

Dunhurst Medical Policy

Implementation date:

Date/term of last review: Spring 2020

| | |
|-----------------------------------|---|
| Author | Dunhurst Medical Matron & Deputy Head, Pastoral |
| Review body (individual or group) | Dunhurst Medical Matron & Deputy Head, Pastoral |
| Approval Body | The Governors and The Heads |
| ISI Regulatory Paragraph Number | Part 3, 13 |
| Next Review Period | Summer 2022 |

Tick relevant box(es) ✓ how this Policy should appear:

| | | |
|---------------------|----------|---|
| Inspector Folder | | ✓ |
| Website | Upload | ✓ |
| | Signpost | |
| Internal only | | |
| Parent Portal | | |
| For Pupils/Students | | |

Dunhurst Medical Policy

Policy Statement

Good physical and mental health in school is an essential part of obtaining optimal success in both academic work and general well-being. This policy outlines the health support offered by Dunhurst using guidelines from the Department of Education 'Supporting pupils at school with medical conditions' (August 2017), the Medical Officers of Schools Association (MOSA) and the Royal College of Nursing (RCN).

Bedales School aims to:

- Support optimal pupil health during the school years enabling pupils to get maximum benefit from their education
- Assist parents in providing optimal medical care for their children
- Educate staff and pupils in respect of special medical needs
- Adopt and implement national DOH/DSCF policies in relation to medication in schools
- Arrange training for staff who volunteer to support individual pupils with special medical needs
- Liaise as necessary with medical services in support of the pupils
- Ensure that pupils with special health or educational needs are enabled to access the full life of the school where possible
- Offer pupils a high level of health education to enable them to make informed life choices during their school years and for their future.

I. PROVISION OF MEDICAL CARE

Medical care is provided for Dunhurst by a team of matrons, with support from Bedales Health Centre which is staffed by a team of registered nurses. This team also comprises two medical officers and local GPs from the Swan Surgery in Petersfield and additionally registered with MOSA.

The current Medical Officer is: *Dr Guy Cunliffe - Dunhurst* MBChB DRCOG DFFP DCH MRCPGP

The medical officer comes to the school weekly to do formal surgeries and provide medical advice and care at other times when required. This may involve pupils visiting the local surgery or a visit to the school by the medical officers depending on clinical need. If the regular doctor is away, one of the Swan Surgery partners will cover the surgeries. Out of hours medical care is provided by NHS 111 services. Telephone contact numbers for in and out of hours services are held in the medical room.

It is school policy that boarding pupils should register with one of the school doctors and then see their local GP at home as temporary residents during the holiday period. Day pupils are usually registered already with a local GP and although the matron will always provide emergency treatment during school hours, it is expected that for routine matters the pupil's own GP will be consulted.

On admission, all pupils will be sent a health questionnaire which parents / guardians must complete. This outlines any past medical history, current medical problems and treatment, any known allergies and past immunisations. The questionnaire also seeks to obtain parental consent for administration of routine vaccinations and over-the-counter preparations by the matron, acting in-loco parentis. All medical information must be kept locked in the matron's treatment room available only to clinical staff.

Pupils can see the matrons at any time they have a medical concern and will be referred to the GP by matron if

necessary. Any intimate examinations will be chaperoned by the matrons accompanying the pupil.

The responsibility for making appointments with the Swan Surgery lies with the matrons.

The school doctor is a member of MOSA and keeps himself and the school aware of up to date guidance and recommendations.

2. HEALTH CENTRE

The health centre is located at Bedales. It leads and supports the Dunhurst matrons with regard to medical policy and procedure. For purpose of clarity where the role of matrons are defined, should a matron not be available the school nurse will assume the matrons role. Close liaison between GP's, school nurses, matrons and house staff is important. Confidential issues may need to be communicated to the health centre and houses to facilitate effective and appropriate care.

3. MEDICAL INFORMATION

Essential need-to-know medical information will be shared with other staff members where consent is given on the admission health questionnaire. These are conditions where information is shared in the best interest of pupil safety or for optimal pupil learning. Examples would include allergies, asthma, diabetes, epilepsy, dyslexia etc. For pupils with particular medical needs in school, the matrons will produce an Individual Health Care Plan (IHCP) which will be distributed to the matrons and placed on the pupil electronic file (iSAMS) visible for all staff involved with the individual pupil.

All medical care and medication administered is recorded on iSAMS and all medication administration and storage is in accordance to the Bedales Schools Medication Policy. Where consent has been agreed on the pupil health questionnaire, over the counter medication may be issued by the Matrons using their professional judgement after appropriate assessment.

A written record is kept in the Medical Room of all significant illnesses, accidents or injuries to pupils. Details of all pupils at the school will be kept in the Medical Room with contact addresses and telephone numbers for their parents or guardians.

4. MATRONS

The Matron's role from a medical point of view will involve:

1. Initial and routine health care of the children in the boarding house, and the dealing with minor health problems during the school day for all pupils.
2. Looking after children in the sick bay and issuing off games notes as required.
3. Arranging hospital, optical and dental appointments and taking boarding pupils to such appointments, where deemed necessary, during term time. Routine out-patient appointments are encouraged to take place during school holidays.
4. Being available to help individual pupils who might be under any stress.
5. Keeping the staff and Head informed of absentees, sickness, etc.
6. Issuing of prescribed medication to the pupils, which will be stored in a locked cupboard. Pupils may keep and administer their own medication only when they have shown sufficient responsibility to do so or the medication needs to be 'on hand' e.g. an asthma inhaler. In these cases only small quantities will be issued at one time and a form to demonstrate competence to self-administer will be completed by the matrons and

held on file.

7. Issuing of 'household' medications is in accordance to the 'Over the Counter' remedy list and medication protocols for matrons (Appendix 2). Medication that has been brought from home must be presented in original packaging and if prescribed by GP, with pharmacy dispensary label showing individuals name and instructions and accompanied by a 'consent to give medication' form signed by the parent or guardian. Please refer to the Medications Policy for more information.

Any information concerning a pupil's health, physical and psychological should be given to the matrons at the earliest opportunity.

5. ADMISSIONS TO SICK BAY

In the boarding school situation it is appropriate for a pupil to be nursed at the school and not necessarily sent home. However, it will be expected that when a child is too unwell to remain at school, the parents will collect him/her or have arrangements for a guardian, if the parents are living abroad, to be available for the collection of the child. The matrons will make a decision on whether pupils can continue in school, need some observation time in the sick bay or should be collected by their parent/guardian.

The following general guidelines apply with regards to admission to the sick bay:

- Asthmatics should be treated according to their asthma plan.
 - ❖ Any pupil remaining breathless after routine use of their inhaler should be referred to the matrons.
 - ❖ If the pupil is having difficulty to talk after taking their inhaler or is having difficulty to take their inhaler, call an ambulance.
 - ❖ In accordance to the new 'Guidance on use of emergency inhalers in school', (Sept 2014), emergency asthma kits are now located in specified areas around the school and may be used by trained members of staff. They are in the following location: Main reception.
- Not all diarrhoea (>3 loose stools a day) and vomiting will carry an infection risk. As these cases can be difficult to define, they require clinical assessment by the matrons to determine whether health centre admission is necessary or appropriate for boarders. Day pupils will be required to come home and remain away from school from up to 48 hours.
- Pupils with a temperature >38.5C or with any raised temperature that does not respond to the usual interventions, should be referred for advice either from the Health Centre or the School Doctor. They should be referred earlier if the matron is concerned. If it is deemed an emergency, the parents will be informed immediately, otherwise parents should be contacted at a convenient time. Any changes in clinical condition or a visit by the doctor should be passed on to the parents.
- Matrons will oversee the care and treatment of all pupils in accordance to school protocols.
- In all cases where they are worried about a pupil's general condition, they will contact the school doctor or an out of hour's doctor. Up to date contact numbers will be maintained.
- In cases of emergency they will instigate appropriate action according to their clinical competence.

6. TRANSFER OF PUPILS TO HOSPITAL

Pupils needing transfer to hospital usually fall in to two groups:

1. Those requiring further assessment/treatment, are non-urgent and can travel safely in a car
2. Those who need urgent medical treatment or who cannot travel safely or comfortably in a car due to the

nature of the medical problem.

For those who are non-urgent and can travel safely in a car, parents will be informed immediately and transport will be arranged either through matrons for boarding pupils or parents for day pupils. It should be taken into consideration the nature of the injury and the condition of the pupil.

For those who need urgent transfer to hospital an ambulance will be requested. Parents will be informed as soon as the decision is made and given the option to come to school to accompany their child in the ambulance, to meet their child at the hospital or to request for a member of staff to act in loco parentis. The Matron will judge each case individually and decide whether the pupil should be accompanied by the Matron or whether it is sufficient for an available member of staff to accompany the pupil (see Appendix 4).

7. DAY PUPILS

Whilst Day Pupils have open access to the matrons during school hours, the main responsibility for their non-urgent medical care remains with the parent or guardian. If the pupil is unwell during the school day and the relevant parental consents have been signed, the matrons will treat as necessary with general care and over the counter remedies. Parents are asked not to send their child into school if they are known to be unwell. This is to reduce the risk of cross infection in school.

If the pupil needs to go home, it is the parent's responsibility to collect the pupil or to take them to any essential medical appointments. As with the boarding pupils, it is asked that routine medical appointments be made outside of term time. If it is considered that the pupil needs to go to a Minor Injuries Unit or hospital, the parents will be contacted and asked to take the pupil unless it is an emergency whereby school staff will help out if necessary and available.

For individual medications, Day Pupils must still adhere to the Bedales School medications policy. If prescribed medication needs to be brought into school this should be declared to the matrons who can determine whether the pupil is competent to self-administer in which case the relevant paperwork will be completed, or whether it is safer for the medication to be held in the matron's treatment room for administration by the matrons. Controlled drugs such as Methylphenidate must be held in the matron's treatment room and administered by the matrons if administration during school hours is required. There is no need for Day Pupils to carry general over the counter medications on their person such as paracetamol or ibuprofen as these are always accessible from the school nurses.

8. PROTOCOL FOR ADMINISTRATION OF MEDICATION

Please refer to the Bedales School Medication Policy for full guidance on medications in school. In brief:

- Medicines are to be issued either under the direct instructions of a Doctor's prescription, or according to the Bedales Medication Policy. This includes medications that can be administered by matrons and by staff on school trips (Appendix 2). Consent for administering over the counter (OTC) medications is sought on the school entry health questionnaire.
 - Medication brought from home must be presented in the original packaging with clear instructions. Prescribed medications must have the dispensary label clearly visible and OTC medications or herbal preparations, provided by parents/guardians which are not normally held in the houses under the agreed protocols, must come with written consent and clear information from the parent/guardian.
- Controlled drugs such as Methylphenidate (e.g. Ritalin) will be stored and distributed according to the school medication policy. All staff involved will be given appropriate training.
- Parents will receive an email from a matron if medication has been given or a pupil has received treatment.

9. INTIMATE CARE

It is recognised that there may be occasions whereby matrons have to carry out intimate care for pupils. Care must be taken to ensure this is always done in a professional manner and with respect.

Intimate care can involve any tasks dealing with personal hygiene and body products. For younger pupils it can be

helping with basic needs such as toileting; for older pupils it may need to occur in times of illness, disability or temporary incapacitation. A risk assessment should be done for different environments (i.e. depending on age group and cognitive development) to minimise risk to both the pupil and the staff involved in giving intimate care.

The following guidelines should be considered:

- Involve the pupil as much as possible in their own intimate care by supporting them to do it themselves or through full information on what you need to do and giving them choices for preference
- Always inform another member of staff nearby that you are going to carry out intimate care
- Where it is a temporary situation for an older pupil, ensure to obtain the pupil's consent and give them the choice of whom they would like to assist them
- Try never to leave someone completely naked and vulnerable – always cover up where possible and try to respect dignity
- If intimate care is to be carried out on a long term basis it should not be done by the same person continuously

10. CONFIDENTIALITY AND CONSENT

Medical and nursing notes will be maintained at all times and will be distinct from house records. Medical notes are kept in matron's treatment room in a locked cupboard and are strictly **not** to be accessed by anyone other than matrons except on the instructions of the Medical Officers.

For both doctors and nurses clear guidelines are laid down regarding their obligation to maintain professional confidentiality. It should be acknowledged that they must always adhere to the code of conduct laid down by their professional body (GMC/NMC) before acting on any preference of the school employers.

In accordance with this code of conduct, medical information about pupils, regardless of their age will remain confidential unless agreed between the medical practitioner and the pupil. Assurance needs to be given to the pupils that information will not be divulged inappropriately.

In the boarding school environment, in order to provide cohesive medical and nursing care for a pupil it is recognised that on occasions the doctor and matron may liaise with the Head teacher, house staff, matrons and parents / guardians. From a practical point of view the doctors and / or matrons need to gain the consent of the pupil and or parent/guardian before divulging any medical information to other members of the school staff. If a pupil does not give that consent and is considered to be "Fraser competent", no information will be divulged unless there are safeguarding concerns. For safeguarding concerns, refer to the Bedales Safeguarding Policy. As stated in section three, essential medical information that needs to be shared in the interest of pupil safety such as allergies, asthma or other chronic conditions, will be done with consent given by the parents/guardians on the initial medical questionnaire.

On rare occasions, having failed to persuade the pupil or his or her authorised representative to give consent to share information, the doctors or nurses may consider that it is in the pupil's better interests, or necessary for the protection of the wider school community, to breach confidence and pass information to a relevant person or body. They should first inform the pupil that this is their plan of action and will explain to the pupil why they feel this is necessary. The practitioner must be of clear understanding that they may need to justify this to their professional body if asked to do so.

11. HEALTH INFORMATION AND EDUCATION

Health information is provided for pupils, staff and parents through the matrons and pastoral teams. The Medical Officers also advise the school about relevant health and safety issues. One to one health information and education is also offered to pupils opportunistically during contacts with matrons. In particular health promotion will include highlighting the potential dangers to health of alcohol, drugs and smoking. Appropriate information and treatment will be provided. Confidentiality will be maintained according to the section earlier.

Personal, Social Health and Education (PSHE) is taught through Wellbeing and promotes healthy living and lifestyle choices.

12. RELATIONSHIPS AND SEX EDUCATION

Sex Education is delivered during Wellbeing lessons to Years 7 & 8 in line with the Relationships and Sex Education Policy. Elements of Sex Education are also covered in Science lessons. Please R(S)E Policy for further details.

13. COMPLEMENTARY AND ALTERNATIVE MEDICINE

On the whole the School Doctors are open to complementary and alternative medicine and have no objection to pupils consulting complementary and alternative practitioners.

However, they may not always be in a position to give advice or treatment about these therapies. Any homeopathic treatments presented to the school should be accompanied by written parental request and the appropriate form as outlined in the medication policy.

The School Doctors recognise the importance of any evidence base to their own medical practice and would therefore expect the same standards from alternative therapists.

14. SAFEGUARDING PUPILS

The medical team will remain vigilant at all times to the possibility of any form of abuse of pupils – physical, sexual, emotional or due to neglect. This may be a pupil at risk from others or themselves.

Concerns will be reported according to school guidance to the Designated Safeguarding Lead Jen Moore,, or most commonly at Dunhurst, the Deputy DSL, Graeme Thompson, and appropriate action will be taken in line with the latest school Safeguarding and Child Protection Policy.

15. HEALTH AND SAFETY

(See Staff Handbook for current Health and Safety officer and procedures)

All accidents will be reported to the Health Centre staff immediately. In the case of accident, injury or sudden illness, pupils should always be accompanied to the Health Centre by a member of staff or by a responsible pupil.

Protocols for the accident reporting system in the school are given in the Staff Handbook.

Matrons will submit accident forms where they believe a pupil was put at risk and liaise with the Health and Safety lead.

16. FIRST AID

The school has a First Aid Policy managed by the School Medical Officer. The Health Centre is responsible for ensuring access and training for use of the school Automated External Defibrillators (AED) located in the main receptions of Bedales and Dunhurst, Bedales Health Centre and in the sports complex of Bedales.

The Health Centre will also provide First Aid training and training for the treatment of asthma and anaphylaxis. First Aid kits are located in each boarding house, in the matron's office, main reception, dining room kitchen and the PE department. (See Appendix 3).

Emergency asthma and anaphylaxis kits are located in Dunhurst main reception with a pictorial list of pupils affected by these conditions.

17. GUIDANCE FOR TEACHERS LEADING SCHOOL TRIPS

Teaching staff in charge of pupils on a school trip are not obliged to become medical providers. If trip staff are concerned about a pupil's health, medical advice should be sought whilst acting in-loco parentis.

Staff organising the trip should notify the Matrons at planning stage to discuss potential needs and travel vaccinations. A Trips List of pupils invited on the trip must be created on iSAMS by the matrons enabling them to pull up a trip report detailing any medical and dietary concerns as well as parent and details of their GP and Medical practice details. If more information is required on management of the medical conditions highlighted, they should contact the matrons. According to the specific needs for each trip a suitable travel kit will be provided by the matrons.

The matrons will provide any medication that pupils are taking and trip staff will be provided with the correct doses and instructions on how to give the medication.

The matrons staff will issue a first aid pack with emergency medication where required. Any medication dispensed must be administered according to the protocols provided by the Swan Surgery with the accompanying documentation signed by the member of staff taking that responsibility.

All medicines administered must be recorded and a check must be made before administration of any medication that the pupil is not allergic to the drug due to be administered.

It should be stressed again, however, that trip staff are not obliged to be medical providers, but there must be a designated First Aider allocated to each trip who will act in accordance with First Aid training. If concerned the First Aider should either seek advice from the matrons, or appropriate medical services nearby.

If the trip involves travelling abroad, advice should be sought at an early stage from the matrons about travel immunisation advice. This should be before information about the trip is passed to parents to ensure travel health is an integral part of the information given before consent is obtained. The matrons can arrange travel clinics as required to ensure all necessary vaccinations are provided at least 2 months in advance.

18. IMMUNISATIONS AND TRAVEL VACCINATIONS

All pupils registered with the Swan Surgery will be offered full routine immunisations according to the UK NHS schedules (see Appendix 1). Parents will be asked to give consent for this to occur on the school entry health questionnaire. The school also offers a yearly immunisation against influenza to those who qualify under NHS criteria.

The matrons will also offer appropriate travel vaccinations and advice for any overseas school trips. Parental consent should routinely be sought before travel vaccine administration.

Travel vaccinations and prophylactic medication will be prescribed according to the Department of Health guidelines for foreign travel and the latest available information issued by the NATHNAC travel website.

19. EMOTIONAL WELLBEING AND MENTAL HEALTH

Mental health is an essential part of holistic wellbeing and central to an adolescent's healthy development. Dunhurst keeps positive mental health in the forefront of the pastoral care and support offered on a daily basis.

Ways to achieve optimal mental health are discussed throughout the Wellbeing curriculum and all pupils are

encouraged to participate in regular physical activity within their normal timetable. There is a strong system of pastoral support in place and pupils are encouraged to approach house staff, matrons or the school nurses at Bedales Medical Centre. If they feel they need to talk to someone apart from their parents or peers about a personal issue, there is a school counsellor (Jenny Yeates) available as detailed below and the school are in process of recruiting a part-time specialist mental health nurse to complement the Bedales Health Centre team. Pupils should feel supported through the pastoral support system and not feel concerned about any sharing of feelings having a negative impact on their experience at school.

20. SCHOOL COUNSELLOR

The school offers the services of an independent counsellor, Jenny Yeates. Pupils can refer themselves directly via email or phone. Referrals can also be made via the matrons, House Staff or other members of staff through the Deputy Head Pastoral. Jenny is a BACP accredited counsellor. She is available in school for consultation on Tuesday and Wednesday. The Counsellor offers a confidential service. The only time the confidentiality may not be sustained (and these circumstances are made clear at the time to the pupils) is when there is a perceived risk or danger to self or to others or if there is a disclosure which comes under The Children's Act 1989, when the proper authorities in the school will be informed.

Appendices

List of Appendices:

1. UK Schedule of routine vaccination
2. Homely remedies held by matrons
3. A.A.I (adrenaline auto-injector) Training Transfer of pupils to hospital – a flow chart

Associated documents which may be useful:

- Bedales School Medication Policy and Procedure
- Bedales School Safeguarding Policy
- Dunhurst Matrons' Handbook

APPENDIX I UK schedule for routine vaccinations from summer 2015

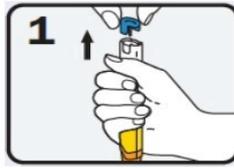
| Routine Childhood Immunisations | Age usually given |
|---|--|
| 1st Diphtheria, tetanus, pertussis, polio and Hib (DTaP, IPV, Hib) | 2 months |
| Rotavirus | |
| Pneumococcal (PCV) | |
| Meningococcal Group B (Men B) | |
| 2nd Diphtheria, tetanus, pertussis, polio and Hib (DTaP, IPV, Hib) | 3 months |
| Meningococcal group C (Men C) | |
| Rotavirus, second dose | 4 months |
| 3rd Diphtheria, tetanus, pertussis, polio and Hib (DTaP, IPV, Hib) | |
| Pneumococcal (PCV) | |
| Meningococcal Group B (Men B) | |
| Hib/Men C booster | |
| Pneumococcal (PCV) booster | Around 12 months |
| 1st MMR (Measles, Mumps, Rubella) | |
| Men B booster | |
| Influenza (each year from September) | 2-6 years old (including children in school years 1 and 2) |
| 2nd MMR (Measles, Mumps, Rubella) | Around 3 years 4 months |
| 4th Diphtheria, tetanus, pertussis, polio (Pre-school booster) DTaP/IPV | |
| HPV (against Cervical Cancer) 2 injections over 6-12 month period | 12 to 13 years |
| Men ACWY | 14 years old |
| Diphtheria, tetanus and polio teenage booster | |

APPENDIX 2 Homely Remedies for use by matrons in boarding houses

The following medications can be administered by the matrons in the boarding houses following protocols provided by the school doctors. Pupils requiring repeated doses will be referred to the nurses.

| | |
|---------------------------------------|---|
| For pain relief and high temperatures | Paracetamol Ibuprofen (tablets, suspension and dispersible as age appropriate) |
| Antihistamines | Piriton Loratidine Piriteze |
| Cough and cold remedies | Olbas oil/pastilles Simple linctus Strepsils Glycerine lozenges (assorted flavours) |
| Other | Stugeron (travel sickness) Kwells (travel sickness) Kwell Kids |
| Lotions | E45 cream Arnica cream Mouth ulcer gel Vaseline Bite and sting cold spray/ice gel Deep heat rub Savlon Germolene Antihistamine cream Burngel |

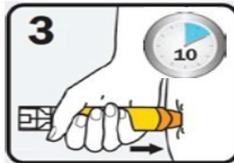
How to give EpiPen®



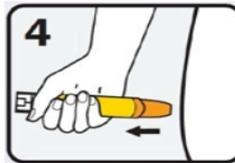
1
Form fist around EpiPen® and PULL OFF BLUE SAFETY CAP



2
SWING AND PUSH ORANGE TIP against outer thigh (with or without clothing) until a click is heard



3
HOLD FIRMLY in place for 10 seconds



4
REMOVE EpiPen®. Massage injection site for 10 seconds

A second auto injector pen can be administered if no response after 5 minutes and still awaiting the ambulance

Best Practice Check-list

- All medicines must be kept in a secure, preferably locked area. • All medicines administered must be recorded – date, time, medication, dose and sign. If on site, this must be on School Base. If off site, a recording sheet is included with any medications dispensed for the trip.
- Prior to issuing any medication, checks should be made that the pupil is not allergic to the drug and whether they have taken any other medication that day.
- No drug should be administered regularly for more than 24 hours without reference to the Health unless a prescribed set course of medication
- It should be recognised that most minor illness will resolve spontaneously with only symptom control. • Staff should use their discretion when giving medication and refer to the Health Centre or a doctor if they have any concerns about a pupil's health

I confirm that I have received instructions for the administration of the above

Staff _____ Date.....

Nurse's _____ Date.....

APPENDIX 4 FLOW CHART FOR TRANSFER TO HOSPITAL

