



## MEDICAL POLICY

To be read in conjunction with the **FIRST AID POLICY**

### Introduction

This policy applies to Queen Ethelburga's Collegiate - which includes Queen's Kindergarten, Chapter House Preparatory School, King's Magna Middle School and Queen Ethelburga's College and The Faculty of Queen Ethelburga's - hereafter referred to as "the **Collegiate**".

The Collegiate's medical team of doctors and nurses is based in the Medical Centre adjacent to Greenacres. It cares for the students in a holistic and non-judgemental way, aiming to offer all the services provided by any Medical Health Centre pertinent to 3 month to 20-year-old children and young people.

### Aims

- To promote the health and welfare of all the students, as well as providing first aid to children, staff and visitors, as necessary.
- To work with the House staff and academic staff, to ensure that the students are cared for medically and pastorally.
- To help to teach the students how to take care of their own general health and well-being when they leave school, and how to use the National Health Service.
- To be involved both formally and informally with the Health Education in the school.
- To keep parents, House staff and the Head of School informed of a pupils medical well-being within the context of the school doctors' and nurses' professional code of conduct.

**First Aid** is given on site to anyone who needs it. Where staff, parents or visitors are concerned, no medication can be given, as a medical history is not available. In case of an accident, First Aid is always on hand. Reference should be made to the **First Aid Policy and Emergency Medical Procedure**.

There is an up-to-date list of First-Aiders displayed in various areas of the school, and all staff are asked to familiarise themselves with names on the list. The location of first aid kits **is given in the First aid Policy**, and on lists around the school.

### Medical cover

The Medical Centre is staffed by a **team of** School Nurses, who aim to cover 24 hours a day, 7 days a week. Medical Centre opening times for the week-end are published on a weekly basis, with 24-hour First Aid cover, even when the Centre is closed. The Medical Centre has provision for 12 in-patients.

The nurses will publish the daily surgery times, to be displayed on the relevant notice-boards in the boarding environment.

Boarders are registered as National Health Service patients with the surgery that supports the school.

Day students living in the locality will already be registered with a general practitioner and it is expected that, for routine matters, their usual GP will be consulted. Although emergency treatment will always be provided by the Medical Centre during school hours.

The Doctor's Surgery is usually held at the school five times a week, with days and times published on all the House notice-boards. If a student needs to see the doctor at any other time, a member of staff will take them to the local surgery.

Nurses' surgery times are:

- 08.00 - 08.25
- 12.45 - 14.00
- 16.15 – 19:00

Unless ill or injured in between, students should keep strictly to these times.

If it is decided that a child is not well enough to continue with their normal routine, they will be admitted to the Medical Centre for observation by the School Nurse on duty.

The names of those off school will be passed on to the school office for distribution. The Nurse will inform the appropriate House staff if a boarder is admitted to the Medical Centre as soon as possible, via the voicemail system. This is a vital channel of communication and everyone must endeavour that the information is passed to the appropriate person.

It is the Nurse's responsibility to inform parents if a student is admitted into the Medical Centre straight away - if it is a serious illness or if they are admitted for more than 24 hours. Meals for those in the Medical Centre will be ordered and collected from the kitchen by the School Nurse on duty.

**In school time**, students are to report to the Main Office, with a note from the member of staff in whose class they have been. The office staff will ring the School Nurse and send them to the medical centre to be seen.

There are additional procedures for children in Queen's Kindergarten and Chapter House set out in Appendix 1, however a senior member of staff will contact the medical centre before sending the children directly to the medical centre accompanied by a member of staff.

**In boarding time**, students are to speak to the member of boarding staff on duty, who will inform the nurse of their impending arrival at the Medical Centre.

Routine and emergency treatments off-site will be appropriately escorted. A list will then be passed to the Travel Co-ordinator, who will allocate drivers. If a child comes to a member of House staff with an appointment letter, this should be passed on to the School Nurse.

Boarders have access to local medical, dental, optometric and other specialist services. Where possible, routine dental, optician and orthodontic treatment, should be given in the holidays in order to avoid unnecessary loss of teaching time. When necessary, the nursing staff will organise these.

### **Confidentiality and medical records**

Parents are asked to complete a comprehensive Health History questionnaire before their child arrives at the school. This enables the nursing staff to be aware of medical problems and thus to offer appropriate and continued care to the student.

Medical information about students, regardless of their age, is kept confidentially. However, in providing medical and nursing care for a student, it is recognised that on occasions the doctor and nurse may liaise with the Principal and other academic staff, House staff and parents or guardians on a “need to know” basis, in order to care for them e.g. in cases of allergies and when students are going on off-site trips.

Where possible, information passed on will be with the student’s consent, unless the student or others are at risk. Parents and House staff must be aware that the Medical Centre staff will always work with the students, to try to persuade them to inform their parents and/or House staff of any problems.

It is important that the Medical Centre is informed if parents are going to be away from their normal place of contact.

Medical records will be kept in a locked filing cabinet, accessible only by:

- The Doctor
- Medical Staff
- Head of Safeguarding and Complex Welfare / Assistant Head of Pastoral Care (Boarding)

Accident reports are kept in the Medical Centre, and a copy forwarded to the Health and Safety Co-ordinator, to assess the need for follow-up investigation or RIDDOR reporting. These copies are then kept in a confidential Accident Report file in school. Visits to the Medical Centre are recorded in the treatment book.

### **Administration of medication**

The Collegiate will ensure that there are members of staff who are appropriately trained to manage medicine as part of their duties. School nurses are predominantly responsible for the administration of medication although relevant members of staff will receive appropriate training and support from the School nurse, School Doctor and/or another suitably qualified health professional, if required to administer medication.

Staff must not give prescription medicines or undertake health care procedures without appropriate training, but staff are able to administer some medications, following the protocol agreed by the School Doctor.

Where a student requires supervision to take their medication or where such medication will be administered by staff, students receiving medication should be made aware of when and where they should attend at the prescribed times during the course of the medication to receive their treatment.

All medicines supplied to by parents must be provided in the original container as dispensed by the pharmacist and include the prescriber's instructions for administration. Staff administering medication will check the student's name, the name of the medication, the prescribed dose, the expiry date, the method of administration, the time / frequency of administration, any side effects and the written instructions on the container before providing the medicine to the students.

If a student refuses their medication, staff will record this and report to parents as soon as possible

## **Self-medication**

The Collegiate recognises that students should be allowed to carry their own medicines and relevant devices (such as inhalers), wherever possible or should be able to access their medicines for self-medication quickly and easily.

Following consultation between the Collegiate, parents and the student, a student will be permitted to store and carry their own medication if in the opinion of the School nurse they are sufficiently competent to do so. Where necessary, this will be reflected in a student's Individual Health Care Plan (IHCP). The Collegiate will consider the safety of other children and medical advice from the prescriber in respect of the student in reaching this decision.

Students will be made aware the medication is strictly for their own personal use and it should not be passed to any other students under any circumstances and to do so is a breach of school rules

## **Policy for the administration of prescription medication**

Prescribed medicine is to be generally to be administered by the School Nurse, unless it has been agreed that a member of staff (such as a House Tutor) and/or student is competent to do so.

As a general rule, staff will not administer any medication that has not been prescribed for that particular student by a doctor, dentist, nurse or pharmacist.

Staff may only administer certain non-prescription medication and/or household remedies such as pain and fever relief if the parents (and students where appropriate) have already provided their written consent for this to happen in relation to specific medicines and only if there is a health reason to do so.

Where a member of House staff is administering prescribed analgesia it can be administered from the House staff's locked medical cabinet. A prescribed medicine sheet will be supplied along with the medicine. This will include the name of the child, the medicine, the dose to be given and the time of administration, the person who dispenses the treatment initials the appropriate box. The duty Nurse will explain what the medication is for and will ensure the House parent is confident about dosage etc. If they are unsure about anything they must relay any concerns to the Nurse.

## **Non-Prescribed Medication and household remedies**

During the school day all non-prescribed analgesia and household remedies must be administered from the treatment room and written down in the treatment register.

For boarders there are also locked medical cupboards in the House Staff office which contains some over-the-counter medicine inside including various cough and cold remedies, plasters, cold packs etc. Instructions on the side of the box or bottle must be read, as sometimes they are unsuitable for some children, i.e. because of age, asthma, diabetes or allergies. Children must be asked if they are any of the above.

If there is any doubt, the Nurse on duty should be contacted for advice. Any medication given out must be recorded on a Medication Administration sheet, which is returned to the Medical Centre.

Staff must follow the laminated protocol for administering non-prescribed medication, as recommended by the school doctors, which should be displayed beside each medical cabinet.

Staff who have any doubts about the health of a child in their care should contact the duty nurse, without reserve. If they require further support or advice, they can ring the Priory Medical Centre

(GP surgery) to obtain advice from a doctor, or they can ring the NHS help number. If they feel that the student is acutely unwell, they should call an ambulance.

### **Storage of medication**

Medicines are always securely stored in accordance with individual product instructions.

The Collegiate will carry out a risk assessment to consider any risks to the health and safety of the school community and put in place measures to ensure that identified risks are managed and that medicines are stored safely.

All medicines shall be stored in the original container in which they were dispensed, together with the prescriber's instructions for administration.

Where emergency medication such as inhalers, adrenaline pens and blood glucose testing meters are not kept by the student they will be kept in a clearly marked box.

If a student is prescribed a controlled drug, unless otherwise agreed as part of a IHCP, it will be kept in safe custody in a locked, non-portable container and only named staff and the student will have access. A record of any doses used and the amount of the controlled drug held at the School will be maintained.

Those students who are permitted to possess a controlled drug will be advised that it is an offence to pass the drug to any other person for use.

### **Unacceptable practice**

Staff should use their discretion and training with regards to each individual student's medical needs, by reference to the IHCP and/or Education Health and Care Plan (EHC) as appropriate.

However, staff should be aware that the following practices are generally unacceptable:

- preventing access to medication and relevant devices (such as inhalers), where this is reasonably required;
- assuming that all students with the same conditions require the same treatment;
- frequently sending students with medical conditions home or preventing them from taking part in normal school activities, unless this is provided for in their IHCP / EHC or by their medical advisors;
- penalising students for their attendance record, if their absences are related to their medical condition (e.g. hospital appointments);
- preventing students from drinking, eating or taking toilet or other breaks when required to enable them to manage their medical condition effectively;
- requiring parents, or otherwise making them feel obliged, to attend the schools to administer medication or otherwise provide medical support to a relevant student during the school day;
- preventing students from participating in, or creating unnecessary barriers to children participating in all aspects of School life

## **ADDITIONAL INFORMATION**

### **Immunisations**

Routine immunisations are kept up to date, in accordance with the schedules issued by the Department of Health, and the students who live abroad, or those who are due to travel, will have immunisation arranged. Necessary consent is always obtained from a parent prior to immunisation and where there is a cost implication

## **Nit Checks**

On instruction from the School Sister it will be the House Staff's responsibility to carry out checks at least every half-term within Chapter House, Year 6 and 7. They will be responsible for checking all junior boarders at least twice a term unless, of course there is an outbreak, and then everyone will be rechecked.

## **Allergies**

Medical staff hold records of allergies and will disseminate information as necessary.

## **Off Games and Excuse Notes**

When these are necessary, Off Games slips will be issued by the School Nurse. They are to be handed by the student concerned to a member of the PE Department. Any notes re the need to wear trainers, or appointment notes for teachers, will similarly be issued by the School Nurse. This reduces the scope for children to abuse the system.

Mouth shields are required for all contact sports and PE staff can offer advice on which are appropriate. The school shop also sells mouth guards.

## **Medical Centre contribution to wider school activities**

The staff from the Medical Centre give advice on health education and promotion. The Upper Sixth students are told how to re-register after they leave school. The nursing staff inform staff or invite specialists in to talk about relevant medical conditions in the classroom and the house, as the need arises.

## **Drugs, alcohol and smoking**

The Medical Centre team participates in PSHE within the school, to make students aware of the dangers of drugs and smoking. If a student presents with drug, alcohol or smoking issues, the nursing staff have specialist knowledge and experience and will endeavour to help the child through this time. They will also liaise with outside agencies e.g. smoking cessation and drug and alcohol services.

## **Related Policies**

First Aid Policy  
Child Protection/Safeguarding  
Reporting Accidents  
Smoking, alcohol, drugs and substances  
Foreseeable Crisis/Major Incident  
Risk assessment policies  
Supporting Students with Medical Conditions

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Revised 27.9.12 JHa

Reviewed 9.6.14 JHa

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Reviewed August 2016 by SGI

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To be reviewed August 2018

## **Appendix 1**

### **Queen's Kindergarten and Chapter House**

#### **Medication**

It is the policy of Queen's Kindergarten and Chapter House that medicines will normally only be given to a child that has been prescribed by their medical practitioner (GP) and where a parent has given their written permission for that medicine to be administered

The greatest care will be taken to see that these are administered according to the instructions; in EYFS the signed record of all medication administered shall be made on the 'Prescribed/Non-prescribed Medication Record' and witnessed by another member of staff. It is the responsibility of the staff member administering the medication to ensure that the 'Prescribed/Non-prescribed Medication Record' sheet is fully and correctly completed, including a signed acknowledgement of such administration and for ensuring that parents informed on the same day or as soon as reasonably practicable

In KS1 and KS2 medication should only be administered if accompanied by an Existing Illness/Injury form. The children are aided in taking the medication and a record kept on the 'Medication Taken' form kept in the staff kitchen. A note is made in the planner, to inform parents that the medication was taken.

All medication must be in the container as originally dispensed and include the prescriber's instructions for administration. These must be checked to ensure that they are for the child concerned, and that the method and dose of administration is understood. These instructions will not be changed except on receipt of a new prescription. If required on the labelling, the medicine will be stored in the refrigerator.

It must be made clear to parents/carers that they must keep staff informed of their child's medication requirements and any changes to it.

We recognise that there will be occasions, e.g. when teething, that it may be appropriate to administer a non-prescription item at the request of the parents/carer. In such circumstances, the Medication Record sheet must be fully completed before this begins.

It is the policy that any medication containing either Aspirin or Ibuprofen will not be given unless prescribed by a GP. Any non-prescription item, as above, will be in individual dose form and will be labelled and stored in the locked cupboard provided or the refrigerator if appropriate.

As set out in this policy, where the administration of medicine requires medical or technical knowledge, staff will be appropriately trained or the School nurse will administer the medication.

#### **Procedure for responding to a child who is ill or infectious**

It is the policy of Chapter House and Queens Kindergarten to encourage and promote good health care and hygiene for all the children in our care.

This includes monitoring the children for signs and symptoms of communicable diseases such as chickenpox, measles, mumps, rubella, meningitis, hepatitis, diarrhoea, vomiting and fevers of 101°F / 38°C or over.

When a child attending the Kindergarten or Chapter House becomes unwell, it is our usual practice to contact the parent/carer and discuss the situation.

Should they request administration of medication to minimise the child's distress as an interim measure, and the medication is available, as above, then the staff will administer it, making the necessary entries in the Medication Record.

With the welfare of the sick child in mind, and in the interests of the remaining children in the school, if in the opinion of the Senior Staff a child is ill, then the parent/carer will be contacted and requested to collect him/her as soon as possible.

The staff must be convinced that the child has returned to good health before re-admitting them to the Kindergarten and school.

In the case of a serious accident or illness occurring, then the parent/carer will be contacted immediately, along with a medical professional, and the appropriate action taken. In the unlikely event of the parent/carer not being available, the Senior Staff member will assume charge and, if necessary, take the child to hospital along with the relevant details.

Further, it is requested of all parents/carers that, should their child be suffering from illness, such as conjunctivitis, diarrhoea and vomiting, etc., that they are kept away from the school for a minimum of 48 hours after the last episode, to avoid contamination of other children in the school.

Children given medication from their GP should have taken the medicine for 48 hours before returning to the school.

As a registered provider, Ofsted and the local Child Protection agency must be notified of any serious accident, illness or injury to, or death of, any child while in our care, and of the action taken. Notification must be made as soon as is reasonably practicable, but in any event within 14 days of the incident occurring.