

## ST CATHERINE'S SCHOOL

### **POLICY RELATING TO MEDICAL CARE OF PUPILS AT ST CATHERINE'S** **(Including First Aid Policy)** (Senior and Prep and Early Years Foundation Stage)

#### **Our Vision**

*To be a school that lives the Gospel values, promotes the dignity of every individual and is committed to excellence.*

#### **Mission Statement**

We are a Catholic School where every student, regardless of individual faith:

- is valued
- is a member of a thriving, happy community
- is helped to achieve his/her personal best
- is given a wide range of opportunities to develop his/her talents
- is prepared for the challenges of adult life
- is helped to understand and fulfil his/her responsibilities to self, family and society

Every effort is made to care for the pupils' physical and mental development whilst they are at St. Catherine's.

#### **Aims**

- 1) To provide a policy which will aim to support students and staff with medical needs in School.
- 2) To continue to improve the quality of First Aid service offered in the School.
- 3) To provide guidance for all the staff and students in the School regarding the procedure for First Aid care and protocols to follow to in the event of an emergency.
- 4) To prevent pupils and staff from placing themselves at risk.

#### **Objectives**

- 1) To achieve these aims, it is the School's intention to:-
  - provide support, education and training for all staff requiring such development.
  - provide regular INSET days for all staff in basic First Aid, to be updated every three years.
  - increase the number of 'Appointed Persons' in the School.
- 2) That all staff are aware of their roles, accountability and responsibilities in respect of Health and Safety.
- 3) To monitor the procedures set out in this document annually.
- 4) To standardise and check all First Aid boxes regularly.
- 5) To place notices around the School identifying the nearest First Aid point and naming the First Aiders in the School.
- 6) To make literature available in the Staff Room on caring for an individual with certain health problems.
- 7) That Tutors should, at the start of each Academic Year, inform pupils of how to seek appropriate help in the event of an emergency

#### **MEDICAL INFORMATION ABOUT PUPILS**

- Medical enquiry forms are completed before entry to school. A copy of this is kept on the pupil's record file in the School Office. On admission of the pupil to the school, all parents will be required to provide information giving full details of: medical conditions, allergies, regular medication, emergency contact numbers, name of family doctor/consultants special requirements (e.g. dietary, disability)
- At the beginning of each academic year all parents are required to up-date the medical form.

- Pupil information forms are completed indicating consent to first aid treatment during school hours.[i.e. unless otherwise indicated it is assumed you are happy for your child to receive basic first aid treatment]
- Specific medical conditions of pupils are made known to relevant staff.
- All medical records are kept in a filing cabinet in the School Office which is kept locked.
- Records are kept for five years after a pupil leaves the school.

#### **STAFFING:**

- There are normally two qualified first aiders present in school during school hours.
- The Sick Bay is situated on the ground floor in St Joseph's Building.
- Each of these areas has an 'Appointed Person' within the Health and Safety at Work Act – Technology: Food, PE; Prep department, Grounds/Premises, Science.

The Receptionist, who is a qualified First Aider, provides day to day first aid and treatment of minor illness and cares for a pupil before she is taken home if she is more seriously ill, or accompanies her to hospital when necessary.

#### **PUPILS NEEDING MEDICAL ATTENTION**

- If a pupil needs to see the Receptionist, she should let the teacher who is in charge of the class know that she is unwell. The teacher needs to send a note with the pupil to hand to the Receptionist.
- Form teachers should be kept informed, by means of a note on the 'Engage' register, if a pupil is sent home.

#### **MEDICATION**

- The school expects that, normally, parents will administer medication to their children.
- Any requests for medicine to be administered must come from a parent in writing, and include the name of the medicine, the dosage to be administered and the time it must be administered.
- No student will be given medication in School without the consent of a parent or guardian. This consent should be reviewed annually.
- The Receptionist is also able to administer pupils' medicines, providing that it is clearly labelled, with an accompanying letter from a parent or guardian, and the dose is clearly stated.
- Parents/students should collect medicines held at school. In the event that they are not collected, the Receptionist may dispose of the medication.
- Inhalers for asthma may be kept on the girl's person but a spare inhaler should be taken, again clearly labelled, to the Receptionist. It is important that the Receptionist is informed about any girl with asthma, including the severity and the need for medication. In the Prep department an inhaler is kept by the Class Teacher; for Senior girls a spare is kept in Reception.

#### **CONFIDENTIALITY**

Medical information about pupils will be treated sensitively. However, in providing medical care for pupils, it is recognised that the information may need to be passed to relevant staff.

#### **HEALTH and SAFETY**

Prevention of accidents and sports injuries is given ongoing consideration.

( See also Health and Safety Policy Document.)

Risk assessments are prepared before any outing or sporting activity (outside School) to ensure careful consideration has been given to the impact of any hazard on pupils and staff. Completed risk assessments are kept by the Bursar.

#### **INFECTIONS and CONTAGIOUS ILLNESSES**

Infectious diseases will occur in many pupils and staff, of all ages. They will obviously vary in type from mild, e.g. the common cold, to more severe. It is required of parents that they inform the school as soon as possible of any communicable disease their child may have, so that the School may take appropriate action. The School will take appropriate action, informing parents, staff and health authorities where necessary

In the case of head lice infestations, parents are informed and asked to check and treat their children.

### **‘AT RISK’ PUPILS.**

An "at-risk list" is compiled and regularly updated of girls who have serious illnesses or medical conditions which may affect their school activities. All members of staff should regularly remind themselves of these girls. Such a list is made available in the staff room and school office.

Individual protocols are set up for girls with serious illnesses or at risk of serious illness. These include girls with allergies, at risk of anaphylaxis, diabetes, epilepsy, asthma, heart disease etc.

Parents are expected to regularly update the School with information regarding their daughter's condition, what treatment is required and when.

Allergies: Staff are informed of girls with allergies as are the lunchtime staff so that they may avoid contact with foods to which they are allergic. There is a list in the staffroom and the school office of pupils who have severe food allergies, accompanied by photographs and instructions on how to respond to the reaction.

Peanuts in any form are not given to any pupils at all at school mealtimes or break times. Staff receive training in how and when to use an adrenaline auto-injector ("Epipen"). Girls who may require the use of an "Epipen" for severe allergic reaction are required to keep the medicine on their person at all times, in school and off the premises. Parents of girls with allergies are expected to keep the School regularly updated as to their condition.

## **THE POLICY RELATING TO FIRST AID ADMINISTRATION**

### **FIRST AIDERS**

There are nominated persons to administer First Aid on the school premises. These persons will all have undergone first aid training. Mr Ian Stewart (Bursar) holds the list of qualified first aiders in all departments, in both Senior School and Prep Department. He ensures that all first aiders attend refresher courses every 3 years.

The principal person to administer First Aid on the school premises is the Receptionist.

Her workplace is chiefly the School Office which is situated on the ground floor in St Joseph's Building.

If the Receptionist is not present when a pupil attends or if she is urgently needed then pupils or staff report to the Deputy Head/Head of Prep.

### **WHEN A PUPIL IS UNWELL OR HAS AN ACCIDENT**

If a pupil is unwell in class or has an accident, she can be sent to see the Receptionist with the official green form signed by the teacher in charge to say why she is attending and giving an outline of the problem.

The Receptionist will assess the pupil and decide on the course of management. This may include: allowing the pupil to rest for a short time (usually no longer than 1 hour); giving some simple treatment, e.g. applying a bandage/plaster.

Other courses of management will include telephoning for an emergency ambulance if a pupil is seriously unwell or injured.

The Receptionist will keep proper notes in a specific book, (kept in the School Office), keeping details of time of attendance, the name of the pupil and her class, the presenting complaint and how it is managed. A pupil's parents will be contacted by telephone whenever a pupil attends the sick bay for anything other than a minor complaint or accident. The Receptionist will convey the nature of the pupil's illness and its severity to the parent/guardian and the Receptionist will ask the parent/guardian to collect the pupil as soon as possible. The Receptionist will also communicate with the pupil's form teacher and keep them informed of the pupil's condition and outcome. Similarly the Headmistress/Head of Prep will be informed.

The Receptionist will, if necessary, attend an accident at any location on the School Premises and administer first aid as necessary. When necessary, s/he will call for assistance from other first aiders.

## **ACCIDENT PROCEDURES FOR EARLY YEARS FOUNDATION STAGE PUPILS**

In the event of a child in Nursery or Reception having an accident in school, staff should always send the child to the Reception Office. The Receptionist will then treat the child appropriately. If it is a bump to the head or what is deemed a more serious injury, the Receptionist will contact the child's parent to ask them to either collect the child or will explain the details of the injury and confirm that the injury has been appropriately treated.

If the injury to the child is slight, for example a grazed leg, knee etc that is bleeding and needs a plaster, the Receptionist will complete a form that will go home with the child at the end of the day to say what treatment the child has received.

If the injury is a banged head, the form will go home with the child but we will require the form back duly signed by the parent.

## **ACCIDENT AND EMERGENCY POLICY DURING SCHOOL HOURS**

Following an accident or injury, the following steps should be taken to ensure that the correct help is given as quickly as possible. In the event of an obvious medical emergency, an ambulance should be called immediately by Reception.

- 1) The injured person should not be moved if there is any suspicion that doing so could exacerbate their injuries. In colder, wet weather, it may be necessary to keep them warm and dry with a blanket or item of clothing.
- 2) The Receptionist should be called to examine the injured person and give such treatment as is appropriate or possible. In the event of the Receptionist not being available, Mr Stewart should be contacted to ascertain the nearest available First Aider.
- 3) If Hospital treatment is necessary and an ambulance has not been called for, then this should be done. Staff should not use their own cars to take injured persons to hospital unless there is an exceptional reason for doing so.

The Receptionist or another member of staff in her absence, must accompany the driver with the student to hospital.

If necessary, a taxi should be called.

In cases where an ambulance has been called, or there has been an injury to the head, the School will contact the parents as soon as possible.

## **ACCIDENT FORMS**

The Receptionist will keep records according to Health and Safety Regulations. There is a form (HMSO) for recording accidents, or near-miss accidents. This form is to be completed by the member of staff who is present at the scene of an accident, and also by the Receptionist if she is involved in the subsequent care of the pupil, or member of staff.

If the injured person is a member of staff, they are responsible themselves for completing the form.

If an accident occurs off the School premises the member of staff present should complete the Accident Form as soon as possible after returning to School. Completed accident forms are then forwarded to the Bursary for filing.

## **FIRST AID FOR EVENTS OFF THE SCHOOL PREMISES**

The teacher in charge of any outing off the School Premises has the responsibility of being acquainted with any specific medical needs of the pupils in his/her care, including having a knowledge of, for example, pupils with asthma, and their need for inhalers, and pupils with allergies at risk of anaphylaxis. Fully completed risk assessments must identify pupils at risk on each trip. Prior to educational trips and visits, parents will be

asked to complete a Consent Form. This form will indicate whether a student is taking medication and give the staff permission to deliver it.

### **Accident and Emergency Procedure out of School hours.**

- 1) The injured person should not be moved if there is any suspicion that doing so could exacerbate his/her injuries. Keep the injured person warm.
- 2) The member of staff responsible for the activity or an available First Aider should examine the injured person and give such treatment as is appropriate to his/her training.
- 3) If hospital treatment is necessary, an ambulance should be called immediately.
- 4) If it is felt an ambulance is not necessary and the injuries do not require urgent treatment, the injured person's next of kin should be called to transport to hospital.
- 5) In the event that the family cannot be contacted, one member of staff should accompany the person to hospital.
- 6) In no circumstances should students be left unattended as a result of a member of staff transporting the injured person to hospital; in this instance, an ambulance should be called.
- 7) The member of staff present in the event of an injury should take responsibility to fill in the appropriate accident form which should then be sent to Reception.
- 8) All accidents should be reported in the Accident Book; therefore details must be sent to the Receptionist.
- 9) Details of those accidents and injuries which should be reported to the Health and Safety Executive will be passed on to the Health and Safety Co-ordinator (Mr Stewart) who will report the incidents.

### **Trips**

- 1) Staff planning educational visits or journeys, should consider the level of First Aid cover that will be required. If necessary, they should arrange for a First Aider to be one of the accompanying staff.
- 2) Only the First Aid kits issued by the Receptionist should be used. In the event of certain educational visits where the risk assessment indicates that extra items/equipment will be required, these items should be carried separately from the First Aid kit. The trip organiser should keep a complete list of these additional items.
- 3) No other items may be kept in the First Aid kit.
- 4) When educational visits occur in the summer, or involve visiting hot countries, parents will be asked by the trip organiser to provide the appropriate sun screen/block and sun-hat for their child. This should be labelled.
- 5) First Aid kits should be ordered from the Receptionist. One week's notice should be given and they must be signed for.
- 6) First Aid kits must be returned to the Receptionist directly after the trip, together with a record of what has been administered, stating date, time and reason.

### **FIRST AID BAGS AND BOXES ON SCHOOL PREMISES**

It is the responsibility of the Receptionist to check the contents of each First Aid bag, whenever it is brought back from a school trip and before one is given to a teacher for a school trip.

The contents of First Aid bags are in accordance with health and safety guidelines and specifically do not include any medicines or topical treatments.

It is the duty of the Receptionist to make regular checks (at least twice a term) of the First Aid boxes situated in the school building.

In the Senior School, first aid boxes are situated in the Art, Food Technology and Science Departments, Dining Room, Sick Bay, School Office, and Prep Department Entrance. Eye wash stations are located in the Science Department and Dark Room.

### **STORAGE AND ADMINISTRATION OF MEDICINES**

The Senior Sick Bay has a locked cupboard for the storage of medicines. The Receptionist holds these keys. There is also a refrigerator which is located in a restricted area.

Policies: Medical Care and First Aid (S & P) January 2010 Sr P G

Normally it is expected that the parent at home would administer the medicine e.g. antibiotics. However, where a child is taking a limited course of medication but is nonetheless fit to return to school, she might be allowed to do so by agreement as long as full written instructions are given to the Receptionist. If a pupil requires medication during school hours, she is to bring a note stating what medication she is to have, the reasons why, the dosage and times and any other instructions. An emergency contact number and the family doctor's number should also be provided. The bottle or packet containing the medicine is to be clearly labelled with the name of the pupil, the Form and the contents and dosage.

It is the responsibility of the pupil to come to the Receptionist to receive her medication at the correct time but the Receptionist will remind the pupil if necessary.

### **Disposal of Medicines**

Medicines no longer required are returned to the parent for disposal. In the last resort, unwanted medicines are given to the local pharmacist for disposal as required by the Environmental Health Regulations.

January 2010

Next Review date: January 2012

Appendix 1

**Administration of the Medication Record (for staff use only)**

*To be completed as soon as the medication has been administered. A separate form must be completed for each medicine administered*

<b>Pupil's name:</b>	<b>Pupil's Form:</b>
<b>Date and time of administration</b> Date                      Time Date                      Time Date                      Time Date                      Time	<b>Who requested the administration?</b>  <b>Administration of medication form completed by parent?</b>  <b>Yes/No</b>
<b>Medication given</b>	<b>How much medication was given?</b>  Each time?  In total on one day?
<b>Who supervised the administration?</b>	<b>Any side effects?</b> (If yes, the Deputy Head/Head of Prep should be notified immediately)
<b>Any other comments?</b>	

The above information is accurate to the best of my knowledge at the time of writing. I confirm that I followed the instructions given to me by the pupil's parent.

Staff signature \_\_\_\_\_ Date \_\_\_\_\_