

MISSION STATEMENT FOR HEALTH CARE

Introduction

Health has many definitions; it is more than just the absence of injury or illness. Good health encompasses complete physical, mental, emotional and social-well being. The health of the pupils at the School is paramount. It is the responsibility of all staff to provide good role models for healthy living and to ensure the environment offers safety and security.

Pupils and staff are treated in a non-discriminatory manner to ensure that everyone receives holistic based care. There is a team approach to health to ensure continuity.

Surgery

The "Sister in Charge of Care" is currently Julia Thompson RGN, RNLD, who is responsible for the operation of the School Medical Facility. There are 3 other nurses who work part time at the school:

Melanie Bavington, RGN; Angela O'Neill, RGN and Nicky Atkins, RGN.

The School Medical Officer is Dr Mark Scriminger; he visits on a Thursday between 15.00 and 16.00 hours.

Medical Centre

The Medical Centre is situated in Main House. Pupils are encouraged to adhere to the clinic opening times so as to minimise disruption to their School day. Clinics are held at the following times during the day:

Monday to Friday	07.30 to 09.30
	11.00 to 11.30
	13.00 to 14.00
	17.00 to 18.30
	20.30 to 21.30
Saturday	07.30 to 09.00
	09.50 to 10.10
	11.30 to 13.00
	20.30 to 21.30
Sunday	09.00 to 09.30
	12.00 to 13.00
	20.30 to 21.30

During these times there is a qualified nurse in the Medical Centre. After surgery hours, i.e. evening/night and weekends, Houseparents will generally look after healthcare in their own boarding houses, although the on-call nurse can be telephoned for advice and assistance and will attend emergencies when it is deemed necessary.

All School Nurses work in accordance with the Nursing and Midwifery Council (NMC) Code of Professional Conduct and are answerable to the NMC if there is any contravention of this code.

The nurse's duties are to provide pupils with appropriate medical and nursing care according to their qualifications and experience. They have access to their own professional body, the Nursing & Midwifery Council (NMC) and also if members, to the Royal College of Nursing (RCN), as well as the School Doctor for professional guidance and consultation.

Nurses will assess and treat minor injuries and illnesses, once parents have signed an authorisation form; this is included on the Medical-in-Confidence form. A referral to a General Practitioner (GP) will be made if deemed necessary. If the pupil needs to see a doctor as a matter of urgency then they will be accompanied to the Alma Road surgery. Taxis to the surgery will be charged to the parents. Non-urgent referrals to the GP will be seen at the School Clinic.

Minor illnesses can be looked after at school. However, in cases of communicable illness (e.g. gastro-enteritis), or where the pupil is likely to be ill for some time, the pupil may be sent home. The school has a separate document relating to "Swine Flu".

It is the nurse's duty to organise pupil medical records. This includes information on:

- Illnesses.
- Operations.
- Immunisations.
- Allergies.
- Medications administered.
- Dates of appointments with health care professionals.

This information is kept confidentially in surgery. The senior nurse will distribute pupil's medical information only to appropriate staff, in accordance with the NMC Code of Professional Conduct, data protection and other relevant policies.

Homeopathic, Herbal Remedies and other Alternative Medication

The NMC, the nursing professional body, has informed nurses that they are not to dispense alternative medication or use alternative therapy in any form unless they have been formally trained. The medical staff are aware that many parents would prefer to treat their children with alternative medication and therapy whenever possible, therefore the medical staff have decided that they will store alternative medication for named pupils as long as the following criteria has been met:

- For Homeopathic medication:
 1. A qualified and registered practitioner must have prescribed the medication.
 2. A letter from the practitioner is required, describing the medication, dose and any potential side effects.
- For Herbal medication:
 1. A letter from the practitioner is required, describing the medication, dose and any potential side effects.

A disclaimer must be signed by parents/guardians prior to Homeopathic or Herbal medications being administered.

Vitamins and fatty acids, e.g. Efalex, are considered as food supplements and can be dispensed. All alternative medication must be supplied by parents/guardians.

External Appointments

The school nurses arrange appointments with health professionals as required or if requested. Any pupil needing an external health-related appointment will be accompanied on the visit by an adult. Sixth Form pupils do not have to be accompanied; however, this decision is at the discretion of Sister and the Deputy Headmaster – Pastoral. An adult will always escort any pupil who has to go to hospital in an emergency. Transport costs for hospital appointments are billed to parents/guardians.

Medical Treatment and Examination

All pupils have the right to medical care. Boarding pupils have access through the school nurses and the school doctor. Boarding pupils are encouraged to register with the school doctor for general medical services, although they can choose to register with any doctor who is prepared to accept them. Pupils have access to a doctor of the same gender if they so wish. Day pupils remain registered with their home GP, though emergency treatment will be provided through the school Medical Centre during School hours.

Routine immunisations are given to all boarders in accordance with schedules issued by the Department of Health and only once legal consent has been obtained. Immunisations are subject to availability, e.g. BCG. The practice nurse at Alma Road Surgery gives travel immunisations and will need eight weeks notice of intention to travel.

All pupils undergo routine screening of height and weight, once per year. Other medical/health examinations take place as appropriate. Pupils are encouraged to have eye and dental examinations during the school holidays, so as to minimise disruption to academic time. Travel expenses incurred as a result of medical/health care are billed to parents/guardians. There are no National Health Service (NHS) dentists in the local area and pupils should be registered with a dentist at home.

Social care needs have been identified in other School Policies including Child Protection, Special Educational Needs, Drugs and Alcohol.

Medical Confidentiality

NHS medical notes are kept at doctors' surgeries. However, the nursing Sister stores nursing records and relevant medical information separately from School notes. School medical records are kept for ten years.

The nursing staff keep parents informed of medical treatment where appropriate, however

“..in accordance with the school doctor's and nurse's professional obligations, medical information about pupils, regardless of their age will remain confidential. However, in providing medical and nursing care for a pupil, it is recognised that on occasions the doctor and nurse may liaise with the Headmaster and other academic staff, house staff and parents or guardians, and that information, ideally with the pupil's prior consent, will be passed on as necessary. With all medical and nursing matters, the doctor and nurse will respect a pupil's confidence except on the rare occasions when having failed to persuade that pupil, or his or her authorised representative, to give consent to divulgence, the doctor or nurse considers that it is in the best interests or necessary for the wider school community, to breach confidence and pass information to a relevant person or body.”

Boarding Schools' Association, January 2001.

A pupil's ability to consent to, or refuse, medical or dental treatment is acknowledged. This is based on so-called 'competency'; not age. However, if a pupil is taking medication to assist his or her educational or social needs and subsequently refuses to take it, then this may become a school matter and school disciplinary procedures may be considered.

A detailed questionnaire, outlining significant past and present treatment and medical needs, as well as known allergies, must be completed for every new pupil by the family prior to starting at the school. Incomplete forms will delay new pupil's entry to the School. Parents or a guardian must sign the authorisation sections of the questionnaire or if the pupil is 17 years old or over he or she can sign for themselves if the parents feel that that is appropriate. These include: to be given medication from the general sales list and also for consent to emergency treatment as required. A copy of the medical questionnaire is available from the Medical Centre.

Medication

Pupils prescribed, and general sales list medication is kept in the Surgery. Some Sixth Form pupils deemed to be competent may be allowed to self-medicate. A policy regarding self-medication is kept in the Medical Centre. "Reliever" Inhalers are usually held by the pupil regardless of age, though some pupils prefer to keep them in Surgery. Epipen's are kept by the pupil or the Houseparent (as appropriate) and at least one Epipen will be kept in the Medical Centre for each of those pupils who have been prescribed one.

Medication can be given by non-nursing staff if necessary; protocols and procedures for this are kept in the Medical Centre and are also displayed in the Working Common Room. This would usually only occur during out of Surgery hours and Off-Campus School Visits.

General Health and Examination

The School Nurses have access through external agencies to up-to-date information on general health issues including: sexual health, alcohol, drug and nicotine abuse. This

information is used to advise all staff on relevant issues. On an informal basis the Nurses are continually promoting health to the pupils using the information gained from a variety of sources. There are established links with community health teams, which ensures that pupils have access to health care, both in and out of the School environment.

Sex education is given by both nursing and academic staff. Other health issues such as drugs, smoking and alcohol are covered by academic and nursing staff, with support from the Police Community Liaison Officer.

First Aid

First aid is the application of approved methods of treatment to a patient following the occurrence of sudden illness or injury prior to the arrival of more qualified help. First aid is given to a casualty to, where possible:

- Preserve life.
- Prevent a condition from deteriorating.
- Promote recovery.

During surgery hours the School Nurses should be called upon to help with any injuries. If for any reason the first aiders assess that an ambulance should be called immediately, then they must take this action, as well as informing the medical staff.

Outside Surgery hours, first aiders look after minor injuries, but in an emergency, the nurse on call must be contacted. If she is not available the first aider must administer immediate aid make immediate decisions as to whether an ambulance should be called immediately and as soon as possible contact the Senior Member of Staff (SMT) on duty. They will make decisions as to whether to send the pupil to hospital by car, with responsible adult or taxi. If possible parents can be contacted to take their own children to hospital or home.

Reporting of Injuries

As soon as possible after an accident that has resulted in an injury has happened the incident should be recorded in the accident book so that, if applicable the incident can be reported to RIDDOR by the nominated person. The accident report will also be copied to the facilities Manager, who is responsible for Health and Safety, so that patterns of injury and accident can be ascertained.

The medical centre will also make full records of treatment given for the pupils' records. Parents must be informed as soon as possible once an injury or illness is reported.

Particular medical conditions

Sister will inform staff at the start of term staff meeting of those pupils who have particular medical conditions. The notes on these conditions are issued to give brief guidelines as to what to do if staff encounter problems in these areas. Remember at all times that the medical staff should be called at the first opportunity and these notes are for first aid only.

Diabetes

Signs

- Hunger (A missed or late meal can cause the onset of a 'hypo' attack for a diabetic.)
- Shallow breathing
- Weakness, faintness or hunger
- Palpitations and muscle tremors
- Strange behaviour – may seem confused or belligerent
- Sweating and cold clammy skin
- Pulse may be rapid and strong
- Deteriorating level of response
- Diabetic's warning card, glucose gel, tablets, or insulin syringe in casualty's possession.

Action

Call medical centre.

Sit the casualty down.

Offer a sweet drink or food.

If casualty improves, give him/her more to eat and drink.

Warning: if condition does not improve look for other possible causes.

If consciousness is impaired, do not give anything to eat or drink.

If unconscious, carry out ABC, remembering to call for an ambulance.

Allergy (Epipen)

The principles of Management of Anaphylaxis are:

- (1) Identify and avoid the cause (where possible); and
- (2) Have an Emergency Action Plan - to treat accidental exposure.

Since episodes of anaphylaxis are unpredictable, a well thought-out "Action Plan" is an essential part of management and should be practiced by the patient and caregivers. It requires the patient and their caregivers to recognize early warning symptoms, to carry appropriate medication and to be trained in its use.

Send message to the medical centre for immediate help.

If the pupil is stable and conscious their antihistamine tablet must be administered before the administration of the epipen is considered. If the pupil recovers do not administer the epipen buy stay with them until medical help arrives. If the pupil does not recover or their condition worsens administer the epipen. The antihistamine for each pupil is kept in the medical centre and with their houseparent in the boarding house.

If the patient is not stable administer the epipen that the pupil should have on them. If they do not have one they are stored in the medical centre, the pupil's house and the Dining Room. Sister will give training in the use of the Epipen.

Remember that it is better to give the epipen than to wait until it is too late. The side effects of the drug cause few problems but the attack may be fatal if not treated.

Asthma

In the mean time

- Difficulty in breathing, with a very prolonged breathing-out phase.

There may also be:

- Wheezing as the casualty breathes out.
- Difficulty speaking and whispering.
- Distress and anxiety.
- Coughing.
- Features of hypoxia, such as a grey-blue tinge to the lips, earlobes and nailbeds (cyanosis).

Send for help from the medical centre immediately.

Your aims during an asthma attack are to ease the breathing and if necessary get medical help.

- You need to keep the casualty calm and reassure them.

- If they have a blue reliever inhaler then encourage them to use it. Children may have a spacer device and you should encourage them to use that with their inhaler also. It should relieve the attack within a few minutes.
- Encourage the casualty to breathe slowly and deeply.
- Encourage the casualty to sit in a position that they find most comfortable, often leaning forward with arms resting on a table or the back of a chair. Do not lie the casualty down.
- A mild asthma attack should ease within 3 minutes but if it doesn't encourage the casualty to use their inhaler again.

Caution:

If this is the first attack, or if the attack is severe and any one of the following occurs:

- The inhaler has no effect after 5 minutes.
- The casualty is becoming worse.
- Breathlessness makes talking difficult.
- The casualty becomes exhausted.

Dial 999 (or 112) for an ambulance.

- Encourage the casualty to use their inhaler every 5 to 10 minutes.
- Monitor and record the breathing and pulse rate every 10 minutes.

If the patient becomes unconscious [open the airway](#) and check their breathing and be prepared to give emergency aid. Please adhere to advice on [recovery position](#) and [CPR](#).

Epilepsy

Call the medical centre immediately

Usually when a person has an epileptic seizure there is no need to call an ambulance. However you should always dial 999 for an ambulance if any of the following apply:

- it is the person's first seizure;
- they have injured themselves badly;
- they have trouble breathing after the seizure has stopped;
- one seizure immediately follows another with no recovery in between;
- the seizure lasts two minutes longer than is usual for them; or
- the seizure lasts for more than five minutes and you do not know how long their seizures usually last.

Do...

- Protect the person from injury - (remove harmful objects from nearby)
- Cushion their head
- Look for an epilepsy identity card or identity jewellery
- Aid breathing by gently placing them in the recovery position once the seizure has finished
- Be calmly reassuring
- Stay with the person until recovery is complete

Don't...

- Restrain the person.

- Put anything in the person's mouth
- Try to move the person unless they are in danger
- Give the person anything to eat or drink until they are fully recovered
- Attempt to bring them round

Hospital

If hospital treatment is necessary then parents should be contacted either prior to the pupil being sent to hospital or if this is not practicable as soon after the event as possible. A responsible adult must accompany the pupil to hospital and must stay there until parents or another member of staff arrives.

Those members of staff trained in first aid are listed below and this list is also displayed in the working common room. Qualifications must be renewed every three years.

FIRST AIDERS		
NAME	WORKPLACE	EXPIRY DATE
Bailey Rob	Deputy Headmaster	24 th Feb 2010
Blencowe Ruth	Home Economics	12 th Dec 2010
Brown Mike	Maintenance	6 th March 2010
Byfield Adam	Groundsman	14 th Aug 2011
Byfield Tracey	'B' Annexe	5 th Jan 2012
Callender Francis	Goulds	11 th Nov 2011
Carey Daniel	Gap Student	5 th Jan 2012
Carmody and Scott	Gap Student	5 th Jan 2012
Coppock Gillian	English	20 th April 2012
Dearlove Russell	ICT	20 th April 2012
Farrow Hilary	Facilities	11 th Nov 2011
Green Des	Facilities	14 th Aug 2011
Hancock Reece	CDT	12 th March 2011
Hibberd James	P.E.	20 th April 2012
Holloway Vicky	Deputy's Office	20 th April 2012
Hughes Carys	Science	12 th March 2011
Hughes Jean	French	6 March 2010
James Maurice	Groundsman	11 th Nov 2011
Jones Pat	John Atlee	11 th Nov 2011
Kinder Sarah	P.E.	20 th April 2012
Marshall-Beston Georgina	Housekeeper	20 th April 2012
Mitchell Karen	Acropolis	5 th Jan 2012
Neethling Pierre	Agora	19 th September 2012
Nicholson Lance	Art	20 th April 2012
Nye Elizabeth	ALC	20 th April 2012
Pakina Vicky	Agora	20 th April 2012
Parker Nick	Motor Mech	20 th April 2012
Pearce Gary	Business Studies	12 th Dec 2010
Pellat Paul	Geography	20 th April 2012
Quinn Raymond	Gap Student	5 th Jan 2012
Richardson Kyria	C Annexe & Drama	5 th Jan 2012
Rowney Philip	Kitchen	11 th Nov 2011
Silverwood Brian	Kitchen	5 th Jan 2012
Smith Richard	Maintenance	11 th Nov 2011
Taylor Grant	P.E.	19 th September 2012
Taylor Julie	Cornock-Taylor	6 March 2010
Turner-Roberts Melanie	Reception	11 th Nov 2011
Upton Linda	Head of Science	20 th April 2012
Visser Ali	B Annexe	6 March 2010
Williams Dean	ICT	11 th Nov 2011

Bodily Fluids

Rubber gloves should be worn when dealing with spillages of bodily fluids, no matter how small.

Spillages of blood, vomit, urine or faeces should be cleaned up as quickly as possible. This should not be left until the cleaning staff arrive.

For blood, vomit and faeces either body spillage granules or a solution of bleach: (1 part of bleach per 10 parts of water) should be poured over the spillage, which should then be covered by paper towels. After 5 minutes it should be wiped with more paper towels and the surface rinsed with hot, soapy water before being dried. Paper towels should be disposed of in a bio-hazard bag.

For spillage involving urine, do not use bleach. Hot soapy water will be adequate. Bleach should not be diluted with hot water as dangerous chlorine fumes can be released.

Any sharp, broken or blood stained objects should be carefully handled, heavily wrapped in paper and then disposed of in a bio-bag.

First Aid Kits

First aid kits are available in all boarding houses and departments within the school. The person in charge of the house is responsible for maintaining the contents and should regularly ensure that they are checked to ascertain if replacements are required. These can be obtained from the medical centre and good practice would see this being carried out at the start of every term.

Special Diets

As far as is possible, the School will assist pupils with special dietary needs. Consultation with the Catering Manager is recommended prior to a new pupil joining the School, if a special diet is required. However, the School will not be held responsible for a child that refuses to comply with agreed dietary regulations.

The School Counsellor

The School Counsellor, currently Ms Sally Darby, is happy to see any pupil as required. If a parent or member of staff wish to refer a child to the counsellor this can be done by e mail, telephone or by writing formally. Pupils may also refer themselves if so desired. The counselling room is situated in the same wing of the Main House as the Medical Centre. This service is available three days per week on Tuesday's and Thursday's between 09.30 and 16.30 and on Saturday between 09.00 and 12.00. This service is completely confidential.

Pupils may also request access to NHS counselling services, Off-Campus.

Any costs incurred through counselling services are passed on to the parents/guardians of the pupil involved.

In all boarding houses the telephone numbers for Childline (0800 1111) and the Independent Listeners are displayed alongside payphones and pupils are regularly reminded that they can use these if they wish to talk to someone outside the School about their problems.

Julia Thompson RGN, RNLD

20.10.2009

Reviewed and amended by Geoff Link, Headmaster

31.01.10