

Medical and First Aid Policy and Procedures



St John's School
LEATHERHEAD

Date of issue: July 2023
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Responsible person: Nurse Manager

References: [DfE National Minimum Standards for Boarding Schools \(September 2022\)](#)
[DfE Supporting Pupils at school with Medical Conditions \(Dec 2015\)](#)
[DfE Guidance in First Aid in Schools, Early Years and Further Education \(February 2022\)](#)
[DfE Health and Safety: responsibilities and duties for schools \(April 2022\)](#)
Reporting of Injuries Diseases and Dangerous Occurrences Regulations (RIDDOR) (2013)
NMC: The Code, Professional standards of practice and behavior for nurses and midwives. (March 2015 updated Oct 2018)
Safeguarding and Protecting Children Policy and Procedures (7a8a7g)
Health and Safety Policy (11)
Infection Control Policy (13e)
Head Injury and Concussion Protocol (M2)

Appendix 1: [Management and Administration of Medicines by Nurses](#)
Appendix 2: [Protocol for the Administration of Prescribed and Non-prescribed Medication by House and School Staff](#)
Appendix 2a: [Stock Medication and its Uses](#)
Appendix 3: [Pupil Medication Request Form](#)
Appendix 4: [Guidelines for calling an Ambulance](#)
Appendix 5: [Protocol for Calling the Health Centre for Assistance in an Emergency](#)
Appendix 6: [Medical consent](#)

Policy Number: 13a/13b

1. AIMS AND OBJECTIVES OF THE POLICY

- a. The policy outlines the support provided by the School to ensure pupils' healthcare needs are met, and it recognises the professional obligation of the School Nurses.
- b. This policy is a framework to facilitate the care of a sick or injured pupil whilst in the care of the School as a day pupil or a boarder.
- c. The procedures within the policy outline the steps which will be taken, and the support which will be provided by the Health Centre staff to those pupils who are sick or injured at St John's.
- d. The policy outlines support provided by the School for staff and visitors in the case of a medical emergency or injury.
- e. The policy illustrates the Schools commitment to support pupils with medical conditions. In doing so it should ensure that children with medical conditions receive a full education.
- f. The policy aims to provide assurance that pupils to whom medicines are administered, receive the appropriate medication whilst in the School environment.
- g. The policy is available to all staff, prospective or current parents/guardians.
- h. The policy will be reviewed annually and any changes to practice that are required will be made.
- i. Health 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.

- j. Health Centre staff liaise with and support Child and Family Health Surrey and the local Health Protection Team to facilitate the management of the National routine childhood immunisation program for the St John's School pupil body.

2. HEALTH PROVISION

2.1 The Health Centre

- a. The Health Centre is staffed by Registered Nurses 0800 - 1730 from Monday to Thursday, 1700 on Friday; term time only. Pupils can access the Health Centre at any point within these times. However, pupils are encouraged to visit the Health Centre during break times for non-urgent issues.
- b. Between the hours of 1730 - 0800, House staff are on call to deal with any emergency or issues a pupil may have. See section 6.2 for information regarding out-of-hours care for boarders.
- c. Accidents and emergencies are dealt with immediately; parents/guardians, House staff and where appropriate Senior Leadership are informed as soon as practically possible.
- d. The Nurse Manager co-ordinates arrangements for first aid and emergency medical cover for the Health Centre, home sporting fixtures and onside School events when necessary. Medical cover for weekend sporting fixtures is provided by St John's staff and contracted medical personnel.
- e. New pupils and staff are given information about the Health Centre as part of their induction into the School.
- f. Parents/guardians must complete a Medical Information and Consent form prior to a pupil's entry into the School. The form asks parents to outline their child's past medical history, current conditions and present treatment, as well as known allergies, and immunisation record. This information is essential for use by the Health Centre staff when supporting the health and welfare of pupils, both on an individual basis and to ensure the health of the School as a community. Parents are asked to review the information held by School on a yearly basis and update as necessary.
- g. The Medical Information and consent form asks parents to give medical consent for School staff and contracted Medics to administer first aid and give emergency care where appropriate. For The Head (and The Head's representative) to act on their behalf to authorise emergency medical treatment as necessary for their child's welfare. And for appropriate and trained School staff to administer approved medications. See Appendix 6.
- h. The School recognises that when a pupil is aged over 16 years they can give consent for their own medical treatment. Pupils who are under 16 years of age are not automatically presumed to be legally competent to make decisions about their healthcare. However, the courts have stated that under 16 year olds will be competent to give valid consent to a particular intervention if they have "sufficient understanding and intelligence to enable him or her to understand fully what is proposed" (sometimes known as "Gillick competence"). Health Centre staff would encourage pupils to discuss treatment or refusal of treatment with their parents. Consent for medical treatment and any refusal of consent would be assessed by Health Centre staff and documented in the pupil's medical records.
- i. Health Centre staff liaise with parents, School staff and multi-disciplinary health professionals to ensure the effective and holistic care of pupils.
- j. Health Centre staff are involved in health promotion and health training within the School.

2.2 Boarding

Boarding at St John's is bespoke. Pupils can weekly board; arriving on Sunday evening/Monday morning and returning home on a Friday evening. Or they can flexi-board; boarding for one or two nights a week. There is also the opportunity for all pupils to flexi-board on an ad-hoc basis.

- a. Parents will continue to manage their child's health care and welfare needs. It is expected that pupils will remain registered with their own GP surgery, dentist, orthodontist and optician.
- b. In the unlikely event that a pupil needs access to a GP, dentist or optician urgently when boarding, the School has an arrangement with local providers who will see a boarding pupil on a temporary basis.
- c. If urgent medical care is required school staff would give the appropriate first aid and the boarder would be taken to Accident and Emergency department at Epsom hospital, accompanied by a member of School staff. In a medical emergency School Staff would call 999 for an ambulance.
- d. Individual Health Care plans (IHCP) are drawn up for pupils who have a disability, acute or chronic medical conditions or conditions that require swift emergency treatment and/or medication. Boarding staff will be fully briefed by Health Centre staff regarding any requirements the pupil may have whilst boarding. Boarding staff will familiarise themselves with pupils ICHP.

2.3 Health Centre services and Clinics

Health Centre staff liaise closely with the School Physiotherapist and Return2Play (R2P), the Schools head injury and sports injury specialist care consultants. Health Centre staff manage the appointments for both clinics.

Physiotherapy Clinic

- a. The School physiotherapist runs a weekly drop-in assessment clinic in the Health Centre. (Term time only)
- b. Pupils can self-refer or be referred by Coaching staff and Health Centre staff.
- c. If further treatment is felt necessary, pupils and parents will be informed, and parents can make their own arrangement with a physiotherapist of their choice or with the School physiotherapist at School. Any further treatment sessions are funded directly by parents.

Sports Injuries and Concussion Clinic

- d. Return2Play (R2P) hold a weekly sports injuries and concussion clinic run by a R2P Doctor with experience in treating head injuries and sports injuries
- e. The Clinic is held in the Health Centre (Term time only)
- f. Any pupil who has sustained a head injury or other injury where concussion is suspected or confirmed will be seen in the Clinic in line with government and sporting bodies guidance. See the Head Injury and Concussion protocol for more information
- g. The R2P Match Day Doctor and pitch side medics will refer an injured player from weekend fixtures for further assessment in Clinic as appropriate
- h. Coaches are encouraged to refer injured players from away fixtures to be seen by the Doctor in Clinic for assessment
- i. Health Centre staff can also refer injured pupils to be seen in Clinic as appropriate

3. STAFFING IN THE HEALTH CENTRE

School Nurses

- a. The Nurse Manager, also a School Nurse, has responsibility for the management of the Health Centre,

and ensures policies and procedures are in place and followed.

- b. Nurses hold a minimum of a current Nursing and Midwifery Council (NMC) registration (sub part 1 of the Register). Nurses may have additional training and specialist qualifications. Statutory and mandatory training is undertaken to ensure registration compliance and revalidation is undertaken in line with NMC protocol. Confirmation of registration is held on file by the School.
- c. The Nurse Manager and School Nurses work within their competency and seek professional support and guidance from Professional Bodies and other Professional Agencies, as appropriate.
- d. The School Nurses' main responsibility is the health and wellbeing of pupils; to assess pupils' needs, implement appropriate treatment and evaluate care given. The School Nurses support pupils with existing medical conditions. School Nurses give lifestyle advice and support for pupils on individual health issues. They will also provide teaching and training on health issues as appropriate to pupils and staff.
- e. School Nurses will deliver emergency care to School staff, treat injuries and may advise on health matters.
- f. School Nurses will provide emergency care for visitors and contractors as necessary.

Health Centre Clinical bank staff

- g. Appropriately trained Clinical bank staff are managed and overseen by the Nurse Manager and are part of the Health Centre team
- h. Clinical bank staff provide medical and first aid cover for sporting fixtures and other school events as required
- i. Clinical bank staff will assist the School Nurses in the Health Centre as required

4. THE HEALTH CENTRE FACILITIES

- a. The Health Centre facilities are available to all pupils. Health Centre staff are also available to provide support and advice to parents/guardians and staff.
- b. The Health Centre entrance opens into a waiting and triage area. There are two clinical rooms for consultation and treatment. There are quiet areas for pupils to rest and recuperate and bedrooms for the pupils if they need to remain in the Health Centre during the day.
- c. There are sufficient toilet and bathroom facilities to allow separate areas for staff and pupils and for isolation hygiene needs when necessary.
- d. There is a designated physiotherapy room.

5. MEDICAL FACILITY FOR STAFF

Health Centre staff will deliver emergency care to School staff, treat injuries and advise on health matters during Health Centre opening hours. School Staff may rest in the Health Centre as long as no pupils require the facilities.

The Health Centre facilitates annual influenza vaccinations for School Staff who wish to receive the vaccination.

6. CARE OF SICK OR INJURED PUPILS

6.1 Arrangements 0800 - 1730

- a. Parents should take responsibility for their child's health and are asked not to send their son or daughter to the School if unwell or exhibiting signs or symptoms of an infectious illness. Infectious illnesses and diseases can be easily transmitted within a school community. Keeping a child at home can reduce the risk of transmission during the infectious stage.
- b. The Health Centre is staffed by Registered Nurses 0800 - 1730 from Monday to Thursday, 1700 on Friday. Pupils who are unwell or have sustained an injury will be assessed by Health Centre staff. After the initial assessment, pupils will remain in the Health Centre under the care of the nursing staff for as long as necessary for treatment, observation and any further action as is appropriate.
- c. If a pupil presents with signs/symptoms of an infectious illness or on assessment Health Centre staff believe there is a potential for cross infection the pupil will be cared for in isolation within the Health Centre. (See point 13 Isolation)
- d. Pupils should notify a member of House staff, tutor or class teacher if they wish to visit the Health Centre during lesson time. Pupils do not have to give an explanation for wanting to visit the Health Centre. Once seen by a Nurse, the pupil is given a Health Centre attendance slip to hand to the next class teacher, by way of explanation for the absence/lateness.
- e. If a pupil remains in the Health Centre for treatment or needs to go home or to seek further medical assessment, Health Centre staff will inform relevant staff via email.
- f. If a pupil suffers a medical emergency or sustains a serious injury an ambulance will be called as soon as possible and parents informed. A member of School staff will accompany the pupil in the ambulance to hospital and wait with the pupil until parents arrive. (See [Guidelines for calling an Ambulance](#) at Appendix 4)
- g. If a pupil feels unwell during the school day, the following procedure must be followed:
 - Notify the teacher, tutor or House staff that they feel unwell and they need to go to the Health Centre.
 - On entering the Health Centre the pupil is to ring the doorbell to alert the Nurse.
 - The Nurse will carry out an assessment and decide on the appropriate course of action.
 - If a pupil needs to go home the Nurse will contact parents to ask for their son or daughter to be collected.
 - The Nurse will inform House staff if a pupil is staying in the Health Centre for rest or observation, has returned to class or been sent home.
 - Boarders will return to their House at 1715 if remaining at School to Board.
 - Nurse will inform Boarding staff via email what care, if any, needs to be given overnight.
- h. When a pupil is unwell, parents may be asked to collect their child. Parents must collect the child directly from the Health Centre. Health Centre staff will escort the pupil to meet their parents to give information and advice regarding appropriate treatment and care.
- i. Pupils are not allowed to go home unaccompanied unless express permission is given by parents and the Nurse assesses it is safe for them to do so. The School has a nominated taxi firm who have been approved to transport pupils. Health Centre staff are responsible for contacting parents if a pupil needs to go home, not the pupil.
- j. Parents may request that Health Centre staff see a pupil. Advice on general health issues for parents is available by email or phone throughout term-time. Parents of pupils with health issues are encouraged to contact Health Centre staff and keep them updated. Parents, teaching and boarding staff may request a pupil is seen by Health Centre staff if they have concerns regarding a pupil's health and wellbeing.

- k. Parents are asked to update Health Centre staff with the outcome of any hospital visits, injury, illness or treatment their son or daughter has to ensure holistic and safe care in School.

6.2 Arrangements from 1715 - 0800

- a. If a boarding pupil is unwell or needs first aid after 1715 or during the night, they must report to the duty House staff immediately. House staff will assess the pupil and treat appropriately. The pupil will rest and recuperate within their House under the supervision of House staff. However, House staff will contact parents to collect their child if necessary.
- b. If a pupil presents with signs/symptoms of an infectious disease or there is a risk of cross infection the pupil is to isolate within their House in a single room and use separate bathroom facilities. (See point 13 Isolation).
- c. Each Boarding House holds a list of all qualified first aiders and there is a first aid box in each Boarding House.
- d. Each Boarding House has access to a generic Adrenaline Auto-injector and asthma inhaler and a list of pupils consented to for administration in an emergency. (See point 11.5)
- e. If necessary, House staff will contact out-of-hours medical services and gain advice from the NHS 111 service. In the case of serious illness or injury or in an emergency, House staff will call 999, accompany the pupil to hospital and alert the parents as soon as is possible. House staff will also alert Senior Leadership. (See Guidelines for calling an ambulance at [Appendix 4](#))
- f. House staff must inform the Health Centre the next working day if pupil has been unwell or has required treatment overnight.
- g. Any pupil who has been unwell during the night must report to the Health Centre in the morning for assessment by Health Centre staff.

6.3. Care of the injured pupil

- a. Any pupil who sustains an injury during the School Day should be assessed by a member of the Health Centre team.
- b. An injured pupil will initially be assessed and treated at the scene by a qualified first aider if available. Health Centre staff must be alerted immediately. Health Centre staff will attend, assess and treat as appropriate and if able, move the casualty to the Health Centre for further assessment and treatment.
- c. If in doubt, do not move the casualty. Call for the appropriate help.
- d. Any pupil suffering a head injury or suspected concussion must stop what they are doing and be referred to the Health Centre for assessment immediately. [See Head Injury and Concussion Protocol](#)
- e. Injuries sustained outside the school day and on trips will be assessed by a qualified first aider and the appropriate treatment given. The Health Centre is to be informed of the injury and the pupil is to be referred to the Health Centre for review the following day.
- f. Injuries sustained at away sporting fixtures are to be reported to the Health Centre by the players' Coach and the player referred to the Health Centre for review on the next school day. (See point 7 for home sports injuries)
- f. The School recognises that staff acting as first aiders can only give the amount of treatment that each individual is trained to deliver and feels competent to give.
- g. Any injuries or near misses are to be reported on EVOLVE, the School's incident reporting process, by the person who initially dealt with the injury.

- h. An ambulance should always be called in a medical emergency or when there is not sufficient expertise or equipment to control a medical situation. This could be due to any injury or illness. (See Guidelines for calling an ambulance in [Appendix 4](#))

7. MEDICAL AND FIRST AID ARRANGEMENTS FOR SPORTS TRAINING AND HOME FIXTURES

- a. The Nurse Manager and Director of Sport liaise closely regarding the Schools Sporting Calander. The Nurse Manager will arrange medical and first aid cover for sporting events throughout the school year as appropriate.
- b. For weekend home fixtures and training, medical and first aid cover is provided by a team of medically qualified staff with expert knowledge and experience in delivering pitch side medical care. The medical team comprises of a member of St John's School Health Centre Clinical team, external medics from a company specialising in delivering pitch side medical cover for sporting events and, where appropriate, a Match Day Doctor from Return2Play (R2P). The majority of St John's sports coaching staff also hold a first aid qualification.
- c. Pupils and visiting players will be treated primarily pitch side by the medics. However, medics do have access to the Health Centre and its facilities.
- d. The medical team will record all assessments and treatment on the R2P injury reporting system which automatically informs the Health Centre.
- e. Medical and first aid cover for home weekend sports fixtures in the Winter and Spring Terms is provided by the medical team detailed in point b. During the Summer term, first aid for home fixtures is provided by the coaching staff who are qualified first aiders.
- f. Games sessions and sports training sessions during the School day will be covered by Health Centre staff and coaching staff who are qualified first aiders.
- g. Mid-week sports fixtures and tournaments will be covered by members of St John's School Health Centre Clinical team or external medics as appropriate.
- h. During a sports fixture the referee is responsible for stopping the game and ensuring the injured player is given the necessary space to be treated by medical team/first aider covering the match. The medical team/first aider in attendance will take control of the situation.

8. MENTAL HEALTH AND WELLBEING

- a. The Director of Safeguarding, Pupil Mental Health Lead and School Counsellor have designated rooms and offices within the Health Centre and Wellbeing building. Health Centre staff work closely with all members of the Mental Health and Wellbeing Team. The School has a Pupil Mental Health and Wellbeing Policy (available to staff in the Policy Library on Microsoft Teams).
- b. Counselling services have their own designated rooms. Counselling is provided by a trained, experienced counsellor. The counselling service is available to all pupils and is provided on a confidential basis.
- c. Pupils can arrange appointments directly with the counsellor via phone or email. Staff can refer a pupil to be seen by the counsellor via a referral form or email. Appointments and referrals can also be made through the Health Centre staff. Parents can also request for their child to see the Counsellor via School Staff. Contact details for the counselling service and session times are available via the Health Centre.

9. MEDICAL RECORDS

9.1 School medical records

- a. The Health Centre staff produce and maintain up-to-date nursing and medical records that are predominantly computer-based. Any written records are kept securely within the Health Centre. Personal data, information security and records are managed by the Health Centre in accordance with the School's Data Protection Policy and Compliance Procedures for Staff, Information and Record Retention Policy and Procedures and the Information Security Policy, all of which comply with the Data Protection Act 2018 and General Data Protection Regulation.
- b. Medical records are confidential, and access is restricted to the Health Centre staff. Computer-based records are password protected and are digitally signed by the author.
- c. 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 Nurse remains confidential in line with the NMC Code¹. However, if the School Nurse is concerned there is a safeguarding issue then the DSL will be informed in line with the School's Safeguarding and Protecting Children Policy and Procedures.
- d. School staff are given information on pupil's medical and welfare issues on a need to know basis e.g. boarding staff, senior house staff, matrons, form tutors, trip leaders, sports and coaching staff, teaching staff, catering staff.

9.2 Record keeping and management of medicines

The School's record keeping includes:

- A record of all training undertaken by designated staff
- Individual Health Care Plans
- A record of parents'/guardians' consent
- A record of consent for medication including those for self-medication
- A record of stock medication
- A record of prescribed medication
- A record of disposed medication
- A record of medical conditions and emergency actions to be taken for any affected pupil

10. MEDICINES

Reference should be made to the Management and Administration of Medicines by Nurses ([appendix 1](#)) and the Protocol for the Administration of Prescribed and Non-prescribed Medication by Boarding House staff and School Staff ([appendix 2](#)).

- a. Pupils are not permitted to carry prescribed or over the counter (OTC) medication on their person within school. With the exception of prescribed Emergency Medication for example Adrenaline Auto-Injectors (AAI) and asthma inhalers.
- b. Any pupil taking prescribed medication at school must have a Pupil Medication Form completed by their parents' giving details of the reason why the medication is being taken and the drugs name, dose and frequency. Health Centre staff must be informed if a pupil brings prescribed medication into school.
- c. The Health Centre and Boarding Houses keep a small supply of stock OTC medication;
 - Paracetamol
 - Ibuprofen
 - Cetirizine

¹ The Code, Professional standards of practice and behaviour for nurses and midwives, NMC (March 2015)

- Throat lozenges
 - Simple linctus
- d. Parents give consent for stock medication to be given as required following assessment, on the Medical Information and Consent form completed when the pupil enters St John's School. If consent for a stock medication has been withheld, Health Centre staff will make a record on iSAMS and inform Boarding House staff.
 - e. Administration of medication is recorded electronically in pupils' medical notes held on iSAMS. If a prescribed medication is not administered the reason is recorded in pupils' records. Health Centre staff will notify parents and house staff if appropriate.
 - f. In exceptional circumstances, a pupil may be allowed to self-medicate following assessment by Health Centre staff and consent from parents.

11. FIRST AID

11.1 First Aiders

- a. In addition to the medical provision outlined above, nominated first aiders provide general cover during the holiday periods.
- b. The Health Centre, Human Resources, and Compliance department hold records of qualified first aiders in the School. First aid notices inform staff, pupils and visitors as to who and where their nearest first aiders are.
- c. Lists of qualified first aiders are available in each House, in departments and common areas of buildings where appropriate.
- d. The Compliance department monitor staff first aid qualifications and check regularly to ensure qualifications are maintained and the School has sufficient numbers of first aiders on site and in key areas.
- e. Neither qualified first aiders nor any employee, other than School Nurses and school staff who have had the appropriate training from Health Centre staff, are permitted to dispense pharmaceutical products. Exceptions are other members of staff who have been trained to administer emergency, lifesaving medication e.g. Auto Adrenaline Injectors, inhalers, Midazolam and anyone giving medication under the instruction of a clinician after calling 999.
- f. All accidents which require treatment or near misses are recorded online via Evolve, the School's accident reporting system
- g. All staff holding a current First Aid qualification are trained to use an Automated External Defibrillator (AED).

11.2 First Aid Equipment

- a. First aid notices are displayed around the School site, with notification of the nearest first aiders, first aid box, AAI, generic inhaler and Automated External Defibrillator (AED).
- b. First aid boxes are held in all areas and departments of the School including Boarding and Day houses.
- c. House staff and Heads of Department monitor the first aid kits assigned to their department or area of School and alert the Health Centre when stocks need replenishing.
- d. The Health Centre provides the first aid boxes and extra stock as needed.

11.3 Automated External Defibrillator (AED)

Sudden cardiac arrest is when the heart stops beating and can happen to people of any age and without warning. If this does happen, quick action (in the form of early CPR and defibrillation) can help save lives. A defibrillator is a machine used to give an electric shock to restart a patient's heart when they are in cardiac arrest. Modern defibrillators are easy to use and safe.

- a. The School currently holds six AEDs sited at the following locations:
 - Main School Reception; lobby of toilet
 - Sports Centre lobby
 - Main Fields Pavilion; lobby
 - Outside the Dining Hall; pupil entrance
 - Henry Dawes building; ground floor lobby
 - New Fields; red storage building.
- b. The AEDs are checked by Health Centre staff at the beginning of each half term and monthly thereafter. During the holiday period, Sites staff carry out the checks. The AEDs are serviced annually.
- c. Health Centre staff replenish any used or expired items as necessary
- d. First Aid notices situated around the School inform staff where their nearest AED is located.

11.4 Medical Gases

The School holds a supply of portable medical gases, oxygen and nitrous oxide (Nitronox), to be used by trained medical personnel in the event of a serious injury or medical emergency.

- a. When not in use, the medical gases are stored in the Health Centre in accordance with HSE guidance. Appropriate signage is in place.
- b. During home sporting fixtures, trained medical personnel will transport the portable medical gases pitch side.
- c. When transporting medical gases to New Fields, correct signage will be on display
- d. The Nurse Manager holds a list of all medical personnel trained to use medical gases

11.5 Emergency Medication

The School holds a supply of generic Adrenaline Auto Injectors (AAI) for use in a severe allergic reaction (Anaphylaxis) and Salbutamol inhalers used by asthmatics. These emergency medications are used in the event a pupils own medication is unavailable for any reason or to supplement their own medication in a medical emergency.

- a. Pupils are expected to carry their prescribed AAI's and inhalers on their person at all times, including on school trips.
- b. Parents of pupils prescribed an AAI and/or an inhaler are asked to complete a ICHP giving details of their child's condition and to give consent for the use of a generic AAI and/or inhaler in the event of a severe allergic reaction or asthma attack.
- c. There is a list of all pupils consented to use a generic AAI and/or inhaler with each device. Heath Centre staff update the lists as required.
- d. School staff receive regular training on how to recognise and treat a pupil having a severe allergic reaction or asthma attack.
- e. The emergency medication is stored in a portable container clearly marked as either Allergy Response

(orange) or Emergency Asthma Inhaler kit (white). Each box contains instructions on how to administer the medication and a list of pupils consented to receive the medication.

- f. Health Centre staff check and restock the emergency medication and containers as necessary.
- g. Allergy Response and Emergency Asthma Inhaler kit containers are located in the following locations;
 - Health Centre; waiting area
 - Main Reception; foyer of toilets in AED cupboard
 - Each Boarding House; Lower School boarding use East House
 - Dining Hall; kitchen corridor (AAI only)
 - New Fields; red storage building

12. INFECTION CONTROL

See separate Infection Control Policy (13e) for detailed information.

12.1 Spillage of blood and bodily fluids

- a. All spillages of blood, faeces, urine, saliva, respiratory secretions, vomit and any other bodily fluid, secretion and excretion should be cleaned up as soon as possible using the correct procedure.
- b. Clean spillages using a product which combines detergent and disinfectant, and ensure it is effective against both bacteria and viruses. Always follow the manufacturer's instructions.
- c. Use disposable paper towels and cloths to cleaning up blood and body fluid spills, and dispose of as clinical waste
- d. Cleaning equipment must be washed after use and stored dry

Procedure

- In the event of blood loss or vomiting the Health Centre 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 cleaning staff (via Operations/electronic request) should be notified
- Disposable Personal Protective Equipment (PPE), gloves, face masks, goggles/visor and aprons should be worn when dealing with bodily fluids
- 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 disposable bag provided - a yellow clinical waste bag
- Any paper towels, cloths and PPE used must be double bagged to be disposed of as clinical waste
- Clinical waste must be placed in a designated clinical waste container located in the Health Centre or Operations
- Following cleaning with disinfectants the area may subsequently be washed in the normal manner, and left to dry, using warning signs where necessary.

12.3 Clinical waste

Always segregate domestic and clinical waste, in accordance with local policy. Clinical waste is collected regularly by a designated specialist company to be disposed of in the correct manner. Sharps and contaminated sharps are disposed of in a designated bin and disposed of as above.

13. ISOLATION

Please also see the Infection Control Policy for detailed information.

13.1 Boarding

If a boarding pupil becomes unwell with signs/symptoms of an infectious illness during out of school day hours, and there is potential for cross infection, the pupil must be isolated. The pupil will be isolated in a designated room and have access to a bathroom for their sole use only. The pupil will be cared for by Boarding Staff wearing appropriate PPE. Arrangements will be made for their parents or guardian to collect them as soon as possible. If immediate collection is not possible, the pupil will be made comfortable in an isolation room in their Boarding House until they can be collected.

13.2 During the school day

If a pupil shows signs/symptoms of an infectious illness or Health Centre staff believe there is a potential for cross infection the pupil will be cared for in isolation within the Health Centre. The pupil will have a designated bathroom for their sole use only. The pupils will be cared for by Health Centre staff wearing appropriate PPE. Arrangements will be made for the pupil to be collected by their parents or guardian as soon as possible. The pupil's House staff and teachers will be informed, as will Reception.

In some instances, it may be necessary for any siblings, close relatives or persons who live with the unwell pupil to also leave the school site.

13.3 Caring for a pupil/staff in Isolation

- HAND HYGIENE IS ESSENTIAL
- Appropriate Personal Protective Equipment (PPE); plastic aprons and gloves must be worn by staff when dealing with pupils/staff who are infectious
- Where there is a risk of splashing or contact with respiratory secretions, face masks and goggles/visors must also be worn
- When a pupil/staff is in isolation the Health Centre staff and House staff caring for them should be supportive and deliver holistic care but be in minimal physical contact
- Appropriate fluids and a suitable diet should be provided
- It is important to consider the effects on the mental health of the pupil/staff in isolation.

13.4 Returning to School site after illness

The Health Centre follows UK Health and Securities Agency (UKHSA) guidance on when to return to school following an infectious illness. Advice and guidance will be given on a case by case basis depending on the illness and recovery time.

NB: Following an episode of illness with symptoms of diarrhoea and/or vomiting, the pupil or staff member must not return to school until they have been symptom free for 48hrs.

13.5 Infectious Disease Outbreaks

In the event of an outbreak of an infectious illness (defined as two or more cases of the same illness) Health Centre staff will inform the Deputy Head (Pastoral), HR and Compliance Director and where necessary, the local HPA and any other relevant outside agencies. Health Centre staff will implement the appropriate action as advised and effectively communicate information to the School community, pupils and parents.

In the event of a local incidence of infectious disease, an epidemic or pandemic the School would follow the guidance of UKHSA, local HPA, the Department of Education and other relevant Government agencies.

13.6 Infestation

Parents are encouraged to inform School if they discover their child has an infestation; for example, headlice. Health Centre staff will:

- offer parents of the affected pupil advice and where appropriate recommend they seek medical assessment and treatment.
- identify areas of the School community who may be affected by the infestation and offer appropriate advice and support.
- communicate with the whole School community as and when necessary
- inform the local HPA if required to do so in line with the UKHSA Exclusion table.

14. ARRANGEMENTS FOR PUPILS WITH DISABILITIES and/or SPECIFIC MEDICAL NEEDS

- a. The School will ensure pupils with disabilities and/or specific medical needs receive the appropriate care and support.
- b. Individual Health Care Plans are drawn up for pupils who have a disability, acute or chronic medical conditions or conditions that require swift emergency treatment and/or medication.
- c. Health Centre staff, the pupil and their parents are involved in the writing of individual care plans as well as appropriate School staff.
- d. Pupils Individual Care Plans are stored electronically on the pupil's medical records and available to House, pastoral and teaching staff.
- e. Health Centre staff will liaise with Health Care professionals and other outside agencies involved in the care and treatment of individual pupils.
- f. Parents are asked to update Health Centre staff on any developments with their child's care.
- g. 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.
- h. Health Centre staff work closely with House and Boarding staff, Tutors, Teaching, Sports and Support staff to ensure pupils receive holistic care and support as needed.

15. REPORTING OF INJURIES, DISEASES AND DANGEROUS OCCURRENCES REGULATIONS 2013 (RIDDOR)

- a. 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, accidents resulting in over seven days of absence due to injury, diseases, dangerous occurrences and gas incidents.
- b. Accidents and incidents in the School are recorded electronically for monitoring and action. The member of school staff initially involved with the incident submits the record. Health Centre staff record and evaluate accidents, illnesses and near misses as and when appropriate.
- c. The HR and Compliance Director assumes responsibility for RIDDOR. Accidents, incidents and near misses are reviewed at the termly Health and Safety Committee.

16. PROTOCOL FOR COMMUNICATING HEALTH ISSUES WITH TEACHING AND PUPIL FACING SUPPORT STAFF

- a. The Health Centre staff provide a confidential health service for pupils and staff. There is need however for a certain amount of communication and sharing of information between Health Centre staff and School staff, and vice versa, to maintain pupil safety and ensure pupils receive appropriate support and holistic care.
- b. Whilst respecting and maintaining medical confidentiality, the Nurse Manager and the Health Centre Team will communicate any issues or concerns they have regarding pupils with the relevant member of staff verbally, through CPOMS and via email and documentation as appropriate. Unless untoward events prevent, Health Centre staff will inform the House/School staff at the time of an event or concern, in order to maintain good communication and ensure pupil safety and continuity of care. Any significant injury or illness will be reported to parents and House staff immediately and recorded so notification can be given to Senior Leadership and Compliance Team if relevant.
- c. House staff, Matrons, Tutors, relevant teachers, the Registration administrator and Reception will be notified via email when a pupil's visit to the Health Centre requires them to remain for treatment, rest

and/or recuperation or they are being sent home or to hospital. Reception will be informed if a pupil is being picked up or going off site via Main Reception.

- d. Health Centre staff will note any trend in a pupil's attendance at the Health Centre and alert House staff/tutor with any concerns regarding avoidance of a particular subject, member of staff or activity.
- e. Any Safeguarding concern or issue will be referred to the Director of Safeguarding and Designated Safeguarding Lead and dealt with in line with the Schools Safeguarding policy.

16.1 IN ADDITION HOUSE STAFF OF BOARDING PUPILS WILL BE INFORMED OF:

- Any possible overnight care that may be needed, or concerns that may affect a pupil.
- Any treatment or medication that the pupil has had that may need to be repeated during the night.
- This information should be reciprocated by House staff so that medical records may be kept contemporaneous and accurate and holistic and professional care may be provided for all pupils.

16.2 CONTACTING THE HEALTH CENTRE

All general information regarding pupils is to be addressed to healthcentre@stjohns.surrey.sch.uk All Health Centre staff have access to this email account. If you wish to communicate directly with the Nurse Manager, please email snewing@stjohns.surrey.sch.uk . Please also see the Protocol for calling the Health Centre for Assistance in an emergency at [Appendix 5](#).

APPENDIX 1

MANAGEMENT AND ADMINISTRATION OF MEDICINES BY NURSES

Protocol

Parents give consent for Health Centre stock medication to be given as necessary on the Medical Information and Consent form completed when the pupil enters St John's School. If consent for stock medication has been withheld, Health Centre staff will make a record on the pupil's medical records withing iSAMS.

Any pupil taking prescribed medication at school must have a Pupil Medication Form completed by their parents' giving details of the reason why the medication is being taken and the drugs name, dose and frequency. Health Centre staff must be informed if a pupil brings prescribed medication into school.

A pupil will never be forced to accept medication. Health Centre staff will document medication which has been advised or prescribed but is refused by the pupil and notify parents/guardians as appropriate.

1. Health Centre stock, Over the Counter (OTC), medication; storage and administration

- a. All stock OTC medications are stored in a locked cupboard within the Health Centre Treatment rooms. The key to the locked cupboard is held by Health Centre staff. An audit is kept of stock medication.
- b. The following protocol is used for the administration of stock OTC medication by Health Centre staff:
 - The reason for giving the medication is established following an assessment.
 - Pupils' medical records held on iSAMS are checked for any known allergies to medication.
 - Pupils' medication log held on iSAMS are checked to establish the last time and dose of medication was administered.
 - Pupils are asked if the medication has been taken before and, if so, were there any problems noted.
 - Check pupils medical records held on iSAMS that parents have consented to the medication being given.
 - A check is made of the name, dose and expiry date on the medication package or container.
 - Pupils take medication under the supervision of the person issuing it.
 - A record of the name, dose, date and time of any medication given and who it was administered by is made on the pupils medical and medication records held on iSAMS.
 - If iSAMS/electronic records cannot be accessed, then pupils' paper medical records are to be used and a record of medication administered kept in the notes. If necessary, parents are to be contacted for clarification of a pupil's medical history.

2. Prescribed medication (non-emergency); storage and administration

- a. The School does not hold a stock of prescribed medicines.
- b. A Pupil Medication Form completed by their parents' giving details of the reason why the medication is being taken and the drugs name, dose and frequency. A copy of the form is kept with the medication and saved on the pupils Medical Records held on iSAMS
- c. Prescribed medications are only given to the pupil who they have been prescribed for (i.e. the pupil named on the label of the medicine to be administered).
- d. Pupils prescribed medication is stored in a locked cupboard in a container clearly labeled with the pupils' name.
- e. The following protocol is used for the administration of stock OTC medication by Health Centre staff:

- The reason for giving the medication is established by checking the Pupil Medication Request form.
- Pupils' medical records held on iSAMS are checked for any known allergies to medication.
- Pupils' medication log held on iSAMS are checked to establish the last time and dose of medication was administered.
- Pupils are asked if the medication has been taken before and, if so, were there any problems noted.
- A check pupils name is on pharmacy label and the name, dose and expiry date on the medication package or container all correlates to information on Pupil Medication Request form.
- Pupils take medication under the supervision of the person issuing it.
- A record of the name, dose, date and time of any medication given and who it was administered by is made on the pupils medical and medication records held on iSAMS.
- If iSAMS/electronic records cannot be accessed, then pupils' paper medical records are to be used and a record of medication administered kept in the notes. If necessary, parents are to be contacted for clarification of a pupil's medical history.

3. Receiving medication from home to administer in School

Health Centre staff must be notified of all medication brought into School by any pupil.

- Parents/Guardians must complete a **Pupil Medication Request** form when prescribed medication is brought into School (Appendix 3).
- All medication must be in the 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.
- All medication is to be handed to the Health Centre, unless there is prior agreement between the Health Centre and parent(s) for the pupil to carry medication (e.g. asthma inhalers)
- Pupils will be encouraged to attend the Health Centre to receive the first dose of newly prescribed medication as soon as possible.
- If medication is to be kept on the pupil's person or in their Boarding House, appropriate forms must be completed to identify the amount of medication and location in the School and to ensure that it is kept and administered safely. *See point 8.*

4. Controlled drugs (prescribed)

The storage of prescribed controlled drugs is as follows:

- All controlled drugs are stored in the Health Centre within a locked in a cupboard on an inside wall. The keys are held by Health Centre staff only.
- The drug's name, dose, expiry date and serial number are recorded in the Health Centre Controlled drug book
- Stock levels are checked and recorded by two nurses on a weekly basis during term time and at the start and end of each term. *Pupils are encouraged to take prescribed medication home with them during the holidays.*
- Stock levels are checked every time the drug is administered, both the pupil and Health Centre staff sign to say the pupil has taken the medication as prescribed and the remaining stock level.
- On occasions, it may be beneficial for a boarder to take their controlled medication in the Boarding House. In this instance the controlled medication is stored and recorded in the Boarding House controlled drug book as described above.
- Parents/Guardians must complete a **Pupil Medication Request** form. A copy is kept in the Bording House with the pupils medication and in the pupils medical records held on iSAMS.

5. Self-administration of medication

In exceptional circumstances a pupil may be given permission to self-medicate. Pupils may only self-medicate if deemed necessary, Health Centre Staff have assessed the pupil as sufficiently responsible to do so and parents have given consent.

- Health Centre staff will assess the pupil who wishes to self-medicate and complete a risk assessment and self-medication form with the pupil.
- Where appropriate a Pupil Medication Request form will be completed by the parents consenting to self-medication.
- A copy of all relevant paperwork will be kept with the pupil's medical records held on iSAMS and where appropriate, Senior House Staff informed
- Boarding House staff will be informed of any Boarders who are self-medicating. See [Appendix 2](#) and [2a](#)

6. Overdose of medication

- If there is a suspicion of overdose of medication the Health Centre should be contacted immediately for emergency advice and treatment or referral as necessary.
- All actions should be recorded in the pupils medical records held on iSAMS
- An incident form is to be completed via EVOLVE; the Schools accident/near miss reporting mechanism

7. Emergency Medication - prescribed

The School holds a supply of generic Adrenaline Auto Injectors (AAI) for use in a severe allergic reaction (Anaphylaxis) and Salbutamol inhalers used by asthmatics. These emergency medications are used in the event a pupils own medication is unavailable for any reason or to supplement their own medication in a medical emergency.

AAI's and salbutamol inhalers are held by the School. They are available in all Boarding houses, the Dining Hall, Main Reception, New Fields and in the Health Centre.

All Health Centre staff are trained to use the emergency medication held within the Health Centre;

- Adrenaline Auto-Injector (AAI)
- Asthma inhalers
- Buccal Midazolam
- Insulin and glucagon

Note: Neither qualified first aiders nor any employee, other than Health Centre staff and School staff who have had the appropriate training, are permitted to dispense pharmaceutical products. Exceptions are other members of staff who have been trained to administer pupils prescribed emergency medication such as; Adrenalin Auto-Injectors (AAI) and anyone acting under the instruction of a clinician after calling 999.

8. Alternative medicines

Health Centre staff will not administer complementary or alternative medicine. Parents and pupils must inform Health Centre staff of all complementary or alternative therapies being taken to ensure avoidance of potential interaction with other medications being taken or considered for use. Pupils are not permitted to carry complementary or alternative medicines on their person unless given permission to do so by Health Centre staff.

9. Disposal of medication

A record is kept of unused prescribed or non-prescribed medication returned from the Health Centre to the pharmacy or to the pupils or parents. The record includes:

- Name of medication
- Name of pupil
- Reason for medication and terms such as expired or no longer required
- Strength of medication
- Quantity returned

- Signature of the member of staff returning the medication
- Signature of pharmacist receiving the returned medication
- Date received by pharmacist

10. Giving of OTC and prescribed medicines by Matrons/house staff

When there is no School Nurse available, a designated and appropriately instructed member of school staff may administer non-prescription medication to pupils and supervise the taking of prescribed medication. The Nurse Manager will ensure designated House and School staff are fully instructed regarding the storage, administration and recording of medicines. [See Appendix 2: Protocol for the Administration of Prescribed and Non-prescribed Medication by Boarding House and School Staff.](#)

11. Drug administration errors

- If an error is realised, clinical advice must be sought immediately, no matter how trivial it may seem.
- Appropriate line manager and Health Centre staff must be informed
- A record is to be made on the pupil's medical notes held in iSAMS
- An incident form is to be completed via EVOLVE; the Schools accident/near miss reporting mechanism.

IF THERE IS ANY DOUBT ON ANY ISSUE THEN FURTHER ADVICE MUST BE SOUGHT BY DIALLING 111 OR THE LOCAL ACCIDENT AND EMERGENCY DEPARTMENT.

APPENDIX 2

Protocol for the Administration of Prescribed and Non-prescribed Medication by Boarding House and School Staff

The National Minimum Standards for Boarding Schools Standard 7.6 states; All medication is stored safely and securely, and accurate records are kept of its administration. Staff are properly trained to provide the support that pupils need when administering medicines. Prescribed medicines are given only to the boarders to whom they are prescribed. Boarders allowed to self-medicate are assessed as being sufficiently responsible to do so.

When there is no School Nurse available, a designated and appropriately instructed member of school staff may administer non-prescription medication to pupils and supervise the taking of prescribed medication. The Nurse Manager will ensure designated Boarding House and School staff are fully instructed regarding the storage and administration of medicines. All medicines must be stored and administered according to the protocol below.

1. Recording and storage of prescribed and non-prescribed medication

1.1 Storage of medication in Boarding Houses

All medication kept in a Boarding House must be stored appropriately and accurate records maintained.

- Prescribed and Over the counter (OTC) medication are to be kept in a locked medicine cupboard in the Boarding House office
- All designated Boarding house staff should have access to the medicine cupboard when on duty in the house
- All documentation pertaining to the administration of medication is to be kept securely in the Boarding House office
- Emergency medication for asthma and anaphylaxis must **not** be locked in the medicine cupboard, it must be easily accessible and not locked away
- Boarding houses have access to generic AAI's and salbutamol inhalers
- Duty Boarding House staff have access to the Health Centre waiting area where pupil's spare emergency medication (if supplied by parents) is kept
- Pupils who self-medicate: Their medication must be kept securely locked in the pupil's room within the Boarding House
- The pupil must take any prescribed medication home on the last day of each half term

1.2 Recording of medication held in Boarding Houses

All stock medication and prescribed held in a Boarding House must be recorded on the appropriate form in TEAMS; Boarding Matrons. Records should be properly completed, legible and current and provide a complete audit trail for all medications.

The information required:

- Date of receipt of medication and where it came from
- Name, strength and dose of medication
- Quantity of medication received
- Name and signature of member of staff receiving the medication
- Any medication dropped or wasted must be recorded
- Date and method of disposal
- Prescription medication; The name of the pupil if a prescription medication
- Prescription medication; Pupil Medication Request form completed by parents
- Prescription medication; paper copy held in medication folder in Boarding house office
- Self-medication assessment form as necessary

1.3 Checking stock medication

Stock medication held by a Boarding House must be checked and recorded on the appropriate form in TEAMS/Boarding Matrons.

- Matron will check and record medication stock levels on a weekly basis
- Any anomalies are to be reported to the Health Centre immediately
- Health Centre Staff will check and record medication stock levels on a regular basis with Matron; at least twice every half term
- Any expired medication or medication which is no longer required must be returned to the Health Centre

1.4 Storage and recording of prescribed Controlled Drugs held in Boarding Houses

On occasions, it may be beneficial for a boarder to take their controlled medication in a Boarding House. The storage and administration of prescribed controlled drugs is as follows:

- All controlled drugs are locked in a cupboard on an inside wall. The keys are held by Boarding House staff only.
- The drug's name, dose, expiry date and serial number are recorded in the Boarding House Controlled Drug book
- Stock levels are checked and recorded by Matron and a member of Health Centre staff at the beginning and end of each half term. *Pupils are encouraged to take prescribed medication home with them during the holidays.*
- Stock levels are checked every time the drug is administered, both the pupil and the member of Boarding House Staff administering the medication sign to say the pupil has taken the medication as prescribed and the remaining stock level.
- Boarding House staff are to record when the medication is given in the pupils medical records on iSAMS at the time of administration by the staff member who administered the medication.

2. Administration of prescribed and non-prescribed medication in Boarding Houses

Any medication administered to a pupil must be recorded in the pupils electronic medical record on iSAMS immediately the medicine has been given by the person administering the medication. The record must include:

- The date and time the medicine was administered
- The name and dose of medication administered
- The reason why the medication was administered
- The name of the member of staff administering the medication
- If pupil refuses medication, state reason why

2.1 Prescribed Medication

Health Centre staff must be informed if a pupil brings prescribed medication into school. Any pupil taking prescribed medication must have a Pupil Medication Form completed by their parents.

All prescribed medication must be kept securely in a locked cupboard, with the exception of emergency medication for asthma and anaphylaxis. An up to date record of all prescribed medication held in the Boarding House is to be kept; see Note 1. All medication must be kept in its original packaging.

Prior to the administration of prescribed medication:

- Check the identity of the pupil
- Check parents have completed Pupil Medication Request form
- Check the pupils Health Records and allergy status on iSAMS
- The drug must be in the original packaging and carry a prescription label
- Check the pupils name is on the prescription label and the drug name and dose on the prescription label matches the drug packaging
- Check the last time the pupil had the medication
- Check the expiry date

Administering prescribed medication:

- Follow the dose and frequency of administration on the prescription label and Pupil Medication Request form
- Give the medication according to the instructions on the prescription label and the packaging
- The pupil must take the medication under the supervision of the person administering it
- Record date, time, medication and dose given immediately after administering the medication in the pupil's medication records on iSAMS. This must be done by the person administering the medication
- Record if the pupil refuses to take the medication
- If the prescribed medication is a controlled drug the House Controlled Drug log must also be completed. See note 1.4

Non-prescribed Stock Medication; Over The Counter (OTC/Homely Remedies) medication

Only OTC medication supplied by the Health Centre can be kept by the Boarding House (see appendix 2a). All OTC medication must remain in its original packaging and be kept securely in a locked cupboard. An up to date record of all OTC medication held by the Boarding House is to be kept.; see note 1. Parents give consent for stock medication to be given as necessary on the Medical Information and Consent form completed when the pupil enters St John's School. If consent for a stock medication has been withheld, Health Centre staff will make a record on iSAMS and inform Boarding House staff.

Prior to the administration of OTC medication

- Establish the reason why the pupil requires OTC medication
- Check the identity of the pupil
- Check the pupils Health Records and allergy status on iSAMS
- Check the pupil has no known allergies to any medication
- Check the pupil has no underlying medical condition where giving certain OTC medication is contraindicated (see Appendix 1)
- Ask when the last time the pupil had any medication, if so; what medication, why they had it and when
- Check the pupils medication records on iSAMS to check when the pupil last had medication at school
- After assessing why the medication is needed, identify the most appropriate OTC medication to give (see Appendix 1)
- Check if the pupil has had the medication before and if so, were there any issues

Administering OTC medication:

- The medication must be in its original packaging
- Check the name and dose of the medication
- Check the expiry date
- Give the medication according to manufacturer's guidelines on the packaging
- If the pupil has had medication recently check if it is contraindicated to give any further medication.
- The pupil must take the medication under the supervision of the person administering it
- The person giving the medication records the date, time, medication and dose given immediately after administering the medication in the pupil's medication records on iSAMS
- Record if the pupil refuses to take the medication

3. Drug Administration Errors

If an error in the administration of medication has been made, clinical advice must be sought immediately, no matter how trivial it may seem. Boarding House staff can gain advice by calling NHS 111 or the local Accident and Emergency department.

- Health Centre staff must be informed of the drug error as soon as possible
- Head of House or Deputy Head must be informed of the drug error as soon as possible.
- House staff must complete an accident form on Evolve
- Pupils parents must be informed if appropriate
- Health Centre staff will record the incident in the pupil's medical record
- An incident form is to be completed via EVOLVE; the Schools accident/near miss reporting mechanism

4. Pupils self-medication of medication

Pupils may self-medicate if assessed as sufficiently responsible to do so by Health Centre staff.

- Health Centre staff will assess the pupil who wishes to self-medicate
- Health Centre staff will complete risk assessment for pupils self-medication form with the pupil
- Where appropriate a Pupil Medication Request form will be completed by the parents consenting to self-medication
- A copy of all relevant paperwork will be kept in the pupils electronic Health Records and in the Boarding House Medicine Administration File
- If the pupil request that Boarding House staff/parents are not made aware of the specific medication they are taking, confidentiality must be maintained if appropriate
- The pupils medication must be kept securely locked in the pupils room within their Boarding House
- The pupil must take the medication home on the last day of each half term
- Health Centre staff will liaise regularly with the pupil regarding their health and medical needs

5. Alternative medicines

School staff are not permitted to administer complementary or alternative medicine. Parents and pupils must inform Health Centre staff of all complementary or alternative therapies being taken to ensure avoidance of potential interaction with other medications being taken or considered for use. Pupils are not permitted to carry complementary or alternative medicines on their person unless given permission to do so by Health Centre staff.

6. Contacting the Health Centre

If House staff have any concerns regarding a pupils medical issues or their medication they must contact the Health Centre as soon as possible.

IF HOUSE STAFF ARE AT ALL CONCERNED REGARDING A PUPIL OR THE ADMINISTRATION OF MEDICATION, CALL NHS 111 OR THE LOCAL ACCIDENT AND EMERGENCY DEPARTMENT. IN AN EMERGENCY CALL 999

Appendix 2a

Non-prescribed Stock Medication held in Boarding Houses: Over The Counter (OTC/Homely Remedies)

Stock Medication held in the Boarding Houses:

Paracetamol 500mg: pain relief, feverishness

Paracetamol Suspension: pain relief, feverishness

Ibuprofen 200mg: pain relief, feverishness: *With the exception of Lower School*

Cetirizine 10mg: hayfever, allergic reaction

Simple linctus: cough

Strepsils: sore throat

NB: Lower School will hold Ibuprofen Suspension 100mg

Information for use:

PARACETAMOL 500mg tablets

Paracetamol is given for:

- Mild to moderated pain – headache, migraine, toothache, sore throat, period pain, muscle aches
- Relief of symptoms of cold and flu – feverishness, aches and pains

Dose:

- Children under 10yrs – suspension only
- Children between 10 – 12 years; - one tablet (500mg) every 4 – 6hours. A maximum of 4 times in 24hours

- Children between 12 – 16yrs; - one to one and a half tablets (500mg – 750mg) every 4 – 6hrs. A maximum of 4 times in 24hours
- Adults and children over 16 years; - one to two tablets (500mg – 1g) every 4 – 6hours. A maximum of 4 times in 24hours

Caution:

- Check pupil has no know allergy to paracetamol – check pupils medical records on iSAMS
- Check pupil has no known pre-existing medical condition which excludes then from taking paracetamol – check medical records on iSAMS
- Check pupil has had no other medication containing paracetamol in last 4hours – check medication records on iSAMS
- **If in doubt, do not give**

PARACETAMOL SUSPENSION 5mls = 250mg

Paracetamol is given for:

- Mild to moderated pain – headache, migraine, toothache, sore throat, period pain, muscle aches
- Relief of symptoms of cold and flu – feverishness, aches and pains

Dose:

- Children under 10 - 12years – 500mg = 10mls (large end of spoon x 2). Every 4-6hrs. Maximum of 4 doses in 24hrs
- Children between 12 – 16 years; - 500mg – 750mg = 10 – 15mls (Large end of spoon x 2 to 3). Every 4 – 6hours. A maximum of 4 doses in 24hours
- Adults and children over 16 years; - 500mg – 1g = 10 – 20mls (Large end of spoon x 2 to 4). Every 4 – 6hours. A maximum of 4 doses in 24hours

Caution:

- Check pupil has no know allergy to paracetamol – check pupils medical records on iSAMS
- Check pupil has no known pre-existing medical condition which excludes then from taking paracetamol – check medical records on iSAMS
- Check pupil has had no other medication containing paracetamol in last 4hours – check medication records on iSAMS

If in doubt, do not give

IBUPROFEN 200MG TABLETS

Ibuprofen is given for:

- Pain relief - muscular aches and pains, headache, migraine, period pain, dental pain
- To rescue inflammation – **Not to be used in first 48hours post soft tissue injury (use RICE + paracetamol)**
- Relief of symptoms of cold and flu – feverishness, aches and pains

Dose:

- **Not to be given to children 12 years and under**
- Children over 13 years and adults one to two tablets (200mg – 400mg) up to 3 times a day.
- There must be a gap of at least 6 hours between each dose given
- No more than 6 tablets can be taken in 24hours

Caution:

- Check pupil has no know allergy to ibuprofen – check medical records on iSAMS
- Check pupil has no known pre-existing medical condition which excludes then from taking ibuprofen **e.g. Asthma, liver or kidney problems, bleeding disorder and Crohns disease or ulcerative colitis** – check medical records on iSAMS
- Check pupil has had no other medication containing ibuprofen in last 4hours - check medication records on iSAMS

If in doubt, do not give

IBUPROFEN SUSPENSION 5MLS = 100MG

Ibuprofen is given for:

- Pain relief - muscular aches and pains, headache, migraine, period pain, dental pain
- To rescue inflammation – **Not to be used in first 48hours post soft tissue injury (use RICE + paracetamol)**
- Relief of symptoms of cold and flu – feverishness, aches and pains

Dose:

- Children 10 - 11years – 200mg - 300mg = 10 - 15mls (large end of spoon x 3). Every 6-8hrs. Maximum of 3 doses in 24hrs
- Children 12 – 17 years - 200mg – 400mg = 10 – 20mls (large end of spoon x 4). Every 6-8hrs. Maximum of 3 doses in 24hrs

Caution:

- Check pupil has no known allergy to ibuprofen – check medical records on iSAMS
- Check pupil has no known pre-existing medical condition which excludes them from taking ibuprofen **e.g. Asthma, liver or kidney problems, bleeding disorder and Crohns disease or ulcerative colitis** – check medical records on iSAMS
- Check pupil has had no other medication containing ibuprofen in last 4hours - check medication records on iSAMS

If in doubt, do not give

CETIRIZINE 10MG

Cetirizine is given for:

- Relief of allergic reactions
- Hayfever
- Skin allergy – hives, nettle rash, urticarial

Dose:

- Children under 12 years; - half a tablet (5mg) twice a day
- Children over 12 years and adults; - one tablet (10mg) once a day

Caution:

- Check pupil has no known allergy to cetirizine – check House medical records/iSAMS
- Check pupil has not had antihistamine medication already that day
- Check pupil has no known pre-existing medical condition which excludes them from taking antihistamine medication – check House medical records/iSAMS

If in doubt, do not give

SIMPLE LINCTUS

Simple linctus is given for:

- Relief from coughing

Dose:

- **Not to be given to children under 12 years**
- Children over 12 years and adults; - one 5ml spoonful up to 4 times a day

Caution:

- Check pupil has no known allergy to simple linctus – check medical records on iSAMS
- Check pupil has no known pre-existing medical condition which excludes them from taking simple linctus – pupils medical records in iSAMS

STREPSILS

Strepsils are given for:

- Relief of sore throat
- Throat and mouth infections

Dose:

- Children over 6years and adults; - suck one lozenge every 2 – 3 hours.
- No more than 12 lozenges in 24hours

Pupil Medication Request Form (general use)

Please be aware that pupils are not permitted to carry medication on their person or store it in House; with the exception of prescribed emergency medication: e.g. Adrenaline Auto-Injectors (AAI) and inhalers. All medication must be handed either to the Health Centre or Boarding house for safe keeping.

Name:

Date of birth:

House:

- ☐ I agree for the School Nurse or designated member of staff to administer medicine to my child as directed below.
Medication must be taken to the Health Centre for safekeeping.
- ☐ When boarding I agree to a designated member of staff administering medication to my child as directed below.
Medication must be given to House staff/matrons for safekeeping.
- ☐ I agree for the Trip Leader or designated member of staff to administer medicine to my child as directed below.
Medication must be given to the Trip Leader for safekeeping.

Name of Medicine	Dose	Frequency or Time	Completion date of course
Reason for medication and special instructions:			

Signed:

Date:

Parent/Contact

Name:

Tel:

Address:

Work Tel:

.....

Mobile Tel:

GUIDELINES FOR CALLING AN AMBULANCE

If on the Astro, Main or New Fields or in a remote area of the School always insure you have a fully charged, working mobile phone with you.

If a pupil, visitor or member of staff sustains an injury or becomes unwell and an ambulance is required: -

- A person directly dealing with the casualty should call the ambulance if possible
- Call 999 and ask for an ambulance
- Stay on the line whilst the ambulance controller asks for all the information required
- State the exact location of the casualty including post code - i.e. Main field by the cricket pavilion or Old Chapel
- Give the telephone number you are calling from
- Give the casualties name and age
- State what happened
- State the casualty's injuries if known
- Inform the ambulance controller if the casualty has signs/symptoms of an infectious disease or there is a risk of cross infection
- Answer the ambulance controller's questions regarding the casualty's condition
- Wait on the line for instructions regarding care of the casualty
- Remain with the casualty and reassure that help is on the way
- Organise someone to accompany the casualty to hospital in the Ambulance
- Send somebody to the main entrance of your location to meet the ambulance
- Inform casualties parents or next of kin that an ambulance has been called and what hospital they are going to when known
- Inform Ambulance Control if casualties condition deteriorates
- Be prepared to carry out CPR if casualties condition deteriorates
- Inform the Health Centre if an ambulance has been called between 0800 – 1730 term time
- Inform Reception that an ambulance has been called
- Inform Site Supervisor that an Ambulance has been called – 07842 142853. At night or after 1900 at weekends – 07748 195798
- Inform a member of SLT as appropriate

It may be necessary to delegate some of the above if you are dealing directly with the casualty. A bystander can be utilised to help. Health Centre staff will liaise with other School staff, parents and next of kin. Site staff and Reception can alert those staff members who need to know.

APPENDIX 5

PROTOCOL

CALLING THE HEALTH CENTRE FOR ASSISTANCE IN AN EMERGENCY

Staff member with casualty

Assess the casualty and take appropriate action – if First Aid trained give appropriate treatment. If further assistance is required contact the Health Centre on 01372 385485 or 07808 519065. **In an emergency situation call 999 immediately.** See Guidelines for Calling an Ambulance.

- Assess the casualty and call 999 for an ambulance if the injury or illness is life threatening
- If the injury is obviously serious and the casualty cannot be moved call 999 for an ambulance
- Prepare to give emergency, lifesaving treatment if necessary

When calling the Health Centre:

- State exact location – i.e. New Fields, top field or Main field, near cricket pavilion
- State your name and phone number you are calling from
- Give the Name of the casualty
- Give a description of the injury and the condition of the casualty
- Stay on the phone and await instructions from Health Centre staff for appropriate treatment advice
- State the name and phone number of a colleague who is with you if any
- Send somebody to the entrance of sports field or building to direct Health Centre staff
- Inform Health Centre staff if the condition of the casualty changes
- Be prepared to call 999 for an ambulance if necessary

Health Centre staff

Write down all necessary information and make a note of date and time the call was received.

- Take name and phone number of the person calling for assistance
- Take exact location of casualty including where on field or in what building/room
- Take casualty's name, year group and House if possible
- Get details of injury and condition of casualty
- Give advice on immediate treatment – including calling an ambulance if necessary
- Advise staff calling if and when a member of Health Centre staff will be attending the casualty
- Take name and contact details of another member of staff who is with the casualty if any

NB. If Health Centre staff are unable to attend the casualty support will be given over the phone

Health Centre Staff attending a casualty

- Take grab bag with you
- Take Health Centre phone with you
- Ensure you have correct PPE available for Health Centre staff, staff, casualty and bystanders
- Liaise with Health Centre regarding condition of casualty and if an ambulance has been called
- If Health Centre is unstaffed inform Reception an ambulance has been called and they will relay the information to the necessary people
- Inform Site Supervisor if First Aid cover is necessary whilst you are away from the Health Centre
- Liaise with sports staff/House staff if casualty needs escorting to hospital
- Ensure parents have been contacted
- Inform SLT as necessary

Appendix 6

MEDICAL CONSENT

PLEASE NOTE: This consent covers your son/daughter both in school and for any trip/activity/sport they may undertake that has been organised by the School.

I give consent for my son/daughter to receive any necessary first aid treatment provided by the School Nurse, by a designated member of staff or contracted medic. YES ☐ NO ☐

Emergency medical treatment: I/We give my/our consent for The Head (and The Head's representative) to act on our behalf to authorise emergency medical treatment as necessary for my child's welfare in the event I/we cannot be contacted in time.

I/We consent that any prescription or non-prescription medicines required by the pupil when at school or during a school activity or trip, should be administered only by the School Nurse or, in her absence, another designated staff member.

I/We consent for my son/daughter to carry prescribed emergency medication as necessary - adrenaline auto-injector, inhaler, insulin - and I/we understand that he/she may not carry any other medicines in school without the permission of the School Nurse.

Where my son/daughter is aged over 16 years, or is under the age of 16 but is considered of sufficient age and maturity by the School Nurse, I/we acknowledge that he/she may consent to his/her own medical treatment.

I/We acknowledge that my son/daughter may be entitled to self-medicate where he or she is deemed responsible by the School Nurse.

I/We understand that essential medical information may be shared with members of the school staff to ensure the safety and welfare of my son/daughter.

I/We understand that it is my responsibility to inform the School Nurse in writing of any changes in my child's health and mental wellbeing and to inform the School of changes to the information supplied on this form. Unless such notification is received, the school will rely upon the information contained in this medical questionnaire.

I/We have provided full and complete information about my/our child in this Medical Information Form.

	First Parent	Second Parent
Signature		
Title (e.g. Mr, Mrs, Ms)		
Name in full (please include all names)		
Relationship to child		
Date		