

# VINEHALL MEDICAL POLICY

The physical and mental health of pupils is an extremely important priority at Vinehall. The medical team (led by the G.P. 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 to ensure ease of reference, with in-depth information and examples of documents in the Appendix.

## **ROUTINE MEDICAL PROCEDURES**

### **BOARDERS**

If a boarder becomes ill or has a temperature they may be cared for in the 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 & PRE-PREP CHILDREN**

If day children become ill during the day, care for them in the sanatorium (San) and contact parents and encourage them to collect their child. If marginally ill – rest in san then return to class as appropriate. Record "rest" as treatment. **Be cautious about administering medication.**

Every time a day child is administered medication, a **dispensary letter** (appendix 2) should be completed and given to the child to take home, and a copy should 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 or pre-prep child is injured then 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 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 should be signed out and in by the member of staff taking the children off school property. For all excursions a mobile phone should also be taken. These are kept in the dispensary and should be signed out with travel kits etc.

## **G.P, CONSULTATIONS AND FURTHER TREATMENTS**

For the 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 must be made at the Seddlescombe Surgery – telephone 01424 870 225.

## **HEAD INJURIES**

If a child presents with a head injury, their condition **MUST** be monitored very carefully. A thorough assessment of the child must be made observing for signs of concussion (appendix 3).

If there are no signs of concussion and the child feels able, they may return to class. Ensure they know to come back to dispensary should they feel at all worse. Parents must be informed of all head injuries and for day children, a HEAD INJURY letter (appendix 4) must be written.

If the child shows symptoms of concussion every effort must be made to contact the parents. If this is not possible and the symptoms persist, the child must be taken to A&E by a member of Vinehall staff. Senior staff or Houseparents 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** must be written for any child suffering from Asthma, an anaphylactic allergy or Diabetes. Protocols (appendix 5 - 7) include relevant information to assist with diagnosis and subsequent treatment, and the protocols must be agreed with parents. The parents are then required to sign consent allowing members of Vinehall staff to administer treatment in an emergency. These protocols must be displayed in the dispensary with a photograph of the child. Photographs of these children must also be placed on the medical board in the staff room.

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

## **MEDICAL RECORDS**

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 school doctor, 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 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**

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 childrens' individual requirements must be 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 labeled.

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

All medication required **MUST** be entered onto a Vinehall medication chart, with child's name, class, name of medication, quantity and timings 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**.

## **OFF GAMES & SWIMMING**

A daily revised list of children on restricted activities is compiled by the staff in the office by morning break. Should any boarder need to be off games then the School Nurse or Matron on duty must let the office know as soon as possible. Children who become unwell during the day (both boarders and day children) and need to be signed off games should be given a signed 'off-games' form which they present to the member of staff supervising off games.

## **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, severe cuts) a Vinehall School **Incident Form** (appendix 8) 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 representative. 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 they 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 9 , 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, then a 999 call should be made.

## **TREATMENT RECORDS**

The **Daily Log Book** (appendix 10) records all treatment administered in the dispensary or anywhere else at school, by the School Nurse or Matron on duty. Please record every visit a child makes, however minor it may seem.

When a child attends dispensary an entry must also be made in their **Personal Health Record** (appendix 11).

## **VACCINATIONS**

**INFLUENZA VACCINATIONS** are offered every November by the School Medical Officer (Dr Stern) 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 year 8 girls (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).