



Walhampton

MEDICAL & FIRST AID POLICY

Drafted by: School Nurse Approved by: Operations Director
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INTRODUCTION

1. Parents should keep their child at home if he or she is ill or infectious. It is the responsibility of the child's parents/guardian to inform the school if their child is absent due to illness. Any child who has experienced vomiting or diarrhoea or a temperature over 37.5°C should remain away from school for 48 hours from the last time they were ill.
2. Everyone in the school, including Early Years Foundation Stage (EYFS) children, has access to the school's medical facilities. These are overseen by the School Nurse and the School Doctor who visits the school once a week.
3. Outside of the normal school day medical and first aid cover is provided for boarders by the Boarding Matron and by the House Parents.
4. If parents/ guardians have any concerns about the health of their child they should call the Medical Centre on 01590 613313.
5. The School will always contact parents or guardians as soon as is practically possible:
 - a. When a child suffers anything more than a trivial injury.
 - b. When a child becomes unwell during the school day.
 - c. When the school has any concerns over a pupil's health.
6. The school will expect parents to collect a child if they become unwell or sustain a significant injury. Boarders who are ill can be cared for in the Boarding House under supervision of the School Nurse and Boarding Matron. Day pupils will be able to stay in the Medical Centre until parents/ guardians come to collect them.
7. This policy (though not its annexes) is published on the school's website.

FIRST AID

First aiders

8. We always ensure that a member of staff who is qualified in first aid (paediatric first aider for EYFS pupils) is on site in the Prep School, Pre-Prep and Boarding House when children are present in these areas, and accompanies our pupils on any visits out of school.
9. The first aider will administer first aid if your child experiences an injury and will, if necessary, call an ambulance.
10. At least half of our staff, including support staff, are qualified to provide basic first aid. At least one member of the EYFS staff is additionally qualified in paediatric first aid. This training is updated at least every 3 years and a full list is included at Annex A.

First Aid Boxes

11. First aid boxes, which comply with the Health and Safety First Aid Regulations, are located in key areas of the school where they are most likely to be needed, such as the Prep School Office, Sports Hall, Swimming Pool, Equestrian Centre and the Science Department. For EYFS children the First Aid box is located in the Head of Pre Prep Office.
12. The School ensures that a first aid box is taken when pupils go out of school on an organised trip or participate in sporting events.
13. All First Aid boxes are checked by the School Nurse and replenished as required.

Access to First Aid

14. All new pupils and staff are given information on where to go for help in the event of an accident or illness as part of their induction to the school.

CALLING AN AMBULANCE

15. If someone at the school has an accident staff will administer first aid and seek medical help immediately.
16. The School Nurse or First Aider is normally responsible for summoning the ambulance, informing parents/guardians and for arranging a suitable person to escort the injured party to hospital. A member of staff will always stay with a child in hospital until parents/ guardians arrive.

Emergency Medical Treatment

17. In accepting a place at the school parents authorise the Head, or his representative acting on his behalf, to consent on the advice of an appropriately qualified medical practitioner to their child receiving emergency medical treatment, including general anaesthetic and surgical procedure under the NHS guidelines, if we are unable to contact you in time.

ACCIDENT REPORTING

18. All accidents occurring in school or outside school under the auspices of our staff must be reported and recorded in an accident book. These are held in the following places:
 - a. Stables (Head of Riding) – for all riding related accidents.
 - b. Kitchens (Head of Catering) – for any accidents relating to catering staff.
 - c. Pre-Prep (Head of Pre-Prep) for accidents occurring on Pre-prep or trips involving Pre-Prep children.
 - d. Prep School (Estates Bursar or Operations Director) – for accidents occurring elsewhere in the school or trips involving Prep School Children.
19. We will always contact parents as soon as is reasonably possible when a child experiences anything more than a trivial injury.
20. If appropriate a note will be made in the child's diary explain the accident, injury and outcome.
21. EYFS parents will be asked to sign the appropriate accident form when collecting their child from school.

RIDDOR Reportable Accidents

22. An accident involving a pupil may come under the Reporting of Injuries, Diseases and Dangerous Occurrence Regulations (RIDDOR 1995). If appropriate, RIDDOR reports will be filed by the Estates Bursar (or the Operations Director in his absence) and a parent or member of staff who thinks that an incident may be reportable should refer to the fore mentioned in the first instance.

MEDICAL CARE

The Medical Centre

23. The Medical Centre is located adjacent to the Performing Arts Centre. It is open to all pupils in the Prep and EYFS setting and is staffed by a Paediatric Nurse from 8.15am to 6pm Monday to Thursday and 8.15am to 5pm on Fridays. The Medical Centre is overseen by The School Doctor.

Medical Questionnaires and Care Plans

24. Parents/guardians are expected to complete and return a medical questionnaire and consent for treatment form on acceptance of a place and before their child starts at Walhampton. It is the parents'/guardian's responsibility to inform the school of any changes to a child's medical status.
25. Parents of children who have significant medical needs/ conditions will be asked to meet with the School Nurse in order for an individual care plan to be written, outlining school and parental responsibility. This will detail where appropriate what information can be shared with school staff. The care plan will be updated as appropriate.
26. A risk assessment will be undertaken for children who need to take long term medication. Parents will be invited to contribute to this, as well as medical or other professional staff as appropriate.
27. When children need to take medicine in school, it is policy for the parent/guardian to meet with the School Nurse or in EYFS the class teacher, to explain instructions on how the medicine is to be taken and stored and to sign a Medication Consent Form. Annex B gives further information on the Administration of Medication.

Medical Records

28. Medical records will be kept in a secure environment.
29. The School will keep a record of all treatment and immunisations that your child receives whilst at school. The school records all accidents, injuries and minor illness. A record is also kept of all medicines given to a child.
30. Basic details of any allergies or medical conditions are made available to staff in order for them to care properly for the children under their charge. Annex C gives further details for dealing with allergies.
31. Access to more detailed records and information that parents have requested be kept confidential is restricted to the medical staff. Medical records will be stored confidentially until your child's 21st birthday, when they will be securely destroyed.
32. The confidentiality rights of children as patients, and parents/guardians is appropriately respected.

33. We keep a record of all accidents and injuries to staff, and have a procedure in place for ensuring that they are reviewed regularly in order to minimise the likelihood of recurrence.

Medical Care of Boarders

34. All Boarders have access to the medical Centre in school during school hours and are able to have access to the Boarding Matron or House Parents at any time outside of school hours.
35. The School Doctor visits every Tuesday and is able to consult with boarding children who are registered with the Chawton House Medical Centre, Lymington.
36. Boarders also have access to dental and optometric services and other specialist services or provision as necessary.
37. Boarders are able to contact the school's ' Independent listener ' and referral to a counsellor is available on request.
38. The School Nurse and School Doctor also offer confidential pastoral support for pupils. This means that the consent of any pupil will be sought and, except in exceptional circumstances, obtained before any form of disclosure or referral.
39. When a pupil is unwell or injured the School provides suitable accommodation, including toilet and washing facilities, in order to cater for the needs of boarding pupils who are sick or injured. The accommodation is adequately staffed by appropriately qualified personnel, is separated from other pupils and provides privacy for male and female pupils where this is necessary.
40. All new boarding pupils registering with the School Doctor, accompanied by the school nurse have a basic medical examination during the first few weeks of term. The School Doctor or School Nurse will contact parents/ guardians if any significant medical problem is found.

Sport and medical issues

41. When a child is unable to take part in sport due to medical issues the parents/ guardians should write a note in the child's homework diary detailing why the child cannot take part in sport and the duration this may last. The child will then be added to the 'Off Games' list, which is shared by the teachers in the school.
42. If a child is injured or becomes unwell out of the school day it is the responsibility of the parent to inform the School Nurse/ Teacher as soon as possible.

43. Dental guards for sport must be obtained when the child starts school and should be worn for all contact sport.
44. A first aid kit will be supplied to all teachers taking sporting fixtures in away matches. A nurse or suitably qualified first aider will be available at Walhampton on match days.

Annexes:

- A. List of Qualified First Aiders
- B. Over the Counter Medicine Protocol
- C. Prescribed Medicine Protocol
- D. Anaphylaxis Protocol
- E. Asthma Protocol
- F. Diabetes Protocol
- G. Seizure and convulsion Protocol
- H. Off Games Protocol
- I. Procedure for Escorting a Child to Hospital
- G. Procedure for Spillage of Bodily Fluids