

Medical Policy

Including First Aid, Administration of Medicines, Intimate Care and Supporting children with medical conditions.

This Policy is applicable to all pupils, including those in the Early Years Department (EYFS).

Policy Statement

The school recognises its legal obligations to provide a first aid service for all its staff and pupils, including those in the EYFS setting. The school is committed to providing a first aid service which satisfies the school's needs in terms of the requirements of the Health and Safety (First Aid) Regulations 2009. The legislation sets out the required standards for first aid in the workplace, including number and contents of first aid kits, training of first aid personnel and provision of first aid rooms. This policy requires that all first aid injuries be reported and treated.

In accordance with national regulatory requirements, the school provides:

- Practical arrangements at the point of need.
- The names of those qualified in first aid and the requirement for updated training every three years, with refresher courses offered between dates.
- Having at least one qualified person on each school site when children are present.
- Showing how accidents are to be recorded and parents informed.
- Access to first aid kits.
- Arrangements for pupils with medical conditions (for example, asthma, epilepsy, diabetes).
- Hygiene procedures for dealing with the spillage of body fluids.
- Guidance on when to call an ambulance.
- Reference to RIDDOR (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations, 1995), under which Schools are required to report to the Health and Safety Executive.

Section 1 - First Aid

First Aid is the initial assistance or treatment given to someone who is injured or suddenly taken ill.

First Aid principles are to:

- Preserve life

- Prevent worsening
- Promote recovery

First Aid may be practised by anyone, anywhere, volunteer or professional. However, in certain circumstances, the provision of first aid and first aid responsibilities are defined by statutes. In the UK, these regulations apply to incidents occurring in the workplace and mass gatherings.

The Health and Safety (First Aid) Regulations of 1981 place a general duty on employers to make first aid provision for employees in case of injury or illness in the workplace. The practical aspects of this statutory duty for employers and self-employed persons are set out in the Approved Code of Practice (ACOP), which is revised periodically. The ACOP contains guidance on first aid materials, equipment and facilities. The number of first aiders required in a workplace is dependent on the risk assessment.

Windermere School is bound under the regulations laid down by RIDDOR (Reporting of injuries, diseases and dangerous occurrences regulations, 1995) under this we are required to report to the Health and Safety Executive (Tel No – 0845 300 9923)

It is vital when accidents occur, minor or severe, to summon appropriate help immediately. The School Nurse should be contacted as soon as possible when accidents occur. In the event of her not being available immediately, a first aider should be called (A full list of persons trained in first aid can be found in the staff room, reception and in the Operation Manager's office). If in doubt, contact reception for an up-to-date list of qualified first aiders. Several staff members hold first aid certificates relevant to their department.

Minor incidents at Elleray Campus, especially in the EYFS, are recorded in the incident log or 'Near Miss' sheet located in the Staff Room and Reception Office.

In accordance with the Health and Safety Executive; an accident is an event that results in injury/ill health. An incident/near miss is an event that whilst not causing harm has potential to cause injury or ill health.

First Aiders

First Aiders are qualified personnel who have received training and have been assessed as competent in accordance with Health and Safety Executive requirements. Incorporated into this will be refresher training at regular intervals to ensure that their skills are maintained. In determining the number of Nominated First Aiders required, the following factors will be considered:

- The size of the school
- Pupil numbers and age ranges
- Staff or pupils with special needs or disabilities
- Hazards
- Cover for staff absences
- Provision on School visits
- Provision in practical departments and physical education

The school has a qualified Paediatric Nurse, supported by Boarding staff with Emergency First Aid qualifications when boarding students are resident. At weekends cover is provided by Boarding House staff who all have the Emergency First aid qualification.

A team of appointed first aiders are in place to provide support to staff, (the required ratio is 1:50 staff).

A list of qualified first aider is held with the School Nurse and with Reception.

Under EYFS requirements at least one person on the premises and at least one person on outings will have a paediatric first aid certificate.

First Aid Boxes

First Aid boxes are situated at various locations around the school site. Staff should notify the nurse if they have used supplies so they can be replenished, and the boxes should be checked termly by the Head of Department who should notify the school Nurse of any supplies needing replacement. All boxes will contain the minimum supplies which are HSE recommendations. The location and content of First Aid Boxes are shown in Appendix 1.

AED Equipment

In addition to first aid boxes, Windermere School also provides automated external defibrillators (AED) that allow people with no training to provide lifesaving defibrillation to victims of sudden cardiac arrest. These are located outside Crampton Hall, the Sports Hall, Hodge Howe, and the front entrance of Elleray.

First Aid Accommodation

To comply with the Education (School premises) Regulations 1996 the school has provided a dedicated room for first aid treatment.

The Medical Room is in the Browhead building.

Procedures in the event of an accident or injury

In the case of an accident or injury, a member of staff should be informed immediately. They will assess the situation and if required, contact the emergency services first and then reception to ask for the first aider. In other circumstances, reception should be contacted.

Reception can be contacted either by telephone on (01539 446164 extension 205) or by sending another member of staff or pupil to the main reception informing of the location of the accident or injury and ask for the first aider to be sent.

Parents will be informed immediately of any medical emergency by a senior member of staff or the Nurse. Pupils who are taken to hospital in ambulance will be accompanied by a member of staff unless parents are able to reach the school before departure.

First Aid Off Site

All teaching staff who lead on an External visit, including PE and Adventure are required to hold a minimum of the emergency first aid qualification unless they are supported by a trip colleague who holds this award or higher. All trip leaders take a first aid kit on the visit.

First Aid Out of Hours

At all times, a designated member of staff is within the Boarding House and can be contacted in the event of an emergency, illness, or accident. This includes overnight call. Contact numbers are given in the appropriate House Team and are widely posted in the Houses.

Reporting of Accidents and Injuries

Pupil accidents will be recorded on the relevant SIMS page.

Forms for staff accidents are kept in the **Nurse's pigeonhole** at Browhead. On completion, the form should be sent to the School's Operations Manager and will be treated in confidence with the appropriate action being taken.

'Near-mis' incidents involving pupils should be reported electronically on the relevant SIMS page. For staff, they should be reported to the School's Operations Manager. These can be reported anonymously if preferred. Accidents, minor injuries and near misses are reviewed regularly by the Health and Safety committee to determine any trends, which can be improved on.

The School Nurse or person dealing with the incident will inform the parents/guardians/next of kin of the pupil or staff as soon as possible after the incident. The nurse will inform the Head Teacher if required. In the event of a major incident, a designated spokesperson will issue a statement on the school's behalf.

It is the responsibility of the school to ensure that all employees and pupils of the school are aware of the procedure for the reporting of accidents. For contractors and visitors, the Facilities Manager will take responsibility. Under RIDDOR the School has a legal duty to report and record some work-related accidents by the quickest means possible. HSE has set up on-line reporting procedures for RIDDOR reportable accidents. The relevant link is: <http://www.hse.gov.uk/riddor/index.htm>

Bodily Fluids

All staff and pupils alike should take precautions to avoid infection and must follow basic hygiene procedures. Infection control measures include effective hand washing; and the use of disposable gloves when dealing with any bodily fluids. All clinical waste should be disposed of in a yellow bag which are found in the body spills kit provided.

Staff should have access to single-use disposable gloves and hand-washing facilities and should take care when dealing with blood or other bodily fluids. If unsure, a member of staff must ask the Nurse for assistance. Boarding Houses are provided with appropriate equipment.

Head Injury Protocol

This is shown in appendix 1

Child Protection

If any concerns are raised that have Safeguarding implications (e.g. unexplained marks or scars) while a person is being treated for first aid, the first aider must inform the **designated safeguarding lead** who will then take appropriate action. The treatment of children for minor injuries, illness or medical conditions may involve members of staff in physical contact with children. Any treatment should:

- Not involve more contact than necessary
- Be undertaken by staff who have volunteered to be designated to the task
- Be carried out in an appropriate room, which ensures the pupils privacy and dignity.
- Be documented.
- PPE will always be used when dealing with bodily fluids
- Be notified to parents
- **Have consent from the injured pupil if they are conscious.**

Caring for Sick Pupils

Pupils that are feeling unwell during the school day can visit the Medical Room, where the Nurse will complete an assessment. Teachers are required to confirm the availability of the Nurse before a pupil is sent to the Medical Room. If the Nurse is not available, pupils are to be directed to the boarding staff (if boarders) or reception, where they can be referred to the nearest first aider that is available.

The Nurse will contact parents as required, including arranging for the child to be collected if necessary. At this point, relevant members of staff are informed via email. Pupils may not contact their parents by mobile phone to ask to be collected due of illness. This needs to be arranged by the nurse.

If boarding pupils are unwell before school, they should report this to their Houseparent. The Houseparent will complete an initial assessment and if required, ask the pupil to return to their bedroom and arrange for supervision. The Houseparent will then inform the Nurse. The Nurse will complete a full assessment at the start of the day. If a boarding pupil is too unwell to attend school, the School Nurse will write a care plan and arrange for supervision of the pupil as required.

Out of school hours, the lead responsibility for the medical care of boarders is with the Houseparent or Assistant Houseparent on duty. This work is supported by the matrons. This includes providing evening and emergency medical support for the boarding house, seeking telephone advice from 111 or 999 when required and transporting boarders to hospital and medical appointments as appropriate.

Administration of Medication in School

The Board of Governors and staff of Windermere School wish to ensure that pupils with medication needs receive appropriate care and support **while** at School.

Please note that parents of day pupils, including those in the EYFS, should keep their children at home if acutely unwell (including a temperature of 38C or above), or are infectious.

Parents are responsible for providing the School Nurse with comprehensive information regarding the pupil's condition and medication.

Storage, Dispensing and Recording of Medication

All medication will be kept in a secure place, out of the reach of pupils. Unless otherwise indicated all medication to be administered in school will be kept in a locked medicine cabinet or lockable refrigerator.

Medication can only be dispensed by the School Nurse, boarding staff who have additional training in the dispensing and recording of medication or other staff who have been specifically trained by the Nurse.

Procedures for dispensing and recording medication are:

- Check SIMS to confirm the identity of the pupil, any medical alerts and when medication was last dispensed.
- If giving prescribed medication, check the prescription label matches the information on SIMS, the pharmacy label has not been altered, the required dosage and times of administration and any other specific information.
- Tablets should be placed in the lid of the container or securely pushed through blister pack into student's hand.
- Avoid touching the medication with your hand.
- Liquid medication must be measured and dispensed in a sterile syringe or medicine cup. Do not use household spoons of any kind.
- Watch the pupil take the medication.
- Return the medication to the cabinet and ensure it has been securely locked away.
- Record the dispensed medication on SIMS immediately.

- Controlled medication requires additional recording in the controlled drug book, with the pupil being the second signatory if deemed appropriate and another member of staff is not available.

Only reasonable quantities of medication should be supplied to the school (for example, a maximum of a term's supply at any one time).

Each item of medication must be delivered to the School Nurse or authorised person, in normal circumstances by the parent, in a secure and labelled container as originally dispensed. Blister packs should not be cut. Each item of medication must be clearly labelled in English with the following information:

- Pupil's Name.
- Name of medication.
- Dosage.
- Number of tablets or volume of medicine (for volume please mark and date the bottle)
- Frequency of administration.
- Date of dispensing.
- Storage requirements (if important).
- Expiry date.

The school will only accept items of medication in unlabelled containers if accompanied with a letter from the prescribing doctor explain the medical condition , dose, frequency and any special requirements. The medication should be registered as it comes into the school with a relevant member of staff (usually the house staff). As the medication is administered, it should be counted down so that a running note of stock is maintained.

In the case of day pupil, it is the parents' responsibility to renew the medication when supplies are running low and to ensure that the medication supplied is within its expiry date. For boarders, the Nurse will ensure that medication is renewed, when necessary, with parental assistance as required.

The school will not make changes to dosages based on parental instructions. All correspondence must be through the relevant medical professional.

Self-Medication

Keeping and being responsible for your own medication is called 'Self Medicating.' These medicines can be kept by the individual and should be stored in their lockable safe, which is in their room. To self-medicate, a pupil must meet with the Nurse and for boarding pupils, the Houseparent, to complete a self-medicating form. Analgesia is strictly prohibited under the self-medication policy.

Over the Counter medication

The Medical Room and the Boarding Houses have locked cabinets of 'Over the Counter' medication. Only the Nurse and boarding staff with specific training may administer over the counter medication. Specific guidance for Boarding is within the Boarding Handbook.

Prescribed medication

Prescribed medication is specific to the medical need of an individual and is provided via a prescription from a medical professional e.g. antibiotics. There is a locked cabinet for prescribed medication in the Medical Room and within each Boarding House. Prescribed medication must be correctly labelled by the prescriber. Specific guidance for Boarding is within the Boarding Handbook. Only the Nurse and boarding staff with specific training may administer prescribed medication, and should be recorded in the Prescribed Medication folder, as well as SIMS.

Controlled medication

Controlled drugs require stricter regulations with regards to storage and administration. Controlled drugs must carry a prescription label and be accompanied by a covering letter from the prescribing doctor. Controlled drugs should be registered as it comes into the school and stored in a locked, non-portable container. There is a locked cabinet for controlled medication in the Medical Room and within each Boarding House. When the controlled drug is administered, it must be signed for, using the CD book, and countersigned (this can be done by the **pupil, if they are deemed to have capacity to do so**). Once a month, two members of staff must run a signed out of date check.

Specific guidance for Boarding is within the Boarding Handbook. Only the Nurse and boarding staff with specific training may administer controlled medication.

Early Years

Pupils in the EYFS are permitted to have non-prescribed medicine (such as children's paracetamol or ibuprofen), which should only be administered by the pupil's Key Worker. The correct reporting and recording procedures should be strictly followed.

Children's paracetamol is administered to Early Years pupils in the case of a high temperature/pain ONLY with the written consent of the parents. If the child's condition deteriorates during the day, or the rise in temperature is so rapid that the child's welfare is compromised, then permission may be **sought verbally, via email or text message, provided that there is an agreement that verbal or text messages are always followed up in writing as soon as possible.**

Copies of DfES Guidance "Managing Medicines in Schools and Early Years Setting" be downloaded from:<http://www.teachernet.gov.uk/wholeSchool/healthandsafety/medical/>

The school will make every effort to continue the administration of medication to a pupil whilst on trips away from the school premises, even if additional arrangements might be required. However, there may be occasions when it may not be possible to include a pupil on a school trip if appropriate supervision cannot be guaranteed.

Medication on an off-site trip or visit

Medication that is taken on a school trip, should be carried in a locked, portable container. The amount of **medication that is** taken on a trip will be recorded by the School Nurse or House Parent and compared with quantity returned. Each medicine bag will contain a means of recording drugs administered whilst off site. Medical records will be updated accordingly.

For EYFS pupils, staff accompanying the children must include the key worker for the child with a risk assessment, or another member of staff who is fully informed about the child's needs and/or medication.

Medication for a child is taken clearly labelled with the child's name, name of the medication, a copy of the consent form, with the details as given above.

If a child on medication has to be taken to hospital, the child's medication is taken labelled with the child's name.

Records and Information

EYFS and day pupils are either given a slip to take home informing the parents of any medication given, the dosage, the reason why it has been given and the exact time of administration or emailed with those details.

The School Nurse will keep records, which they can make available to parents.

If pupils refuse to take medicines, staff will not force them to do so, and will inform the parents of the refusal, as a matter of urgency, on the same day. Refusal of medication will be recorded on SIMS.

4.Supporting pupils at school with medical conditions

Health Care Plans

For each pupil with long-term or complex medication needs, the School Nurse, will ensure that a health care plan is drawn up, in conjunction with the appropriate healthcare professionals, the pupil, boarding staff and parents as required. This will be shared with the appropriate staff, with the pupil's permission.

For some medical conditions, key staff will need to have training in a basic understanding of the condition as well as how the medication is to be administered correctly. The training needs for staff is part of the risk assessment.

The risk assessment includes vigorous activities and any other Early Years activity that may give cause for concern regarding an individual child's health needs.

The risk assessment includes arrangements for taking medicines on outings.

A Health Care Plan for the child is drawn up with the parent; outlining the key worker's role and what information must be shared with other staff who care for the child.

The Health Care Plan should include the measures to be taken in an emergency.

The Health Care Plan is reviewed on a yearly basis or more if necessary. This includes reviewing the medication, e.g. changes to the medication or the dosage, any side effects noted etc. It is the role of the parent or Doctor to inform the Nurse of any changes so that an update can occur before the review date if necessary.

Medical Conditions

Procedures for individual medical conditions can be found in the appendices.

- Allergies and Anaphylaxis – Appendix 4
- Asthma – Appendix 5
- Diabetes - Appendix 6
- Epilepsy and Seizures – Appendix 7
- Depression – Appendix 8
- Eating Disorders – Appendix 9

5.Management of Public Health Outbreaks

A list of Infectious Diseases and Timescale for Absence (as advised from Public Health England PHE) is shown in the Appendices.

Appendix 1 – Location of First Aid Boxes

Location - Senior School

Browhead:

Reception

Prep school corridor

Kitchen

Crampton Hall

Medical Room

Elleray House

Langdale:

Dispensary

Westmorland:

Dispensary

Surrounding areas:

Art block

Science and junior labs

Sports Hall

Astro Turf

Maintenance Department

Kitchen

Hodge Howe

Safety Boats x 2

Minibuses

Appendix 2 – Content of First Aid Boxes**1-10 Persons****11-50 Persons**

6	Medium dressings	8
2	Large dressings	4
3	Extra-large dressings	4
2	Eye pads	4
6	Triangular bandages	6
20	Plasters	40
6	Safety pins	12
10	Alcohol free wipes	10
2	Sterile saline 500ml *	
	2* *Eye irrigation where mains tap water not available and/or there is a risk of injury to the eye.	
2	Pair of Disposable Gloves	2 will be kept in these boxes.