuries	10
20. Absence	10
21. Pre Prep (Bevendean) Specific First Aid and Medical Provision	10



## 1. Policy Statement

- 1.1 Danes Hill School will undertake to ensure compliance with the Health and Safety (First Aid) at Work Regulations 1981. Additionally, we strive to provide a safe & healthy environment for pupils, employees and visitors to the school.
- 1.2 Responsibility for first aid provision is held by the Head and the Operations Director. This is delegated to the Nurse Manager, and other nominated, trained staff to ensure effective implementation of this policy.
- 1.3 This policy outlines the school's commitment to support pupils with medical conditions, facilitate the care of a sick or injured pupil and ensure all their healthcare needs are met. It also recognises the professional obligation of the Nurse.
- 1.4 First aid and medical provision is made according to an assessment of the risk of each situation (classroom, playing fields, extra-curricular activities, trips, science laboratories etc.) and will be reviewed and altered as far as is reasonably possible according to changes in information and the medical needs of pupils and employees.
- 1.5 The policy is available to all staff and prospective or current parents/guardians on the internal SharePoint and on the School's website.

## 2 Provision of First Aid and Medical Care

- 2.1 Teachers and staff in charge of pupils are expected to always use their best endeavours, particularly in emergencies, to secure the welfare of the pupils at the school in the same way that parents might be expected to act towards their children.
- 2.2 The School employs Registered Nurses who have professional responsibility for the day-to-day care of the pupils who need help, support or seek advice for their medical/health needs.
- 2.3 Other members of staff are first aid trained appropriate to the qualifications required for the activity or area of the school for which they are responsible. There will always be at least one qualified first aider on each school site when children are present.
- 2.4 The School maintains a good level and distribution of First Aid provision to respond adequately to requirements. Where it is assessed that there is greater risk of injury because of the more practical nature of curricular and other activities, arrangements are in place to cope with demand for treatment (e.g. Science, CDT, PE, Games and Swimming, Off-site visits and trips). First Aid equipment and Defibrillators are shown on the maps in Appendices 1 & 2. See also ***Automatic External Defibrillator Use and Access Policy***.
- 2.5 A first aid kit guardian list of delegated staff ensures that first aid kits around both sites are checked regularly, kept fully stocked and in-date and ensures familiarity with location and contents. This is displayed on the common room staff noticeboard and in the Medical Centre.



- 2.6 There are currently five defibrillators on-site at the Main School (three are accessible 24/7) and two at Bevendean (one portable for paddock visits). These also have delegated guardians and are checked to be in full working order monthly. This includes school holidays.
- 2.7 All off-site trips/sports fixtures are required to carry first aid kits appropriate for the activity and location of the visit. The Medical Centre will also provide individual care plans and medications as required for individual pupils going off-site. School minibuses used for transport to away fixtures contain fully-stocked first aid kits and these are checked once every half-term by the maintenance department. The Medical Centre will restock when informed that items are required.

### 3. Arrangements for Sports Fixtures

- 3.1 Every member of sports staff has their own sports first aid kit, which they are responsible for taking with them off-site and keeping fully stocked and in-date. Supplies and help with contents are available from the Medical Centre. See also 2.7 above.
- 3.2 First aid cover for weekend sports fixtures is provided by a company specialising in delivering pitch-side medical cover for sporting events. This is booked by the sports department.

### 4. Accident Reports

- 4.1 An **Accident Report Form**, available on SharePoint, should always be completed if an injury is severe, required hospital treatment or if the accident was preventable. This should also be used for reporting near misses.
- 4.2 The form should be returned to the Nursing Manager via email as soon as possible following the accident or incident occurring, with a copy to the Operations Director (OD) and Compliance Officer. For Bevendean, the Head of Bevendean and Head of Early Years should be included.
- 4.3 Accident forms are regularly reviewed for patterns in pupil's accidents. Any patterns are discussed with management regularly as required and formally recorded at the 6-weekly Health and Safety meeting.

### 5. Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (1995) RIDDOR

- 5.1 In the event of an accident requiring a RIDDOR report, the Operations Director and the senior maintenance staff will be informed. It is a legal requirement to report certain accidents and ill health at work to the Health and Safety Executive in certain circumstances, such as death, major injuries and accidents resulting in over seven days of absence due to injury, diseases, dangerous occurrences and near miss incidents. Also refer to the **RIDDOR Policy**.
- 5.2 Parents must notify the school should their child contract a notifiable disease.



## 6. First Aid Training

- 6.1 First Aid training is available to all members of staff, who are re-trained as required depending on the course they have attended – usually every three years.
- 6.2 Early Years and Key Stage 1 teaching staff are trained in Paediatric First Aid. Swimming staff have lifesaving qualifications and some key staff have extra 3-day training.
- 6.3 Lists of qualified First Aiders are displayed in the Medical Centre, staff common-rooms and SharePoint at the Main School and in all classrooms and on the first aid cupboards at Bevendean.
- 6.4 There are currently approximately 100 qualified First Aiders at Danes Hill School.
- 6.5 Training is organised by the Medical Centre at the Prep School and Georgie Smith, Head of Early Years at Bevendean.
- 6.6 The School recognises that staff acting as first aiders can only give the amount of treatment that the individual is trained to deliver and feels competent to give.
- 6.7 Food services to the school are provided by 3<sup>rd</sup> party caterer, Chapter One, who are responsible for ensuring that all kitchen staff are suitably first-aid trained in accordance with their own policies and appropriate to the prevailing environment at the Main School and at Bevendean. The Catering Manager will liaise with the Nursing Manager as appropriate.

## 7. Medical History and Consent

- 7.1 All parents are asked to complete a **Confidential Medical Form**, before their child starts school, detailing the child's previous medical history, medical conditions, allergies etc. and to include contact numbers for parents and the names and numbers of two local emergency contacts.
- 7.2 It is important that this information is received before a child begins their first day at school and we are unable to allow any child to start school until we have a completed medical form. This information is not used as a screening tool for entry.
- 7.3 Parents should alert the Medical Centre to any changes in the health or wellbeing of their child (or children) during their time at Danes Hill so that we can offer the most appropriate care and support.
- 7.4 Essential medical information will be shared with school staff to ensure a child's safety e.g. Asthma, Diabetes, Allergies.
- 7.5 The medical form also seeks consent for any necessary health care and first aid services provided at the School under the supervision of the registered Nurses and for administration of non-prescribed medication at the Main School.



7.6 Parents must always notify the Nurses of any medication given to a child prior to the school day by email: [nurse@daneshillschool.co.uk](mailto:nurse@daneshillschool.co.uk)

## 8. Prescription Only Medication

- 8.1 Any medication brought from home whether it be prescribed or over the counter, must be registered and stored in the Medical Centre at the Main School, or in the School Office at Bevendean. It must be accompanied by an **Administration of Prescribed Medicines Form**, which can be downloaded from the school website or collected from The Medical Centre or Bevendean School Office.
- 8.2 The medicine must be in the **original packaging** stating generic drug name, dose and the pupil's name. The original dispensing label must not be altered. An English translation must be provided in the case of foreign medicines.
- 8.3 For residential visits, a form will be completed by parents giving a member of staff permission to administer medicines. A trained member of staff will be designated to administer the medicine and make arrangements for its safekeeping. Main School staff receive training via the **Administration of Medication Guidance for Staff** in-house booklet.

## 9. Over the Counter Medication (OTC) at Prep School

- 9.1 OTC medications are administered to pupils under a **Homely Remedies Policy** - see Appendix 3, from the Medical Centre or by trained staff on school trips or fixtures. A homely remedy is a product that can be obtained, without a prescription, for the relief of a minor, self-limiting ailment.
- 9.2 The school restricts homely remedies to a documented list of products - see Appendix 4 used for the relief of specific symptoms. This list has been formulated by the Nurse Manager with the agreement of the School Doctor.
- 9.3 The Nurses can administer a limited range of pharmacy (P) medications under the homely remedy policy. They are normally given for minor ailments only and include medications like paracetamol, ibuprofen and antihistamines.
- 9.4 Parents automatically consent to the administration of OTC as detailed in the **Confidential Medical Form**. If they do not wish to give this consent, they must state this separately in writing.

## 10. Administration of Emergency Medication

- 10.1 **Asthma**: Since 2014, UK schools have been allowed to purchase a salbutamol inhaler without a prescription for use in emergencies when a child with asthma cannot access their own inhaler. Please refer to our **Asthma Policy** for further detail.



- 10.2 Emergency inhalers are stored in the Medical Centre, outside the Medical Centre on the wall for 24/7 access, in the entrance to Wrens, the Swimming Pool, the Sports Hall entrance and the Sports Office in the Main School. They are also sent out on trips. At Bevendean they are kept on the high shelf downstairs in Michael's Building.
- 10.3 This emergency Salbutamol inhaler should only be used by children for whom written parental consent for its use has been given, who have either been diagnosed with asthma and prescribed an inhaler, or who have been prescribed an inhaler as reliever medication.
- 10.4 **Anaphylaxis:** Since October 2017, schools in England have been allowed to purchase adrenaline auto-injector (AAI) devices without a prescription, for emergency use in children who are at risk of anaphylaxis but whose own device is not available or not working.
- 10.5 Emergency adrenaline pens are stored in the Nurse grab bag in the Medical Centre and outside the Medical Centre on the wall for 24/7 access, and in the Sports Office at the Main School. At Bevendean they are kept on the high shelf downstairs in Michael's Building. A care-plan board in the Medical Centre provides a safe visual check for sports staff for pens to take off-site to fixtures during school hours. This should be consulted before staff leave for any sporting fixture off-site.
- 10.6 Schools may administer their "spare" AAI that has been obtained without a prescription and for use in emergencies, if it is available and then only to a pupil at risk of anaphylaxis, where both medical authorisation and written parental consent for use of the spare AAI has been provided. Please refer to our **Allergy and Anaphylaxis Policy** for further detail.
- 10.7 **Entonox** may be administered by the registered nurses under a patient group directive for pain relief in acute trauma and prior to further medical assistance, as outlined in the *Entonox Policy*.

## 11. Controlled Drugs

- 11.1 The Misuse of Drugs (safe custody) regulation (1973), amended in 2007 is the legislation governing the storage of controlled drugs. The Medical Centre has systems in place for the storing, recording and transporting of controlled drugs as directed by the NICE guidelines (NG46). The medicine must be in the original packaging stating generic drug name, dose and the pupil's name. The original dispensing label must not be altered.
- 11.2 All controlled drugs are locked in a double cupboard in the Medical Centre and the keys are only held by the Nurses.

## 12. The Medical Centre

- 12.1 The fully equipped Medical Centre is run by Registered Nurses and is located in The Link.
- 12.2 The Nurse Manager has responsibility for the management of the Medical Centre and ensures policies and procedures are in place and followed.



- 12.3 The Nurses main responsibility is the health and wellbeing of pupils, leading the provision of first aid nursing and on-site medical care, and also supporting pupils with existing medical conditions. They will also provide teaching and training on health issues as appropriate to pupils and staff.
- 12.4 Staff also have open access to the School Nurses when feeling unwell, for assessment and triage. The Nurses will also provide emergency care for visitors and staff as necessary.
- 12.5 Contact details: Office: 01372 849 235  
Emergency mobile: 07436 106 982  
Email: nurse@daneshillschool.co.uk
- 12.6 Children are given yellow slips by teaching staff to attend the Medical Centre in lessons or there is an open-door policy during break times, before and after school.
- 12.7 A child with a head injury, serious injury or if distressed with breathing or an allergic reaction should be escorted to The Medical Centre by a member of staff and not another child. If in doubt whether the child should be moved, please contact the Medical Centre and the Nurse will attend. See also ***Head Injury and Concussion Policy under the Medical Handbook, the Medical Centre section of the school's website.***

## 13. Medical Records

- 13.1 The Nurses follow the standards of record keeping as guided by the Nursing and Midwifery Council (NMC). These records are computer based and confidential to the Nurses. Certain information is shared with School staff on a need-to-know basis; this may include agreed care plans, allergy or emergency information. Access to this part of the school records is limited to only specifically authorised staff who 'need-to-know.' Records are password protected and digitally signed by the Nurses.
- 13.2 Personal or sensitive information passed in confidence to the School Nurses remains confidential in-line with the NMC Code.
- 13.3 However, if the Nurse feels that a safeguarding issue is brought up during a consultation, they will make the pupil aware of their concern and act in accordance with the School's ***Safeguarding and Child Protection Policy.***
- 13.4 Staff medical records are recorded on-line in *Cascade* and cannot be accessed by anyone other than the Nurses.

## 14. Care Plans for Pupils with Disabilities and/or Specific Medical Needs

- 14.1 Pupils with long term acute or chronic health conditions, disability, or conditions that require swift emergency medication will have a Care Plan written in consultation with all parties relevant to their care.





14.2 These Care Plans will be taken off-site with the pupil for fixtures or trips. Staff are advised of these for trips via confidential **Medical Condition Reports** produced in advance of a trip by the Nurses.

## 15. Infection Control-Universal Precautions

- 15.1 The spread of infections is prevented and limited by supporting the routine immunisation schedule for children in accordance with the Government immunisation programme, and administered by NHS Nurses at School, with Medical Centre support. Danes Hill also offer the yearly nasal flu immunisation for recommended age groups and the flu vaccine for staff.
- 15.2 The School encourages high standards of personal hygiene and practice, particularly handwashing, and maintaining a clean environment.
- 15.3 The UKHSA '*Guidance on Infection Control in Schools*' is followed for treatment and exclusion of illnesses and infections by the Nurses.
- 15.4 Children with **sickness and/or diarrhoea** are asked to be kept at home for a period of at least **48 hours following their illness**.
- 15.5 Children with **raised temperatures** (above 37.5) during any illness must be kept at home until **24 hours after the fever has passed**.

## 16. Outbreaks

- 16.1 In the event of an outbreak of an infectious illness, the Nurses will inform the school and where necessary, UKHSA and any other relevant outside agencies. The Medical Centre will implement the appropriate action as advised and communicate information to the school community.

## 17. Living with Covid 19- Control Measures

- 17.1 The emergence of new variants will be a significant factor in determining the future path of the virus and we will therefore respond and adjust our guidance as required in order to protect our community. We will remain vigilant for those at high-risk within the school community.
- 17.2 We will continue to support and promote covid vaccination and boosters in-line with Government guidance.
- 17.3 We will protect the school by maintaining good hygiene for everyone, maintaining appropriate cleaning regimes, and by keeping occupied spaces well-ventilated but comfortable.
- 17.4 Children or staff must stay at home if unwell or have a raised temperature and can return when better or 24 hours post fever, as per our policy.



## **18. Cleaning of Blood and Body Fluid Spillages**

- 18.1 All spillages of blood, faeces, saliva and vomiting will be cleaned up immediately. Staff and students should be kept away from contaminated areas. When spillages occur, they will be cleaned using a product that combines both a detergent and a disinfectant and used as per manufacturer's instructions. Disposable paper towels are used for blood and body fluid spillages and discarded in clinical waste. A spillage kit is available for blood spills via the in-house cleaner and contactable by the maintenance team.

## **19. Injuries**

- 19.1 Normal first aid procedures should be followed, which should include the use of disposable gloves and, where splashing is possible, the use of suitable eye protection and a disposable plastic apron.
- 19.2 Any wound which has contact with other blood, spittle or other body fluids should be washed with soap and water. If the accident involves the eye or mouth, this should be washed thoroughly with water.
- 19.3 Splashes of blood, saliva or other body fluids on the skin should also be washed off with soap and water. Where any of these enter the eye or mouth, this should be washed copiously with water.
- 19.4 If there is a risk of contracting a blood-borne virus, guidance will be sought from the School Medical Officer and/or A&E.
- 19.5 Children's clothes damaged or soiled in an accident should be returned to parents unaltered and not cleaned or repaired.

## **20. Absence**

- 20.1 In the case of absence through illness, the school should be informed by telephone (Main School Reception – 01372 842 509, Bevendean School Office – 01372 842 546) on the first day of absence. If any special restrictions apply on return to school (e.g. games, swimming etc.) a note from the parents to the form teacher is required and an update for the Nurse, specifically with any medication given prior to school.

## **21. Pre Prep (Bevendean) Specific First Aid and Medical Provision**

- 21.1 There will always be a Paediatric First Aider on site when EYFS children are on site
- 21.2 In most cases, injuries to children on the premises are dealt with by the adults who are in the proximity of the accident. Should the need arise, colleagues with first aid qualifications are on hand to give advice. There are approximately 35 members of staff with first aid qualifications at Bevendean.



- 21.3 There is a separate procedure for accidents and in particular head injuries at Bevendean, which are recorded in the **Bevendean Accident Folder** which is kept in the Bevendean School Office.
- 21.4 We endeavour to inform the parent of any injury to the head immediately so that the parent has the option to collect the child. Any injury to the head is treated in accordance with our **Head Injury and Concussion Policy** and if appropriate, a **Head Injury leaflet** sent home with the child.
- 21.5 Pupils will be given a wrist band to wear to alert staff and parents to a head injury, which may not necessarily be visible. In the case of an injury which is more serious in nature, and in the absence of the parent after due attempt to contact them, medical advice will be sought usually from the Nurses in the first instance. Consent for this is signed by the parents on the medical form when a child starts at Bevendean.
- 21.6 In addition to this, staff should carry out the following:
- Inform, as soon as possible, the child's form teacher including what happened and at what time, action taken and the child's current condition and whether it is improving or deteriorating.
  - The parent must be informed about a minor accident, by the form teacher that day and sign the report form.
  - The Head of Pre-Prep must be informed of all Accident folder entries so that she is fully aware of the circumstances when she speaks with the child's parents.
- 21.7 The School Nurses can be called to Bevendean to attend to a child at any time if they are required.
- 21.8 here is a supply of first aid resources including a portable defibrillator and an emergency allergy kit, in a designated marked bag, taken to the Paddock, along with a spare asthma inhaler, with each class.
- 21.9 There is a designated room for use with a child who has been taken unwell; this is usually an interim measure whilst awaiting a parent.
- 21.10 In all cases of children being unwell at school, the parent is contacted and care provided for the child until his/her parent arrives. In the event of not being able to contact a parent, we will endeavour to call one of the emergency contacts. If the child needs medical attention more quickly than the parent is able arrive, the School Nurse will be called, a Doctor from the Oxshott Medical Practice next door or an ambulance depending on the severity of the problem. If the child needs to be taken to a local hospital, we will do so, taking the relevant medical history and contact numbers.
- 21.11 Contents of first aid bags and cupboards are regularly checked for availability of stock. This is the responsibility of each class teacher for the stock within the classrooms and the Playground Supervisor for the box for the playground. Supplies are regularly replenished where necessary via a central stock controlled by the Health and Safety Officer. The Head of EYFS oversees this task.
- 21.12 For all school trips off site, at least one person with a current paediatric first aid qualification will attend when EYFS children are present.

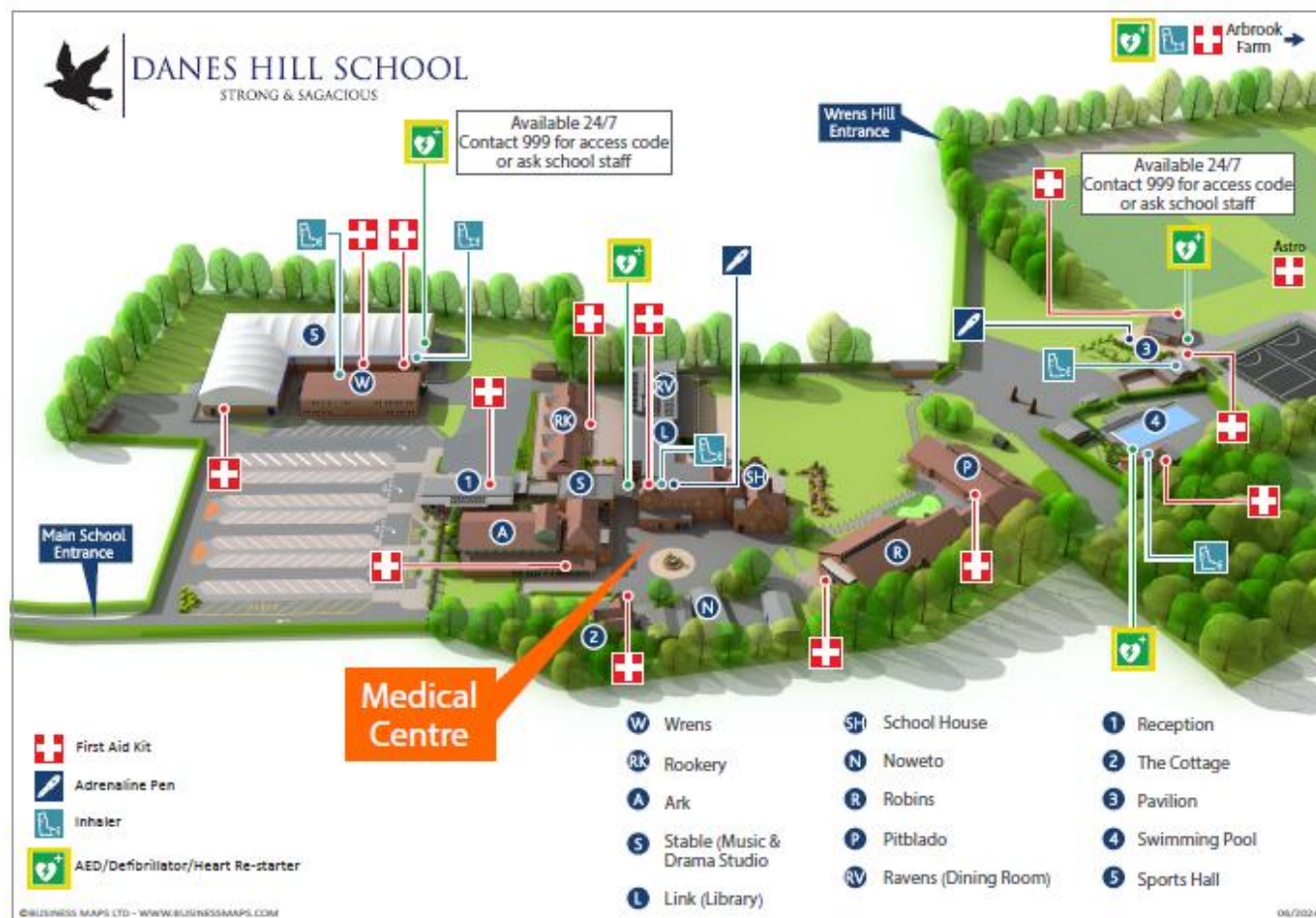


21.13 For a more serious accident involving a visit to hospital or further treatment, a Danes Hill Accident Report Form must be completed.



## APPENDIX 1

### Location of Main School First Aid Equipment and Defibrillators



## Location of Main School Sports Fields First Aid Equipment and Defibrillators



## APPENDIX 2

### Location of Bevendean First Aid Equipment and Defibrillators





**Homely Remedies Policy for Main School****1. DEFINITION**

1.1 A homely remedy is an **over the counter (OTC)** medication that can be obtained, without a prescription, for the relief of a minor, self-limiting ailment.

**2. PROTOCOL**

2.1 The school restricts homely remedies/medicines to a documented list of products used for the relief of specific symptoms.

This list has been formulated by the School Nurse with approval of the School Doctor, see Appendix 4.

2.2 Conditions may only be treated using the specific products indicated for use and doses according to manufacturer's guidelines. If the symptoms persist, or give cause for concern, medical advice should be obtained in case they are masking more serious underlying conditions. Administration of homely remedies must only be undertaken by a member of staff with appropriate knowledge of these medications. The Medical Centre will have access to the British National Formulary. Staff must refer to the publication **'Administration of Medication. Guidance for Main School Staff'**.

2.3 Conditions to consider for treatment using a homely remedy include:

- Indigestion
- Mild pain
- Coughs/colds
- Hay fever/ allergic reactions
- Sports injuries
- Asthma
- Anaphylaxis
- Diabetes

This list is for illustration and is not exhaustive.

**3. OBTAINING HOMELY REMEDIES**

3.1 These will be purchased from a community pharmacy/ medical supplies company and held by the Medical Centre as stock.

**4. STORAGE OF HOMELY REMEDIES**

4.1 Homely remedies will be stored in locked medicine cupboards in the Medical Centre. They will be separated from any named prescription medicines. Expiry dates will be checked regularly by the Nurses.

4.2 For off-site trips, the Nurses will provide a limited supply of OTC medications in a medical bag separate to the first aid supplies.

**5. RECORDING OF ADMINISTRATION OF HOMELY REMEDIES**

5.1 It is essential that all medicines that are given to pupils, staff or visitors are recorded to maintain accurate records and avoid possible overdosing. The School Nurse records medication given as per the **First Aid and Medical Provision Policy**. Parents are emailed with the dose and time given.





5.2 Staff record administration off-site in **Medication Log** provided by the Nurses in each bag and this is handed over to the Medical Centre on return.

5.3 If staff have given medication and are handing over pupils directly to parents on return from a trip, they must verbally inform the parent what they have given and at what time.

## 6. CONSENT

6.1 Parents must inform the school in writing if they do not consent for their child to be given medications/products from the approved list. This will be documented on SIMS and consulted prior to administration. Alternatively, off-site this information will be on the *Medical Conditions Report*.

## 7. PROCEDURE

7.1 All homely remedy medications will be given according to manufacturer's guidelines which cover:

- The conditions licensed to be treated by that medication.
- The dose to be used.
- Exclusions set out by the manufacturer.
- Any drug interactions which would exclude their use.

7.2 Before administration of homely remedies:

- Symptoms will be checked and appropriate medication chosen.
- Consent information to be checked.
- School records to be checked for contraindications or any known allergies. (This will be from a **Medical Condition Report** off-site)
- The pupil will be asked if they have taken any other medication and at what time, (but this is not relied upon depending on age)
- Medication packaging will be read for administration guidelines.
- Administration of medication will be documented.
- The pupil will be informed when they may be given further medication.
- A written note, or email will be sent to advise parents.



## APPENDIX 4

Approved List of Medications and Products for use in the Danes Hill School Medical Centre	
Medications	Use as per Patient Information Leaflets (PIL)
Calpol Six Plus Fast Melts 250mg paracetamol per tablet	
Calpol Six Plus Sachets 250mg/5ml paracetamol	
Cetirizine Hydrochloride 10mg	
Cetirizine Hydrochloride 5mgs/5mls Oral solution	
Gaviscon Liquid	
Ibuprofen 200mg tablets	
Ibuprofen Suspension 100mg/5ml Sugar free	
Paracetamol 250mg/5ml Oral Suspension	
Paracetamol 500mg caplets	
Piriton Syrup 2mg per 5ml	
Piriton Tablets 4mg	
Loratadine Tablets 10mg	
Products	Use as per Patient Information Leaflets (PIL)
Anthisan Cream	
Arnica Cream	
Blackcurrant and Menthol Lozenges	
Burn Gel	
Deep Heat Rub	
Dental Modelling Wax	
Dextrose Energy Tablets	
Diprobase Cream	
E45 Cream	
Eurax Cream	
Ginger Fruit Drops	
Glucogel (40% Dextrose)	
Lemon, Honey and Glycerine/Blackcurrant Lozenges	
Magnesium Sulphate Paste	
Olbas Oil	
Sudocrem Cream	
Sun Lotion SPF30 or SPF50 UVA	
Teething Gel	
Vaseline / Vicks	
Emergency Medications-Prescribed	Use as per Patient Information Leaflets (PIL) and individual Care Plans
Adrenaline Auto- Injector pens	
Salbutamol Inhaler	
Entonox	As per Entonox policy

