

MANOR HOUSE SCHOOL GENERAL MEDICAL POLICY INCL EYFS

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Date of Review: **September 2019**
Responsibility: **Paediatric Nurse**

References:

Childcare Act 2006
Supporting pupils at school with medical conditions Dec 2015

Introduction

This policy and its appendices outlines procedures for care given for minor illness and injuries, long term established medical conditions, and also in emergency situations and acute exacerbations of existing illness.

This policy also applies to and includes the Early Years Foundation Stage.

The school recognises that certain medical conditions are serious and potentially life threatening and will implement individualised care plans in order that appropriate care is delivered.

Manor House believes that all pupils should be able to identify good health and healthy living practices, and will promote a caring and supportive community, in which they can be empowered to manage and be held responsible for their own health needs, including those with established medical conditions.

Pupil's parents/ guardians must complete the relevant medical forms on admission to Manor House School, which outlines significant past medical problems, current illness/ conditions and present treatment, as well as known allergies and the dates and details of all immunisations. Parents are requested to notify the school nurse of any changes in a pupil's health status during their time at the school. Medical updates will be requested annually requesting parents review their children's medical conditions/allergies and update any changes accordingly. Medical information will be kept on the restricted medical section of SchoolBase. An allergen/intolerance notification form provided by Holroyd

Howe, our catering team will also need to be completed on admission. This information is passed from the Admissions Secretary to the head chef who will arrange appropriate meals for specific dietary needs. Medical conditions and needs will be passed on to relevant staff only at the school nurses discretion. If any information is to be kept in strict confidence, parents must make this known to the school nurse.

Medical and Nursing cover/ First Aid

Manor House has a registered paediatric nurse, who practices in accordance with code of conduct set out by the Nursing and Midwifery Council. The school nurse works Monday – Friday 8am – 5pm. The medical room is currently located on the first floor of the main house. The school nurse carries a mobile phone in the case of an emergency. For routine matters the school nurse should be contacted via the main office.

We have a selection of staff who are first aid trained and first aid boxes are available in multiple locations around the school grounds. Staff are familiar with these locations and a list of locations can be out in the staff room. It is the responsibility of staff to check their first aid kits at the beginning of each term and replenish accordingly. This is signed off by staff in the staff room. A list of our first aiders, with staff photographs, can be found in all departments around the school.

All staff who work in the Early Years Department have attended a Paediatric training course and hold a current Paediatric First Aid Certificate. One member of the Early Years team is on staff grounds at all times and at least one member of the Early Years staff will accompany the children on offsite trips and activities.

Reporting an accident

All accidents on and off site (staff and pupils) should be recorded online via the Accident Book on SchoolBase, if this is unavailable a paper version must be completed.

In the case of an accident the witness or staff member first to the scene calls on the First Aider or Nurse via the office and hands over the injury and cause verbally. The injury is then assessed and treated appropriately. The accident is then reported via the Accident Book on SchoolBase. Parents are printed a copy of the report to be sent home and another copy is printed and put into the nurses pigeon hole. A flow chart outlining staff protocol for dealing with an accident can be found in the staff room.

The Bursar is responsible for keeping health and accident records and making reports under RIDDOR (Reporting of Injuries, Diseases and Dangerous

Occurrences Regulations 1995) in accordance with the guidelines and regulations. These will be kept for 5 years after the pupil has left Manor House.

It is emphasized that major accidents are reported immediately to the Head teacher/ Deputy and the Bursar.

Medication Administration

Our first-aiders may administer simple non-prescription medication according to the child's consent form if they have received appropriate OPUS training and are deemed competent to do so. Authorisation for the control and issue of medicines will primarily be held by the School Nurse and passed on to trained staff appropriately.

Parents indicate which medicines that they do not wish their child to take via the medicine consent form as part of the medical forms completed on admission. Medication prescribed by a doctor will only be given with the written authority of the parent. Parents must complete and sign the relevant form 'medication to be administered in school'.

Guidelines for medication administration can be found on the medicine cabinet door. During school trips/residentials, the teacher acting in loco parentis may administer simple non-prescription medication according to the child's consent form if happy to do so. This will then be documented by the staff giving the treatment and then filed by the school nurse on return.

Most medicines will be kept in locked cabinets in the Medical Room. Other medications needed for certain pupils may be kept in an agreed location which is well known to staff who may need to administer instead of the School Nurse – there should always be signed paperwork from parents to support this requested administration.

In Early Years, medicines (that need to be kept cool) are stored in a named box in the fridge in either the Nursery or Reception Kitchen. Inhalers and other medicine is stored in a medical bag on the top shelf of the Kindergarten kitchen. Medication is only given with the parents written permission and a record of the dosage and times administered is given to parents at the end of the day.

In the case that a parent requests for their child to carry a medicine on them for self-medication, it is our policy that the headteacher and school nurse will agree to this request. A decision will be made after research into the medicines properties for health and safety reasons. The child must be of a competent age to safely self-medicate. A form then must be completed and signed by parents confirming that this is their wish and giving permission for the child to self-administer medication. A copy of this will be kept with the medication and a

second copy filed in the medical room. See attachment of self-medication form - appendix 2

A written record of all medicines administered by any trained member of staff is retained with the medication. All medicines issued will be documented showing date, time, aliment, medicine and dosage administered.

Any unused individual medicine brought in by my pupils will be returned to the parent at the end of the academic school year. If the medicine is not collected, the parent is informed that it will be disposed of at the local pharmacy. It will be documented in the drug record book whether it has been returned, or disposed of at the pharmacy.

Emergency Procedures

In the event of a severe illness or injury the School Nurse and/or ambulance should be called to attend without delay. Whenever possible someone should remain with the casualty until help arrives. If the School Nurse is not available, a qualified first aider or office staff should be contacted immediately.

An ambulance should be called immediately if there are signs or symptoms of serious illness or trauma from an accident which may be life threatening or need urgent medical attention.

Examples of these are as follows:

Impaired vital signs ie:

Reduced Respirations, circulation or unconsciousness.

Severe allergic reaction where breathing is compromised – or if an Auto Injector has been administered.

An accident causing serious trauma has occurred ie: Serious head injury, severe blood loss, suspected complicated fractures.

Prolonged life threatening seizures or severe asthma attack

Serious burns or scalds.

Shock

Diabetic coma

If the School Nurse is absent and there is any doubt, then an ambulance should be called as a precaution.

Adrenaline Auto- Injectors (Epipens/ Emerade/ Jext Pens)

Adrenaline Auto-Injectors are carried by the individual pupils who are prescribed them. Ideally a spare named Auto-Adrenaline Injector should be kept in the Medical Room. The school nurse requests a spare Auto injector when the pupil joins the school. Spare Auto-Adrenaline Injectors are kept in a separate container

which is clearly marked with the pupils name, year and a photograph, for easy access. Reminders are sent to parents approximately one month and then again 2 weeks before the pens expire, after this it is the parent's responsibility to issue a new Auto Adrenaline Injector. Parents are advised to issue the school with an emergency treatment plan for their child either upon her commencing at Manor House or when their child is first prescribed an adrenaline auto-injector.

We have two generic Adrenaline Auto- Injectors stored at MHS. This is to be given to a child in an emergency if they do not have their own Adrenaline Auto-Injector on them.

Asthma and emergency asthma inhaler

Asthma inhalers are carried by the individual pupils who are prescribed them. The Nurse requests a spare inhaler from each individual pupil when they join the school and keeps them in the Medical Room. If the child signs their spare inhaler out, then the Nurse will request another spare via a letter home, if this is not returned by the next term.

In the case that a known asthmatic is in need of a salbutamol inhaler and is unable to access their own, there are two generic salbutamol (reliever) inhalers kept in school. These are available for known asthmatics who do not have access to their own inhaler or spare inhaler kept in medical room. One inhaler is located in the main office and the other in the P.E office. Stored with the inhalers is a spacer, which is an instrument used to aid younger children inhaling the medicine. By the inhaler is a list of pupils who suffer with asthma along with instructions for in the case of an asthma attack.

Automated External Defibrillator

The school has a Defibrillator kept on site. This can be located, along with a pocket mask, on the wall to the right in the school office. Although anyone can use the Defibrillator if they feel competent to do so, there are staff have who been trained in the case of an emergency.

If an ambulance is called, the Office should be informed immediately and then relevant staff notified – Headteacher/Deputy/Bursar.

The office will also print a copy of the child's essential information sheet from Schoolbase and if time allows a copy of the child's medical form which can be found in the Medical Room.

Parents /next of kin of the casualty must be notified and a responsible adult should accompany the casualty to hospital with written details of the incident and any treatment/drugs given. The barrier will be opened to allow the ambulance access.

Illness

If a pupil feels unwell during the school day, then they should report to their form/subject teacher first. The subject teacher must assess the urgency and decide whether to send to the office who will then call the nurse or first aider.

The first aider/school nurse will assess the pupils condition and give appropriate treatment. Although all parents' consent or withdraw consent for medications to be given, the nurse or first aider may need to contact the parent to discuss certain treatments, medications.

Where possible the pupil will be encouraged to return to lessons following a short period of rest in the medical room if necessary.

Parents will be contacted if the pupil feels too unwell to remain in school, if they have vomiting or diarrhoea or if there is suspicion of an infectious illness. For vomiting or diarrhea, a pupil must remain off school for 48 hours following the last episode.

If staff in Early Years suspect a child is unwell they will take their temperature and record it in the Medical Diary, which is stored in the Nursery classroom. If the child has a high temperature parents will be informed and asked to collect the child. This will also be recorded in the diary. Should the child need to rest they will be isolated from the other children, where possible. If necessary they will have access to the medical room.

Pupils should be encouraged to see the nurse at break times where appropriate. It is preferable that pupils do not leave lessons unless necessary.

Pupils are not permitted to phone/text/email their parents directly to ask to be taken home because they feel unwell. They should report to the school nurse via their teacher/ the main office, in order for the most suitable treatment to be given. The school nurse/first aider will contact parents if necessary.

If a pupil has frequent visits or there is a regular pattern to her attendance the Head/ Deputy Head/ Head of KS will be notified so that potential problems can be identified.

Transfer to hospital

The decision to transfer a pupil to hospital will be made by the school nurse/ first aider, after discussion with the Head/ Deputy Head/ Parents. All pupils requiring hospital care will be accompanied by a member of staff in the absence of a parent/ guardian. The escort would take with them:

- Accident/ illness details and history known
- Details of parent's name, address, telephone numbers – including work numbers.

The school nurse will discuss the need for transfer of the pupil to hospital with the parent or guardian. When an ambulance is not required the school nurse will arrange for the parents to collect the pupil and take them to hospital.

RIDDOR – the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (1995) places a legal duty on:

- Employers;
- Self-employed
- People in control of premises – to report work related deaths, major injuries or over-seven-day injuries, work related diseases, and dangerous occurrences (near miss accidents).

Medical Updates

It is the parents' responsibility to keep the school fully informed of any medical changes to their child.

All forms are given out during the admissions process.

Staff Taking Medication

In line with the schools Safeguarding Policy all staff in Early Years must seek medical advice, if they are on medication which may affect their ability to care for children. This medication must be stored in a safe place at all times the staff member is in school that is out of the children's reach.

All staff should update their medical information should it change throughout the school year. All staff should sign a medical declaration at the beginning of the school year which will be held by Human Resources.

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Position: Paediatric Nurse for Manor House School

Reviewed and Updated: Dates eg; Jan 2010; Sep 2012; Nov 2015