



*“Teaching children to think intelligently, act wisely and be fully engaged in a challenging and changing world.”*

## **Care of Boarders Who are Unwell Policy**

**January 2020**

A handwritten signature in black ink, appearing to read 'H Cullen', with a long, sweeping underline.

Signed  
**Helen Cullen**  
Headteacher

## **This policy is applies to all boarding pupils**

### **Health Centre and Surgeries**

Boarders are supported by a large extended Pastoral team including; House Parents, Tutors, Matrons and both a Health and Well Being Assistant and Manager. The Health Centre is staffed 24 hours a day.

The nominated Medical Officers are Doctor Gompertz and the Bruton Surgery GPs. Students are encouraged to register with the school doctor although they may register with any doctor of their choice who is prepared to accept them. Students have access to a doctor of the same gender if they wish.

Accommodation is provided in the Health Centre for the treatment and management of in and out patients. Two rooms each containing three beds and a bathroom and shower room are available for in-patients.

Student can attend the Health Centre for medication prior to the school day and in the evening. Clinics are held in the Health Centre weekly, in addition to this Boarders can attend appointments at the GP surgery accompanied by staff as required.

The school has an NHS Health Clinic that is run on Wednesday lunchtimes led by NHS School Nurses.

### **Records**

A medical questionnaire outlining significant past medical problems, current ones and present treatment, as well as known allergies must be completed for every new student. Adequate, up-to-date written medical records are kept which are distinct from any house records.

### **Illness during the Day**

If a boarder is taken ill during the day, they are sent to the Receptionist who will contact the Health Centre. If the student is to be medicated, this will be recorded on Meditracker to ensure the boarding house team are aware. Often the student will be sent back to lessons. If the student is considered not well enough to be in lessons, they will be kept in the Health Centre. The Health Centre staff member will inform the parents. If the child needs to be seen by the Doctor, the Health Centre staff will organise this for the same day and will inform the parents.

Where a Boarder is ill and needs to be an inpatient within the Health Centre, this will be reviewed daily and if the condition requires the student to be an inpatient for longer than 24 hours, parents or guardians will be contacted so the student can be collected and rest and recover at home. For serious or contagious illnesses, students will be collected by their parents or guardians.

## **Illness at Night**

Students who are ill at night can contact a member of the boarding staff. They will assess the student and act as a reasonable adult. Many boarding staff have three day First Aid certificates. A member of the Health Centre Team is on call for advice, or will if needed, visit the boarding house. 111 will be called for advice if needed and 999 calls will be made in serious circumstances.

## **First Aid**

The Health and Safety (First Aid) Regulations of 1981 place a general duty on employers to make first aid provision for employees in case of injury or illness in the workplace. The practical aspects of this statutory duty for employers and self-employed persons are set out in the Approved Code of Practice (ACOP). The school conforms to this code by having the required number of staff trained in First Aid at Work.

When accidents occur, minor or severe, appropriate help should be summoned immediately by calling the Reception in the school day and the Health Centre out of hours. A first aider will be asked to respond and attend. If necessary, an ambulance will be called.

The school has 24-hour cover for first aid by ensuring that key personnel are trained, such as House Staff, staff involved in outdoor activities and other staff that may be on site during holidays. Qualifications must be revalidated every three years – the Human Resources Administrator keeps a record of all qualifications and arranges courses as needed.

## **First Aid Boxes**

First Aid boxes are situated at various locations around the school – see Appendix B. They are checked regularly by the Health and Well Being Assistant. If items are used from a first aid box, the Health Centre should be informed so that they can be replaced by a Health and Wellbeing Assistant.

## **Reporting of Accidents**

Sexey's School is bound under the regulations laid down by RIDDOR (Reporting of injuries, diseases and dangerous occurrences regulations, 1995) under this we are required to report to the Health and Safety Executive. If an employee or pupil is involved in an incident this should be reported to the Health Centre and recorded on Meditracker as soon as is reasonably possible, by the person dealing with the incident. On completion, the form should be sent to the Business Manager. They will be treated in confidence.

Minor injuries, such as trips or bumps should be recorded in on Meditracker. 'Near Miss' incidents involving students or staff should be reported as soon as possible to the Business Manager and Health and Well Being Manager. These can be reported anonymously if preferred. Accidents, minor injuries and near misses are reviewed

regularly by the Health and Safety committee to determine any trends, which can be improved upon.

The Health and Well Being Assistant or person dealing with the incident will inform the parents/guardians of the student or next of kin of staff as soon as possible after the incident. The Health and Well Being Assistant will also inform the Headteacher and Business Manager. In the event of a major incident, a designated spokesperson will issue a statement on the school's behalf.

### **Pupils with known Medical Conditions**

The school has a separate Policy for the treatment of pupils with known medical conditions. Protocols for the treatment of these and other conditions may be found in the Health Centre Policy.

### **Administration of prescribed and non-prescribed medication**

All staff administering medication are trained to an appropriate level for their role and the medication that they are administering.

All medication that is prescribed and non-prescribed, is kept within the Health Centre so that it can be administered appropriately and new medication ordered as required. Only those students who have been assessed as competent and responsible enough are allowed to self-medicate. Records are held in the Health Centre identifying which students have been assessed as able to self-medicate and House Parents are aware.

### **Hygiene and Infection Control**

All staff should take precautions to avoid infection and must follow basic hygiene procedures. Staff should have access to single-use disposable gloves and hand-washing facilities and should take care when dealing with blood or other body fluids and disposing of dressings or equipment. If unsure, staff should ask the nurse for assistance.

### **Immunisation**

Pupils should be up to date regarding routine immunisations in accordance with schedules issued by the Department of Health. Those who are not fully immunised should receive appropriate immunisations as soon as practicable, both for their own protection and for that of the wider school community. This will be organised by the Health Centre for those parents who request it.

### **Dental Care**

Dental care should be made preferably in the school holidays, so as to minimise disruption to academic work. Where a dental appointment is made during term time for a Boarder, the Health Centre will coordinate the travel and supervision arrangements.

## **Accident Insurance**

All pupils should be covered by adequate accident insurance.

## **Health Advice, Health Promotion and Counselling**

Health advice for pupils, staff and parents is provided. Health promotion is provided informally and in a more structured way. A qualified Counsellor is available to see students by appointment. The school has an NHS Health Clinic which runs on a Wednesday lunchtime in the Pastoral Area.

## **Emergency Situations**

From April 2004, First Aiders must be trained to recognise and respond appropriately to the emergency needs of children with chronic medical conditions such as asthma, diabetes, epilepsy and severe allergic reaction.

Children with asthma need to have immediate access to their reliever inhalers when they need them. Spare inhalers must be provided by parents and kept in an unlocked cabinet by school.

Children with epilepsy - concerns about safety should be discussed with the child and parents as part of their health care plan.

Children with diabetes should be able to manage their own medication, which should be discussed with child and parent as part of the health care plan.

Anaphylaxis – parents and child should discuss allergies as part of their health care plan. Pre-loaded injection devices should be provided by the parents in the correct container, labelled with their child's name and updated medicines.

If the school has to give this injection **an ambulance must always be called.**

## **Child Protection**

If any concerns are raised that have Safeguarding implications (eg unexplained marks or scars), while a person is being treated for first aid, the First Aider must inform the Designated Safeguarding Lead who will take the appropriate action.

## **Confidentiality**

The Health Centre has a confidentiality policy that is displayed within the centre.

## **Competency to consent to Medical Treatment**

A pupil's ability to consent to, or refuse, medical or dental treatment should be acknowledged. This is based on so-called 'competency' and not age. The doctor, dentist or nurse proposing the treatment must judge whether or not the pupil understands the nature of the treatment, as well as the consequences of refusal, and can thus be deemed 'competent'. Parental consent is required for any pupil not

deemed competent, although the limitations of obtaining 'blanket' consent to treatment, before the pupil enters the school, should be recognised.

### **Physical Contact with Children**

The treatment of children for minor injuries, illness or medical conditions may involve members of staff in physical contact with children. Any treatment should:

- Not involve more contact than necessary
- Be undertaken by staff who have volunteered to be designated to the task
- Be carried out wherever possible, in front of other children or adults
- Be recorded
- Be notified to parents

### **Requirements**

- Parents are given advice about keeping their children away from school for 48 hours after a sickness or diarrhoea bout
- Parents will always give permission for every medicine administered to their child and then informed when medicine is given in school
- Parents are informed of any incident or accident involving their child and the first aid applied

### **Accompanying students to appointments**

If a student needs to attend the casualty department, the Health and Well Being Assistant or House Parent will accompany them.