

ANNEX 7A

MEDICAL POLICY

The physical and mental health of pupils is an extremely important priority at Vinehall. The medical team (led by the School Medical Officer and School Nurse) and matrons provide professional, sensitive and efficient care to all pupils and staff.

The Medical Policy is arranged according to an A-Z list of topics for ease of reference. More detailed information is contained in separate Appendices, listed at the end of this document, which are held by the School Nurse.

ROUTINE MEDICAL PROCEDURES

BOARDERS

If a boarder becomes ill or has a temperature he/she may be cared for in the sanatorium (San). On admission to the San the appropriate paperwork should be completed (Appendix 1) and parents contacted. If the child is local, parents may wish to collect them and care for them at home. Parents must be regularly updated on a child's condition when in the San.

DAY CHILDREN

If a day child becomes ill during school hours he/she may be cared for in the San whilst parents are contacted and encouraged to collect. If marginally ill – he/she may rest in San then return to class as appropriate. Record "rest" as treatment in the child's Personal Health Record (Appendix 2). **Be cautious about administering medication.**

Every time a day child is administered medication a **dispensary letter** (Appendix 3) should be completed and given to the child to take home, and a copy will be placed in the child's health file. A courtesy phone call should also be made or e-mail sent to parents or guardians of the child.

If a day child is injured, the School Nurse or Matron on dispensary duty will provide first aid as necessary. Parents will be contacted if the injury is such that the School Nurse or matron deems it necessary e.g. sprains, severe stud injuries, severe cuts and grazes, recurrent nose bleeds, head injuries and asthma attacks.

DISPENSARY TIMES

An open door policy is maintained, with children able to seek attention or advice at any time. Children are encouraged to report illness or injury, but they should be discouraged from attending during lessons, unless in an emergency.

Children are to be reminded when regular treatments are due. When children do not appear to take medication they must be found so that medication can be administered.

FIRST AID

The School Nurse is responsible for keeping all first aid kits up-to-date and appropriately stocked. There is a First Response Bag and several first aid kits held in dispensary as well as a number of first aid points around the school (boarding office, kitchen, pantry, science block, staff room, sports hall, swimming pool, gym, carpentry hut, DT room, theatre, pavilion, tennis shed, pre-prep, music block, front office, ICT area, minibuses and the maintenance shed).

Portable supplies for trips, camps and expeditions can be provided upon request. Sun tan lotion must be added in summer months. Travel kits and first aid bags will be signed out and in by the member of staff taking the children off the school site. For all excursions a mobile phone is also to be taken. These are kept in the dispensary and are signed out with travel kits etc.

G.P. CONSULTATIONS AND FURTHER TREATMENTS

For boarders, the School Nurse will arrange all appropriate visits to the Dentist, Orthodontist, Opticians etc as requested by parents or guardians, liaising with all parties as necessary.

A doctor's clinic is held once a week at the school. Boarders can attend as necessary. If any boarder is taken ill at any other time, requiring a doctor, an appointment will be made at the Sedlescombe Surgery – telephone 01424 870 225.

HEAD INJURIES

If a child presents with a head injury, his/her condition **MUST** be monitored very carefully. A thorough assessment of the child will be made observing for signs of concussion (Appendix 4).

If there are no signs of concussion and the child feels able, he/she may return to class. Ensure the child knows to come back to dispensary should he/she feel at all worse. Parents must be informed of all head injuries and for day children, a HEAD INJURY letter (Appendix 5) must be written.

If the child shows symptoms of concussion every effort will be made to contact the parents. If this is not possible and the symptoms persist, the child will be taken to A&E by a member of Vinehall staff. Senior staff or House parents should be informed of the incident to ensure continued effort is made in contacting parents, and they will be kept up-to-date with their child's condition.

INDIVIDUAL EMERGENCY PROTOCOLS

An **Individual Emergency Protocol** will be written for any child suffering from Asthma, Anaphylaxis (a severe, life-threatening allergy) or Diabetes. Protocols (Appendix 6 - 8) include relevant information to assist with diagnosis and subsequent treatment. These protocols are agreed with parents, who are then required to sign the consent allowing members of Vinehall staff to administer treatment in an emergency. These protocols are displayed in the dispensary with a photograph of the child. Photographs of these children will also be placed on the medical board in the staff room.

At the beginning of every term any new children requiring such a protocol will be discussed in the full staff meeting.

MEDICAL RECORDS

Parents or guardians have prime responsibility for their child's health and should provide the school with all relevant information about their child's medical condition. All parents must complete a medical form when their child joins Vinehall. This form is vital as it describes any medical conditions and specific treatments required, as well as containing important contact information and G.P. details. Parents are encouraged to update the information provided as necessary.

BOARDERS are required to register with the School Medical Officer and therefore will need to complete additional forms (more detailed vaccination record) and further consent forms (examination by the School Medical Officer, vaccination consent). When first boarding, routine medical checks will be carried out and recorded in personal records (urine tests and colour checks). Boarders will also be weighed and measured at the beginning of every term, and these figures are recorded in their individual records.

All N.H.S. medical cards and notes are to be filed with the Vinehall documentation (medical form, personal health record and all correspondence), stored and maintained in an orderly, secure fashion.

MEDICAL SUPPLIES

The School Nurse must ensure there is an adequate stock of medicines and medical supplies as deemed appropriate by practice and the Doctor's guidance. Boarders' prescriptions must be renewed as necessary and spare inhalers kept available.

MEDICATION

Early Years Foundation Stage

Early Years Foundation Stage (EYFS) children at Vinehall refer to children from 2 to 5 years of age in our Pre-Nursery, Nursery, Kindergarten and Reception classes. Vinehall EYFS is included in the Medical Policy with the whole school.

Medicines will not usually be administered unless they have been prescribed for that child by a doctor, dentist, nurse or pharmacist. Non-prescription medication (for example pain and fever relief – Paracetamol or Ibuprofen) may be administered, but only with prior written consent of the parent and only when there is a health reason to do so. Prior consent is obtained on the medical form when the child starts at Vinehall School.

Children taking prescribed medication must be well enough to attend school. Parents are required to complete a specific medication form for all prescribed medication providing authorisation for Pre-Prep staff to administer the required doses.

Children should not have their first dose of a medication that they have not previously used at school, in case of an allergic reaction.

Key Stage 1 (KS1) and Prep

Consent to administer a limited number of over-the-counter medications is obtained from parents when children join Vinehall. Those children without written consent or with homeopathic preference should be made known to all staff working in dispensary. A complete list of children's individual requirements is compiled by the School Nurse and displayed on the medicine cupboard, and updated as changes occur.

Parents are required to complete a specific consent form for any additional medication required during school hours i.e. antibiotics and such medication must be clearly labelled.

Wherever possible, self administration of medication should take place or parents should be actively encouraged to administer medicines to their children personally.

Boarders requiring daily vitamins should take them at breakfast under the supervision of the Duty Staff or Houseparents.

All medication required MUST be entered onto a Vinehall medication chart, with child's name, class, name, preparation and strength of medicine and dose times recorded clearly.

Prior to every exeat or holiday the School Nurse must ensure that all those requiring regular medication have sufficient supplies to take with them. The medication should be safely packed, with parents or hosts made aware of its location.

After each break the School Nurse will monitor all regular medications and order more as necessary.

For more detailed information please refer to the **VINEHALL MEDICATION POLICY** and the **PRE-PREP (KS1 & EYFS) ADMINISTRATION OF MEDICINES at Annex 7 Appendix 3 of the Prep School and Pre-Prep Staff Handbooks.**

OFF GAMES & SWIMMING

A daily revised list of children on restricted activities is compiled by the staff in the Front Office by morning break. Should any boarder need to be included on the list, the School Nurse or Matron on duty will let the Office know as soon as possible. Children who become unwell during the day (both boarders and day children) and need to be on reduced activities will be given a signed 'off-games' form by the School Nurse or Matron on duty as appropriate. This will state the reason, duration and precise activities unable to be attended. Whether the child can watch games or must stay indoors will also be completed on the form.

PRE-PREP CHILDREN

Early Years Foundation Stage (EYFS) and KS1

If a child in Pre-Prep becomes ill during school hours they will be cared for by Pre-Prep staff, with assessment by the School Nurse as deemed appropriate. Parents will be contacted to collect their child. Medication should only be administered in exceptional circumstances and only where consent has been obtained (refer to Vinehall School Medication Policy – EYFS and KS1).

Every time a child in Pre-Prep is administered medication, the parents will receive an **administration of medicines** form which they must sign to show agreement. A copy of this will be filed with the child's medical notes.

If a child in Pre-Prep is injured a member of Pre-Prep staff with first aid training will assess and treat, referring to the School Nurse as required. Parents will be contacted immediately if the injury is such that the Pre-Prep first aider, School Nurse or Matron deems it necessary e.g. sprains, severe cuts and grazes, recurrent nose bleeds, head injuries and asthma attacks. All injuries will be documented and an advice slip passed to parents at the end of the school day.

PROFESSIONAL DEVELOPMENT

The School Nurse and Matrons will maintain a high level of proficiency in first aid skills and be aware of current practices in the field. They must attend relevant courses to this end.

REPORTING OF ACCIDENTS

If a child is involved in a serious medical incident (head injury, broken bones, severe sprains, and severe cuts) a Vinehall School **Incident Form** (Appendix 9) must be completed explaining when the incident happened, how it happened and how it was dealt with. In the event of major injury e.g. fractures, amputation, dislocation, a RIDDOR form must also be completed. These forms should be forwarded to the Head and the Health and Safety Adviser. When RIDDOR forms are completed the details need to be forwarded to the Incident Contact Centre either by phone or internet within 10 days of the accident.

RESPONSIBILITY FOR HANDING OVER

When medical responsibility is transferred from the School Nurse to a Matron, or one Matron to another according to the pattern of duties, there **MUST** be a mutual review of the Daily Log Book, diary, San file, medication chart and a full handover of any ongoing medical issues.

SANATORIUM (SAN)

If a child is unwell, he/she may be admitted into the San. Day children can rest, as required, and be cared for until parents are able to collect. Boarders are cared for in the San unless parents wish to collect them and have them at home while unwell. If children are admitted to the San, regular communication should be maintained with the parents or guardians. For more detailed information see Appendix 10, San Protocol.

SPECIFIC MEDICAL CONDITIONS AND ALLERGIES

The School Nurse is responsible for compiling a complete list of all children with medical conditions and/or allergies of any kind (to food, medicines or stings). This list should be updated at the start of every term, or when there are new starters, and distributed to Pre-Prep, the staff room, the kitchen and the dining room. A hard copy should also be filed in dispensary.

TRANSFER TO ACCIDENT AND EMERGENCY (A&E)

If a child is injured and requires hospital treatment parents must be contacted immediately. There should be minimal delay in transferring to A&E and, if parents are unavailable, a member of Vinehall staff should accompany the child. Houseparents or senior staff should continue to make every effort to contact the parents. There is an A&E bag, kept in dispensary, containing paperwork to be

completed prior to leaving Vinehall, money for the car park and various supplies to assist with the visit.

If the injury requires immediate treatment, outside that available from the School Nurse and first aiders, a 999 call should be made.

TREATMENT RECORDS

The **Daily Log Book** records the names of all those who are seen by the School Nurse or Matron on duty. EVERY visit a child makes, however minor it may seem, will be documented.

When a child attends dispensary a detailed entry will also be made in their **Personal Health Record** (Appendix 2). All assessments, treatment and advice will be recorded.

VACCINATIONS

INFLUENZA VACCINATIONS are offered every November by the School Medical Officer to all children. This is entirely optional and parents will be issued with a consent form when their child joins Vinehall. Once this is on file it will stand for the entire time the child is at the school. If parents wish to change consent, this can be done in writing to the School Nurse.

B.C.G. VACCINATIONS - The Department of Health no longer carries out routine B.C.G. vaccinations for all children at school.

H.P.V. VACCINATIONS – The Department of Health has commenced a vaccination programme for all girls in Year 8 (2008). A consent form and further information is sent out to all Year 7 girls in their final term prior to starting in Year 8 (Summer Term).

Appendices (held by the School Nurse):

1. San Admission Form
2. Personal Health Record
3. Visit to Dispensary Letter, for Parents
4. Signs of Concussion
5. Head Injury Letter, for Parents
6. Individual Emergency Protocol – ASTHMA
7. Individual Emergency Protocol – ANAPHYLAXIS
8. Individual Emergency Protocol – DIABETES
9. Incident Form
10. San Protocol/Care Plan.