



Walhampton

Medical and First Aid Policy

Drafted by: Senior School Nurse
Approved by: General Purpose Committee
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ISI Policy Nos.:

Introduction:

The medical and first aid policy outlines the medical provision for all pupils at Walhampton school, including Early Years Foundation Stage (EYFS), day and boarding pupils.

The policy and appendices detail how pupils, staff and visitors to the school access first aid, in the event of illness, minor injury and emergency.

Through this policy Walhampton school promotes the physical, mental health, and emotional wellbeing of all pupils.

Walhampton School aims to provide a high standard of medical and health care for all the pupils in the school.

If parents/guardians have any concerns about the health of their child, they should call the Medical Centre on 01590 613313 or email the school nursing team on schoolnurses@walhampton.com

Aims of the medical and first aid policy:

- For day, boarding and EYFS pupils, staff and parents to be able to understand the role of the Medical Centre at Walhampton School.
- For pupils, staff and visitors to the school to be able to seek medical and first aid help as appropriate.
- For parents to understand their responsibilities to inform the Walhampton Medical Centre of any medical/health issues their child may be experiencing and report any changes to their child's health.
- To provide guidance for staff regarding procedure for medical care and protocols in the event of illness or emergency.

The role of the Medical Centre:

The Medical Centre is located adjacent to Bradfield House and can be accessed via the main school building or from the courtyard.

The school Medical Centre is staffed by a team of paediatric nurses and is overseen by the School Doctor.

- Everyone in the school, including Early Years Foundation Stage (EYFS) pupils, boarding and day pupils, has access to the school's medical facilities.
- The Medical Centre is open from 8.30am to 7pm, Monday to Friday.

Outside of the normal school day medical and first aid cover is provided for pupils by a qualified paediatric nurse who is on duty overnight on Monday, Tuesday and Wednesday from 7pm to 7am, and Thursday from 7pm to 10pm.

After these times and at weekends pupils are cared for by the House Parents and pastoral staff who are qualified in paediatric first aid.

- All new pupils, including EYFS, day and boarding 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 Walhampton School.
- The medical Centre is responsible for treating all pupils, staff and visitors to the school in a first aid and minor injuries capacity, escalating to other medical providers as necessary.

When a child becomes unwell during the school day:

When a child becomes injured or unwell during the school day, the school provides the following facilities within the school's Medical Centre:

- Accommodation for the medical examination and treatment of pupils.
- Accommodation for the short-term care of sick and injured pupils, which includes a washing and toilet facility.
- The School will contact parents or guardians regarding medical concerns for their child as soon as is practically possible for the following reasons:
 - When a child suffers anything more than a trivial injury.
 - When a child becomes unwell during the school day.
 - When the school has any concerns over a pupil's health.

Supporting a child with a medical condition:

- The Medical Centre also supports and reviews the health of any child with significant medical conditions.
- The Medical Centre staff work collaboratively with other healthcare and multi-agency professionals, to achieve the best care for the child during the school day.
- The following appendices attached to this policy illustrate how Walhampton medical staff can support a child with the following conditions:
 - F. Seizures and epilepsy protocol
 - G. Anaphylaxis Protocol
 - H. Asthma Protocol
 - I. Basic Life Support Protocol
 - J. Diabetes Protocol
 - L. Head injury and concussion
 - N. Supporting a child with nocturnal enuresis
- Parents of pupils who have significant medical requirements/conditions will be asked to meet with a School Nurse for an individual care plan to be written for their child.
- The care plan will include any additional information from other health professionals.
- The care plan will detail where appropriate what information can be shared with school staff and outline the responsibilities of the school and the parents. The care plan will be updated as necessary. Parents will be asked to contribute and approve the care plan.
- An appropriate risk assessment will be undertaken for pupils who may have specific medical needs. Parents will be invited to contribute to this, as well as medical or other professional staff as appropriate.

Administration of medicine:

- When pupils need to take medicine in school, it is policy that the medicine be stored securely in the medical centre or boarding surgery and for parents/ guardians to meet with the following:
 - For parents of day pupils to meet with the school nurse.
 - For boarding pupils to meet with the school nurse or boarding parents
 - For EYFS pupils to meet with the school nurse or the class teacher.
- Parents will need to explain instructions on how the medicine is to be taken.
 - The medicine should be in the original packaging with the child's name and name of the medication clearly labelled. Dosage, frequency and storage of medicine should be recorded and parents signature should be recorded on a Medication Consent Form Appendix B
- Medication can only be given by the school nurses or pastoral staff who have been trained in the administration of medicine. This is implemented by in house training by qualified nurses and the OPUS course
- For further information on the safe administration and storage of medicines. Please refer to the following appendices:
 - Appendix B. Administration of prescribed medication protocol, including controlled drugs.
 - Appendix C. Administration of over the counter medicines protocol
- Medicines for emergency treatment such as inhalers for asthmatic pupils, diabetic medicines or Epi Pens for severe allergic reactions should be readily available to all staff.
- EpiPens are located in the medical room and are labelled on pegs in the classrooms of children with anaphylaxis who may require them.
- Asthma inhalers are stored in the medical room, main office, and boarding surgery.
- Diabetic medication and equipment used for the treatment of hypoglycaemia is stored in the medical room.
- An off-site medication bag is given to staff who may be taking children off site, with instructions of how and when a medication should be administered.
- Pupils can carry their own inhalers, EpiPens, diabetic medication and blood glucose monitoring systems, and personal medication only when a Pupil self-administration of medicine assessment has been completed and consent signed by the parent. See Appendix D Pupil self-administration of medicine assessment.
- A list of pupils who are deemed competent to self-medicate is stored in the medical centre.

Pastoral Support.

Walhampton Medical Centre aims to provide high standards of holistic care to its pupils. A child's health encompasses both physical and mental health and wellbeing and this is promoted in the following ways:

- The School nurses can offer pastoral support to pupils, including EYFS pupils, day pupils and boarding pupils as necessary.
- The school also employs an independent school counsellor. This provides a confidential service from the school.
- Parents can make an appointment with one of the nursing team to request their child is referred to the counsellor.

Parents are invited to meet with the school counsellor and encouraged to attend reviews as to their child's progress.

- The Medical team can also refer a child for ELSA (Emotional Literacy Support). The referral would be discussed with parents and the child.
- All pupils including EYFS, day and boarding pupils are entitled to speak with the independent listener, who can listen to any child's pastoral concerns.
- Walhampton School provides an age appropriate PSHE programme. The medical team work with a qualified teacher on health promotion related subjects which include smoking, alcohol, drug misuse and sex and reproductive development elements of the programme.

Confidentiality:

- The School Nurse and (and School Doctor, for boarding pupils registered with the Chawton House Surgery) offer confidential pastoral support for pupils. The consent of any pupil will be sought and, except in exceptional circumstances, obtained before any form of disclosure or referral.
- The confidentiality and rights of all pupils including EYFS, day and boarding pupils as patients is appropriately respected. This includes the right of a child deemed to be 'Gillick Competent' to give or withhold consent for his/her own treatment.
- Respecting confidentiality rights 'appropriately' does not mean always maintaining complete confidentiality. It would not be appropriate to maintain confidentiality when there are reasonable grounds to believe a child might be at risk of significant harm, such as abuse or neglect. In this case the Walhampton Safeguarding Policy, together with local authority children's services and/or police procedures must be adhered to.

Medical care of boarding pupils:

- Walhampton School aims to provide a high standard of medical and health care for boarding pupils. The school aims to ensure the physical and mental health, and the emotional wellbeing of boarders is promoted.
- Boarding pupils are welcome to register with Chawton House doctors' surgery. A doctor from this practise visits Walhampton as the School Doctor once a week.
- All new boarding pupils registering with the School Doctor, accompanied by the school nurse as appropriate, 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, or further medical information is required.
- All Boarders have access to the Medical Centre during school hours and can access a Paediatric Nurse led clinic on Monday, Tuesday, Wednesday and Thursday evenings. This enables boarding pupils to have an opportunity to access health and wellbeing checks.
- House Parents are available at any time to boarding pupils to support pupils with health requirements.
- House Parents can contact Walhampton Medical Staff 24 hours a day for advice and are able to escalate a health concern for a pupil to a local Minor Injury Unit at Lymington or Southampton Accident and Emergency department or call an ambulance as appropriate.
- The School Nurse and School Doctor also offer confidential pastoral support for boarding pupils, as outlined in the paragraph on confidentiality above.
- Boarding pupils with specific health needs may require regular monitoring and a care plan written by the medical team in collaboration with parents/ guardians, and other professionals as appropriate. The care plan should contain clear medical instructions and where appropriate be shared with the Boarding team.
- Boarders can contact the school's 'independent listener' and referral to a counsellor or ELSA is available on request.
- When a boarding pupil is unwell or injured the School provides suitable accommodation within the Boarding House and Medical Centre. This includes toilet and washing facilities, to meet 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.
- When a Boarder requires medication in school, it is policy for the parent/guardian to meet with the School Nurse or House Parent, to explain instructions on how the medicine is to be taken. The name of medicine, dosage, frequency and storage of medicine and parents signature should be recorded on a Medication Consent Form. Annex B gives further information on the Administration of Medication. Boarding

reports are generated each morning and evening to ensure safe administration of medicine.

- Good communication between medical staff, boarding staff and parents is essential to ensure a high standard of care for Walhampton boarders. A morning and evening boarding report is generated between the medical and boarding team, to ensure all medical and pastoral issues are shared as appropriate. In addition, there is a formal medical/boarding weekly meeting where any health/pastoral concerns are raised and communicated to parents as necessary

Medical Records :

- Medical records will be kept in a secure environment and will comply with GDPR 2018 requirements.
- Medical records will be stored confidentially until the child's 21st birthday, when they will be securely destroyed.
- Parents are required to fill in a medical form for their child on admission to the school. The medical form is updated at least annually and includes a parent consent for medical treatment. From this data a school medical list is compiled, which can identify any child requiring medical support and/or a care plan. This data is stored in the medical room confidentially.
- Serious medical conditions and allergies can be shared with appropriate staff to keep children safe and well in school.
- The School will keep an individual pupil health 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.
- Basic details of any allergies or medical conditions are made available to staff to aid staff to care properly for the children under their charge.
- Access to more detailed health records and information that parents have requested be kept confidential is restricted to the medical staff.
- We keep a record of all accidents and injuries to staff and have a procedure in place for ensuring that they are reviewed regularly to minimise the likelihood of recurrence.

Medical training for teachers and pastoral staff:

- The school nurses regularly update teaching and pastoral staff on medical conditions and treatments. This includes updates on an individual child's medical condition and care plan. Care plans will only be shared with the appropriate staff on a need to know basis.
- Staff must seek medical advice if they are taking medicines which may affect their ability to care for children.

- Any staff medication must be securely stored at all times.
- All staff should be aware of how to access first aid in an emergency. Maps of first aid boxes are available in the medical centre, pre-prep and prep staff rooms.
- All staff should be aware of hygiene procedures for dealing with the spillage of body fluid, and this can be found in appendix E.

School Trips and sports fixtures

- A first aid kit and list of pupils with medical conditions and allergies will be supplied to teachers taking sporting fixtures or trips away from school.
- A nurse or suitably qualified first aider will be available for match days.

Responsibilities for Parents regarding their child's medical care at school:

- 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 parent's/guardian's responsibility to inform the school of any changes to a child's medical status. Please be aware that unless the medical questionnaire is completed the school nursing team are unable to treat your child.
- It is the responsibility of the child's parents/guardian to inform the school if their child is absent due to illness.
- Please be aware that no child should be sent to school when they are unwell.
- **Parents are expected to keep their child at home if he or she is ill or infectious.**
- **Children who have experienced a temperature of over 37.5oc or an infectious illness, including vomiting and diarrhoea should be kept away from school for at least 48 hours, to stop the spread of infection to other pupils and staff.**
- The school will expect parents/guardians 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 Parents until a parent/guardian is able to take them home. Day pupils will be able to stay in the Medical Centre until parents/guardians come to collect them, at the earliest time possible.
- Parents of pupils in EYFS, prep and boarding pupils, who have been significantly injured or required medical intervention for an injury which has occurred outside of school should complete a pre-existing injury form (Annex K) on the child's return to school.
- It is the responsibility of the parent to inform the Medical Centre of any medical appointments and their outcomes.

- Parents are most welcome to make an appointment with the school nursing team should they wish to discuss their child's health requirements. The Medical Centre telephone number is 01590 613313 and email is schoolnurses@walhampton.com

Sport and medical issues

- When a child is unable to take part in sport due to medical issues, the parents/guardians should email or 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 via an internal IT system.
- 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.
- Dental guards for sport must be obtained when your child starts school and should be worn for all contact sport.

FIRST AID

First aiders

- 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 pupils are present in these areas, and accompanies our pupils on any visits out of school.
- The first aider will administer first aid if your child experiences an injury and will, if necessary, call an ambulance.
- A significant number 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

- 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 Medical Centre, Prep School Office, Sports Hall, Swimming Pool, Equestrian Centre and the Science Department, sports areas, and outdoor classroom. For EYFS children the first aid box is located in the reception area of Pre-Prep, and a first aid bag is taken daily to forest school.
- 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. First aid boxes are also located in all the school mini buses.
- A map of where the first aid boxes are located around the school grounds can be found in the medical centre, and prep and pre-prep staff rooms.
- All First Aid boxes are checked by the School Nurse and replenished as required.

Access to First Aid

- 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.
- If someone at the school has an accident staff will administer first aid and seek medical help immediately.

Calling an ambulance

- The School Nurse or First Aider is normally responsible for summoning the ambulance, informing parents/guardians of the injured child, and for arranging a suitable person to escort the injured party to hospital.
- The School Nurse or First Aider will inform the Head and Bursar an ambulance has been called to the school.
- A member of staff will always stay with a child in hospital until parents/ guardians arrive.

Emergency Medical Treatment

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

Accident reporting

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:

- Stables (Head of Riding) – for all riding related accidents.
- Kitchens (Head of Catering) – for any accidents relating to catering staff.
- Pre-Prep (Head of Pre-Prep) for accidents occurring on Pre-prep or trips involving Pre-Prep children.
- Prep School (Bursar) – for accidents occurring elsewhere in the school or trips involving Prep School children.

We will always contact parents as soon as is reasonably possible when a child experiences anything more than a trivial injury.

If appropriate parents will be contacted by phone or email or a note will be made in the child's diary explaining the accident, injury and outcome.

EYFS parents will be asked to sign the appropriate accident form when collecting their child from school.

RIDDOR Reportable Accidents

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 Bursar (or the Finance Manager in her absence) and a parent or member of staff who thinks that an incident may be reportable should refer to the aforementioned in the first instance.

This policy (though not its appendices) is published on the school's website.

Appendices:

- A. List of qualified first aiders
- B. Administration of prescribed medicines and medication consent form.
- C. Over the counter medicine protocol
- D. Pupil self-administration of medicine assessment
- E. Procedure for dealing with the spillages of bodily fluids
- F. Seizures and epilepsy protocol
- G. Anaphylaxis Protocol
- H. Asthma Protocol
- I. Basic Life Support Protocol
- J. Diabetes Protocol
- K. Escort to hospital protocol
- L. Head injury protocol
- M. Pre-Existing Injury Form
- N. Supporting a pupil with nocturnal enuresis in the boarding house.
- O. Food and drink protocol

This policy conforms to advice from the following documents:

'Well being children's act' 2004

Department for Education guidance from 'Supporting Pupils at School with Medical Conditions' (December 2015)

Department of Education First Aid for Schools (February 2014),

Statutory Framework for the Early Years Foundation Stage (April 2017)

Send Code 2015

Mental health and behaviour in schools 2016

Keeping Children Safe In Education September 2018

Information sharing advice for practitioner's March 2015

What to do if you are worried a child is being abused March 2015.

Public Health England South West's Infection, Prevention and Control: Spotty Book 2016-2019.

The Board of Governors and Head accept their responsibility under the Health and Safety (First Aid) regulations 1981 and First Aid at Work published by Health and Safety Executive (HSE) 2013 and acknowledge the importance of providing First Aid for employees, children and visitors within the Trust. They are also committed to the regulatory authority's procedure for reporting accidents and recognise their statutory duty to comply with the Reporting of Injuries, Diseases and Dangerous Occurrences regulations 2013.