



ST JOHN'S
SCHOOL
LEATHERHEAD

**MEDICAL PROVISION, CARE OF SICK CHILDREN
AND MANAGEMENT AND ADMINISTRATION OF MEDICINE**

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Responsible Person: Deputy Bursar

- References:
- ISI Regulatory Requirements (January 2010)
 - DfE Guidance *Boarding Schools: National Minimum Standards* Sep 11
 - Reporting of Injuries Diseases and Dangerous Occurrences Regulations (RIDDOR) 1995
 - St John's School Health & Safety Policy
 - Gillick Competency

1 INTRODUCTION

1.1 ISI Regulatory Standard 3.1.3 (6) states that '*The school shall have and implement a satisfactory written policy on first aid*'. Standard 5(l) specifies that '*there should be appropriate facilities for pupils who are ill*.'

1.2 Boarding Schools National Minimum Standards require that:

- The school has and implements appropriate policies for the care of boarders who are unwell. These include first aid, care of those with chronic conditions and disabilities, dealing with medical emergencies and the use of household remedies. (NMS 3.1)
- Accommodation for boarders who are unwell is adequately staffed by appropriately qualified personnel. It is adequately separated from other boarders and provides separate accommodation for male and female boarders where this is necessary. (NMS 3.2)
- In addition to any provision on site, boarders have access to local medical, dental, optometric and other specialist services or provision as necessary. (NMS 3.3)
- Prescribed medicines are given only to the boarder to whom they are prescribed. Boarders allowed to self-medicate are assessed as sufficiently responsible to do so. (NMS 3.4)
- The confidentiality and rights of boarders as patients are appropriately respected. This includes the right of a boarder deemed to be 'Gillick Competent' to give or withhold consent for his/her own treatment. (NMS 3.5)

2 AIMS AND OBJECTIVES OF THE POLICY

- 2.1 This policy is a framework to facilitate the care of a sick or injured child whilst in the care of the School as a day pupil or a boarder. The procedures within the policy outline the steps which will be taken, and the support which will be provided by the staff of the Medical Centre to those pupils who are sick or injured at School.
- 2.2 The policy aims to provide assurance that pupils and staff, to whom medicines are administered in the Medical Centre, receive the appropriate medication whilst in the School environment.
- 2.3 The policy also outlines the support provided by the School to staff and to parents/guardians to ensure pupils' healthcare needs are met, and it recognises the professional obligation of the School Doctor and School Nurses.
- 2.4 The policy is available to all staff and to prospective or current parents/guardians.
- 2.5 The policy will be reviewed annually and any changes to practice that are required will be made.
- 2.6 Medical Centre staff aim to treat and prevent ill health, promote healthy living and to empower pupils to take responsibility for their own healthcare, and to enable them to make informed choices by providing up-to-date information.

3 MEDICAL PROVISION

3.1 The Medical Centre

- 3.1.1 The Medical Centre is staffed by registered nurses 24 hours a day, 7 days a week, during term-time. Pupils are treated on a drop-in basis as necessary between the hours of 8.00am and 8.00pm. In the event of an emergency there is a call-out system after 8.00pm.
- 3.1.2 The School Doctor holds a surgery twice a week and is available on call, via the nursing staff, at other times if necessary.
- 3.1.3 Accidents and emergencies are dealt with immediately, and parents/guardians are informed as soon as practically possible.
- 3.1.4 The School Nurses co-ordinate arrangements for first aid and emergency cover, and an ambulance service is available for sporting fixtures held at the School.
- 3.1.5 New pupils and staff are given information about the Medical Centre as part of their induction into the School.
- 3.1.6 Parents/guardians must complete a health questionnaire prior to a pupil's entry into the School. The questionnaire outlines significant past medical problems, current ailments and present treatment, as well as known allergies, and the dates and details of all immunisations. This information is essential for use by the Medical Centre staff when dealing with pupils.
- 3.1.7 The Senior School Nurse liaises closely with the School Doctor to ensure timely completion of pre-medicals, health questionnaires, medical registration checks, immunisation and vaccination programmes, asthma follow-ups, selected medical follow-ups for all boarders and any day pupils who are registered at the practice, and, upon request, for day pupils who are registered with their own doctor.

3.2 **Staffing in the Medical Centre**

3.2.1 School Nurses

The Senior School Nurse has responsibility for the day-to-day management of the Medical Centre, and ensures policies and procedures are in place and followed.

Nurses hold current Nursing and Midwifery Council (NMC) registration (sub parts 1 and/or 8 of the Register). Statutory and mandatory training is undertaken to ensure registration compliance, and re-registration is carried out annually. Confirmation of registration is held on file by the School.

The Senior School Nurse seeks professional support and guidance from the School Doctor and the Royal College of Nursing (RCN), as appropriate.

The School Nurses' main responsibility is the health and well-being of pupils, whether this is for care and delivery of treatment, or for advice. They also provide health education advice and training in certain procedures e.g. administration of Epipen, and may also treat minor ailments of staff or provide advice.

3.2.2 School Doctor

Boarding pupils are required to register with the School Doctor's medical practice. Day pupils are also encouraged to register with the School Doctor's medical practice for reasons of safety and continuity.

Medical care is provided to all pupils registered with the School Doctor and day pupils who are not registered with the School Doctor will be encouraged to visit their own doctor as the medical records will be held at that medical practice. Pupils not registered with the School Doctor may be seen as a temporary patient at the discretion of the School Doctor.

Pupils may see the Doctor in the surgeries held in the Medical Centre twice weekly, or at the medical practice if the appointment is more urgent.

Pupils may request to be seen by a doctor of the same gender, but this will not necessarily be in the Medical Centre.

Consultations with the School Doctor are private and no explanation needs to be given to the nursing or teaching staff.

Emergency out of hours medical services are provided by Thames Doc, if necessary.

The School Doctor provides advice on the clinical aspect of policies and procedures.

3.3 **The Medical Centre Facilities**

The Medical Centre facilities are available to all pupils. Nursing staff are also available to provide support and advice to parents/guardians.

Pupils may be seen as out-patients or as in-patients. Beds are provided for pupils required to remain in the Medical Centre overnight. Separate facilities are provided for boys and girls.

The building has a reception area and a private examination/treatment room, as well as an office and on-call facilities for the duty nurse.

3.4 **Medical Facility for Staff**

Treatment of minor ailments and general advice is also available to members of staff during normal working hours, during term-time.

Staff registered with the School Doctor's practice should make appointments with the medical practice. Unless in an emergency, the School Doctor is not obliged to see or treat any member of staff at the weekly surgeries.

4 CARE OF SICK CHILDREN

4.1 **Arrangements from 8.00am to 8.00pm (working day)**

The Medical Centre is staffed 24 hours a day, 7 days a week during term-time. Pupils who are unwell or have sustained an injury will remain in the Medical Centre as long as necessary for observation and further action if appropriate.

Parents may be asked to collect the child if necessary. Parents must collect the child directly from the Medical Centre. The duty Nurse is responsible for contacting parents, not the child.

There is a bell call system within the Medical Centre and the duty Nurse is available at any time to assist a sick pupil.

The Medical Centre provides daily drop-in Nurse clinics. Pupils must notify a member of the House staff, tutor or class teacher before attendance but they do not have to give an explanation for wanting to visit the Medical Centre. Once seen by the Nurse, a pupil is given an attendance slip to hand to the next class teacher, by way of explanation for the absence/lateness.

If a pupil feels unwell during the School day the following procedure must be followed:

- Notify the tutor that they feel unwell and they need to go to the Medical Centre;
- Report to the duty Nurse in the Medical Centre;
- The duty Nurse will carry out an assessment and decide whether or not the pupil should go home early, be exempt from sports or stay in the Medical Centre for further observation;
- The duty Nurse will inform the pupil's Housemaster or Housemistress;
- The duty Nurse, Reception or occasionally the Housemaster or Housemistress will contact parents to ask for their son or daughter to be collected;
- Parents who choose not to register their children with the School Doctor are responsible for transporting their children to their own doctor in the event of illness.

Parents may request that a pupil is seen by the duty Nurse, and advice for parents is available by phone between 8.00am and 8.00pm, Monday to Sunday, throughout term-time. Teaching and boarding staff may request for a pupil to be seen. This will normally only be done in an emergency or after consultation with the parents if there have been worries about a child's health and well-being.

On match days, sports field cover is provided by the Medical Centre in addition to trained first aiders. This is supplemented by an ambulance service. The Medical Centre remains fully operational during sporting activities.

4.2 **Arrangements from 8.00pm to 8.00am (out of hours)**

If a boarding pupil is unwell after 8.00pm the duty House staff will contact the duty Nurse. The pupil should be escorted to the Medical Centre for assessment and/or treatment. In an emergency or in the event of severe illness, the duty Nurse may attend the sick child in the House.

The duty Nurse will decide on the appropriate course of action which may be to send the pupil home (procedure as above), admit the pupil to the Medical Centre (and request assistance from Thames Doc) or send the pupil to Epsom A&E. Pupils requiring hospital attention will be escorted at all times.

In emergency situations or if the pupil is very sick, the duty Nurse/duty House Staff may decide that it will be more appropriate to dial 999 direct. However, the duty Nurse must also attend to carry out emergency care until the paramedic crew arrive. Parents will be advised of the situation as soon as possible.

4.3 Counselling and Physiotherapy Services

Counselling and physiotherapy services are also provided in the Medical Centre.

Counselling is provided by a trained Counsellor, who is available to pupils and staff. Appointments are arranged by request from individuals direct to the Counsellor. Contact details for the Counsellor are available to all pupils and staff, and the service is provided on a confidential basis.

Physiotherapy may also be arranged on request (usually as a result of a referral by a doctor), and treatment will take place in the Medical Centre.

5 MEDICAL RECORDS

5.1 School Medical Records

The Medical Centre staff produce and maintain up-to-date nursing and medical records that are predominantly computer based. Written records are kept of care plans and care cards. These are stored separately from House records and pupil files, and are also separate from NHS records.

Medical records are confidential and access is restricted to the Medical Centre staff. Computer based records are password protected, and are digitally signed by the author. Staff receive training from IT Support in confidentiality and the use of the computer based record systems.

All non-NHS records are available for inspection at any time by the Care Quality Commission. Whilst the Head and other senior staff have a responsibility to ensure that records are maintained, any personal or sensitive information passed in confidence to the School Nurses is not shared with non-medical staff. (See separate Child Protection Guidelines).

5.2 NHS Records

NHS records for boarders, as well as any day pupils registered with the School Doctor, are maintained by the School Doctor and are available to Medical Centre staff as appropriate.

5.3 Record Keeping and Management of Medicines

The School's record keeping includes:

- A list of authorised staff, including First Aiders, permitted to administer medications;
- a record of all training undertaken by designated staff;
- a record of training undertaken by pupils permitted to self-medicate, and competent to do so;
- Individual Health Care Plans;
- a record of parents'/guardians' consent, and doctor's instructions, including those for self-medication. Consent will be reviewed and confirmed annually in September;

- a record of medication and details of administration;
- a record of disposed medication.

Administration of medication is recorded both electronically and by hand in the treatment book.

If a prescribed medication is not administered the reason is recorded in the pupil's record. The duty Nurse will notify parents of the situation and a plan of action will be agreed.

The School's procedure for the Management and Administration of Medicines can be found at Appendix 1.

6 FIRST AID

6.1 In addition to the medical provision outlined above, the School provides first aid cover for holiday periods, including pre-season (sport) training.

6.2 First aid notices are displayed around the School site, together with lists of qualified First Aiders, and directions to first aid boxes. First aid boxes are held in the following areas:

Medical Centre, practical Academic Departments (i.e. Science, Sports Hall and Design & Technology, Art, Swimming Pool), Grounds and Maintenance Sheds, Maintenance Office, School Kitchen, Performing Arts Centre, Catering Office, Minibuses and the Domestic Bursar's office.

6.3 Neither qualified first aiders nor any employee, other than School Nurses, are permitted to dispense pharmaceutical products including aspirin (and related products) except where prior written permission is given. The exception being those staff who are trained to administer Epipens.

6.4 All incidents which require treatment are recorded in the School's Accident Book, which is located in the Medical Centre during term-time, and in the Bursary during holiday periods.

7 ARRANGEMENTS FOR PUPILS WITH PARTICULAR MEDICAL CONDITIONS

Pupils with particular medical conditions for example asthma, epilepsy, diabetes and disabilities are given suitable support and activities are adapted as appropriate. Individual health care plans are drawn up for pupils that either have long-term medical conditions or conditions that can require swift emergency medication. The plans identify the safety measures necessary to support pupils with medical needs and ensure that they and others are not put at risk. They also identify any support needed by the School e.g. staff training.

8 PROCEDURE FOR DEALING WITH SPILLAGES OF BODY FLUIDS

Body fluids include blood, urine, vomit and faecal matter. All must be regarded as potentially infective and dealt with in a safe and effective manner.

Procedure:

- In the event of blood loss or vomiting the duty Nurse must be informed immediately to provide the appropriate treatment to the affected person.
- The area of the incident should be made safe by the first member of staff at the scene using warning signs if necessary. Where appropriate the spillage may be covered with disposable towels.
- The duty Nurse and/or cleaning staff (via the Bursar's Department) should be notified. The duty Nurse will attend following treatment of the patient.
- Disposable personal protective equipment (PPE), such as gloves and aprons, are available in the Medical Centre, as are disinfectant solutions.

- The spillage must be cleared at the earliest opportunity. The area should be covered using the spillage compound available.
- This should be sprinkled over the spillage ensuring absolute coverage.
- Allow 90 sec approximately before scooping debris into a suitable disposable bag - preferably a yellow clinical waste bag.
- Any paper towels or similar should be sealed in a plastic rubbish bag, together with any PPE used. Disposal of infected or potentially infected material is through the Medical Centre and according to Local Authority guidelines.
- Following cleaning with disinfectants the area may subsequently be washed in the normal manner, and left to dry, using warning signs where necessary.
- Cleaning equipment must be washed after use and stored dry.

9 REPORTING OF INJURIES, DISEASES AND DANGEROUS OCCURRENCES REGULATIONS 1995 (RIDDOR)

It is a legal requirement to report certain accidents and ill health at work to the Health & Safety Executive in certain circumstances, such as death, major injuries, accidents resulting in over 3 days absence due to injury, diseases, dangerous occurrences and gas incidents.

The Deputy Bursar assumes responsibility for RIDDOR and is provided with a weekly report of incidents.

MANAGEMENT AND ADMINISTRATION OF MEDICINES**1 Protocol**

Agreement for the administration of medication to pupils is via loco parentis and the duty of care held by the School, and registration with the School Doctor.

A pupil will never be forced to accept medication. The nursing staff will document refusal to accept medication and notify parents/guardians accordingly.

2 Non-prescribed medication

All non-prescribed medicines are stored in a locked cupboard. The key to the locked cupboard is held by the duty Nurse.

The following protocol is used for the administration of non-prescribed medication by trained nursing staff:

- The reason for giving the medication is established;
- a check is made to ensure the pupil is not allergic to the medication;
- a check is made to establish the last time the medication was taken to ensure the maximum dose is not exceeded;
- pupils are asked if the medication has been taken before and, if so, were there any problems noted;
- a check is made of the expiry date on the medication package or container;
- pupils take medication under the supervision of the person issuing it;
- a written record is kept in the treatment book (this includes pupil name, medication, dosage, the date and time of administration, pupil signature as well as the name and signature of the person administering the medicine). The information is also recorded electronically;
- a stock-take is carried out at every shift change from one Nurse to another.

3 Prescribed medications

Prescribed medications are only issued to the pupil to whom they have been prescribed (i.e. the pupil named on the label of the medicine to be administered). The School does not hold a stock of prescribed medicines.

Individual prescriptions, such as antibiotics, are processed for the named pupil.

4 Receiving medication from home to administer in School

- All medication must be in original container.
- All medication MUST be clearly labelled with:
 - the pupil's name
 - the name and strength of the medication
 - the dosage and frequency the medication should be given
 - the expiry date.
- If two medications are required, these should be in separate, clearly and appropriately labelled containers.
- On arrival at School all medication is to be handed to the duty Nurse, unless there is prior agreement between School and parent(s) for the pupil to carry medication (e.g. asthma inhalers)
- Delivery of newly prescribed medication from the pharmacy will be recorded and stored without delay.

- Pupils will be encouraged to attend the Medical Centre to receive the first dose of newly prescribed medication as soon as possible.

5 Controlled Drugs

The Medical Centre does not hold controlled drugs.

6 Immunisations

Routine immunisations are only offered to boarders and day pupils who are registered with the School Doctor. These are usually administered at the School Doctor's surgery, but can be given by the duty Nurse under direct supervision of the School Doctor.

Day pupils who are not registered with the School Doctor will receive immunisations from their own doctor.

7 Administration of Medicines to Save a Life

Neither qualified first aiders nor any employee, other than School Nurses, are permitted to dispense pharmaceutical products including aspirin (and related products) except where prior written permission is given. The exception being those staff who are trained to administer EpiPens.

8 Storage of medication in School

Medication must be stored in a locked, wall mounted cabinet with the keys held by the duty Nurse or kept in an accessible but restricted place known only to the Medical Centre nursing and medical staff.

A lockable and wall mounted fridge is available for items requiring refrigerated storage.

Once dispensed by the Nurse, the medication should be administered immediately and never left unattended.

9 Self-administration of Medication (Gillick Competency)

Parents/guardians must provide a written request to the Senior School Nurse if a pupil wishes to self-medicate (examples include insulin, asthma medication, allergies requiring EpiPen). This will be authorised if a pupil is over sixteen years of age or, if under sixteen, is Gillick Competent and has been trained and is considered to be competent to administer their own medication.

10 Overdose of Medication

If there is a suspicion of overdose of medication the Medical Centre should be contacted immediately for emergency advice and treatment or referral as necessary.

11 Emergency Medication

- Emergency medication will be detailed in the pupils individual care plan.
- This type of medication will be readily available.
- The Care Plan will be checked and reviewed at least at the start of each term.

It is the parents'/guardians' responsibility to notify the Medical Centre of any change to the medication prescription for emergency treatment.

Procedures in the Care Plan will identify:

- Where the medication is stored
- Who should collect it in an emergency

- Who should stay with the child
- Who will telephone for an ambulance/medical support
- Contact arrangements for parents/guardians
- Supervision of other pupils
- Support for pupils witnessing the event
- Recording systems.