

**Charitable Objects of St. Catherine's School** - The Objects for which the Company is established are to promote and provide for the advancement of education by providing, conducting, governing, carrying on and maintaining in the United Kingdom, or elsewhere, a boarding or day school or schools for girls in which the teaching shall be in accordance with the principles of the Church of England.



## **ST. CATHERINE'S SCHOOL MEDICAL POLICY** **(Whole School)**

**The Whole School refers to all staff and students in the St. Catherine's Preparatory and Senior Schools which includes: the Early Years/Foundation Stage (EYFS), Pre-Prep School (Key Stage 1), Prep. School (Key Stage 2); Middle School (Key Stage 3); Senior School (Key Stage 4) and the Sixth Form (Key Stage 5).**

### **History**

This policy was reviewed in September 2016 in line with the School's Policy Review schedule which ensures all policies are kept up to date and replaces that written in 2006 and reviewed and updated in August and September 2009, 2012 and 2014.

This policy was formulated as a policy in its own right in June 2006, drawing on information hitherto published in a wide variety of sources to parents, girls and staff. (e.g. the Administration of Medicines Policy was first written in 1998 which has been updated annually since then.)

It should be read in conjunction with the following policies: First Aid, Drugs, Health and Safety, Critical Incident and Educational Visits (Prep and Senior) and the Life Matters (St. Catherine's version of PSHCE) Curriculum in the Prep. School and Life Matters (PSHE) Curriculum in the Senior School.

### **Introduction**

This policy has been written with reference to the following documentation:

Medical Protocols and Practice BSA publication  
Department of Health - Managing Medicines in Schools, Early years 2005  
Mental Health and Behaviour in Schools March 2015 (DfE Advice)  
Reasonable adjustments for disabled pupils (DfE Advice)  
Supporting pupils at school with medical conditions December 2015(Statutory Guidance)

### **Aims of the Medical Centre Staff Team**

- To promote good health and well-being and encourage good habits for life, e.g. healthy eating, exercise, being safe in the sun, dangers of smoking and alcohol and mental and emotional wellbeing
- To liaise closely with all relevant staff to ensure that the girls' medical and pastoral needs are met within the context of the school doctor's and nurses' professional code of conduct.
- To ensure that the school First Aid Policy is implemented.
- To have a clear protocol for the administration of all medicines whether they be prescribed or non-prescribed administered by the pupil and to ensure that the staff and pupils are aware of the importance of following directions and taking the correct dose of medicines at the correct time and safe storage in a locked cupboard and room.

- To train appropriate staff to administer over the counter, prescribed and emergency medicines safely in the absence of the School Sister. A record of this training will be kept and refresher courses will be given annually. Staff leading school trips will be given guidance in the administering of over the counter medication.
- To be involved, both formally and informally, with the Personal, Social and Health Education programme within the curriculum throughout the school, and maintain regular contact with the Heads of PSHE/Life Matters in the Prep. and Senior Schools to establish appropriate teaching and discussion sessions, e.g. effective hand washing. The girls, including boarders, are made aware of the NHS services available.

### **The School Medical Centre**

The School Medical Centre on the first floor is in the main school building adjacent to Bronte Boarding House.

Telephone: 01483 899630

Mobile: 07789 354664 (always held by the Medical Staff on duty or call 24 hours, 7 days a week).

The Medical Centre is staffed by one full-time and three part-time Sisters who are all Registered General Nurses who are registered with the Nursing and Midwifery Council, (NMC) their regulating body and assisted by Mrs. M Garside.

The girls have open access to the Nursing staff when in School. Surgeries are also held for regular medications and non-urgent appointments with Sister from Monday to Friday at the following times:

08.00 – 08.30am	(before school)
Break time	
13.00 – 14.10	(lunch break)
16.10 – 17.00	(after school)
20.00 – 21.00	evening surgery

There is disabled access to the Medical Centre via a lift in the main school building.

The School Medical Officer is Dr Sian Jones, a partner at the Womersley Surgery.

Telephone: 01483 898123

During the evenings, overnight and at the weekends there is always a Medical team member on call and she can be contacted on the School Medical Centre mobile phone via the Boarding House staff on duty.

Dr Jones holds a regular surgery at school every Friday between 13.00 and 14.00 hours for routine appointments and boarders are taken to see her or one of the other doctors at the practice at other times when necessary.

Parents can access the Medical staff on duty via telephone or email and are welcome to visit to discuss their daughter's medical needs as required.

### **Medical records**

#### **a) Nursing Records**

Records of every incident and treatment given to each girl who attends the Medical Centre are kept by the Staff on duty in a daily log in the Medical Centre and on SIMs on their personal medical notes.

These are deemed to be confidential to the medical staff and the girls' permission would be sought before discussing their contents.

#### **b) NHS records**

These will be kept by the School Doctor on computer at Wonersh Surgery and are accessed by the Doctor by computer link when she is in school.

#### **c) Medical Parent Consent Form and Data Forms**

A Medical Parent Consent form is completed by parents when their daughter joins the school. (see Appendix A) The details are updated annually when a data check is requested. A current and appropriate medical report held on each girl is taken on all day and residential trips. The originals are kept in the Medical Centre and at least one photocopy is made. All information is logged on SIMs as it is received. Parents are asked to update information throughout the year if their daughter's medical needs change. The Boarding offices have a copy of the current medical reports.

Chronic illness or any disabilities are logged on SIMS together with a note referring staff to the girl's school file of any notable family circumstance that may affect her health.

#### **d) Confidentiality**

In accordance with Doctors and Nurses professional obligations, medical and nursing details about girls regardless of age will remain confidential. Ideally in providing medical and nursing care there will be a consultation and liaison with a parent or guardian, Tutor, Housemistresses and, when necessary, other staff. Any sharing of information will be with the girl's knowledge and she will be informed and involved in the process where possible.

A girl deemed to be 'Gillick or Fraser Competent' has the right to give or withhold consent for her own treatment.

#### **Medical Care of All Girls during the daytime including boarders**

A Medical Centre member of staff will establish telephone contact with parents to provide reassurance and information about how their daughter will be assisted with medication etc. as required. Parents will be asked to sign and therefore give their permissions for Medical Centre staff to give any medication from a list agreed and reviewed annually by the School Medical Officer.

Following discussion with the girl herself and her parents or guardians, House and academic staff will be informed of certain conditions on a "need to know" basis.

If a Prep. School girl or Senior School day girl becomes unwell during the school day and needs to leave a lesson, she must go to the Medical Room/Medical Centre accompanied by a member of staff or another pupil (as appropriate). If the pupil is too unwell, the Medical Centre staff on duty will attend and assess the girl's medical condition. Appropriate arrangements will then be made to send the child home if necessary and all the relevant staff, including the school office will be informed. The pupil must be signed out at the School Office as she leaves the building. Any necessary information is circulated to relevant staff.

## **Administration of Medicines:**

### **1. Prep School**

- No girl may take any medicine in school except under supervision; there are some exceptions to this practice, for example girls who use asthma inhalers or other emergency medication may self-medicate. when appropriate. Parents will be asked to sign and therefore give their permissions for a member of the School Medical Team to give any medication from a list agreed by the School Doctor and kept by the Medical Centre. These will be reviewed annually by the School Medical Officer. See Appendix.
- All prescribed medicines should be sent by parents to the Prep. School Office. The medication must be sent to school in its original container with the pharmacist's instructions and child's name clearly visible on the label. Parents must send an accompanying note, detailing the amount of medicine sent in and stating clearly the dose and time that they request the school to arrange to administer the medicine. Medicines will be kept in a locked cupboard or in a locked container in the Medical Room fridge.
- Any member of staff administering medicines must record the dose, time and pupil's name in the Medicines File in the Prep. School Office on a separate form for each medication. This will be checked and signed by a second member of staff.
- Girls needing special medical treatment have an individual healthcare plan, a copy of which is displayed in the Prep School staff room to ensure that staff are aware of the condition and emergency procedures that may be required. Spare medication for use in emergencies such as inhalers, epipens and anti-histamines are kept with the girls' care plans in the staff room. Teaching staff will be trained regularly to administer these emergency medications should the need arise.

### **2. Senior School**

We expect a note from parents/guardians explaining the dose, time and reason for administration. All medicines (with the exception of asthma inhalers, insulin, adrenalin injections and emergency medication) must be handed in to the Medical Centre staff on duty, to be kept in a locked cupboard. They should be in their original containers, numbered and clearly marked with the pupil's name and instructions for safe administration. For Sixth Form these should be kept in the girl's personal lockable space. The Medical staff reserve the right to remove any medicine or homeopathic remedies from Boarders which have not been authorised by the School Doctor.

Any medicines given during the school day to a pupil will be recorded in the School Medical Centre daily log book, on SIMs and a separate personal medication sheet, showing the amount of medicine brought to school, the dose given and the time it was administered.

It is the pupils' responsibility to attend the Medical Centre for her medication at the appropriate time, if they fail to do so, we do of course look for girls when they forget and ensure the medication is administered.

At the end of a course of medication the remaining medicines are either sent home or taken to the chemist for safe disposal.

Parents/guardians are required to inform the School Medical Centre immediately of any changes to pupils' health status or prescriptions so that accurate records can be kept on SIMS.

### **Immunisations**

Routine immunisations are offered in accordance with the schedules issued by the Department of Health for all girls and parental consent is sought for those under sixteen.

### **Provision for Pupils with Special Health needs**

There is a care plan for a pupil with specific health needs, e.g. severe allergies, ADHD etc. to ensure that staff are aware of the condition and emergency procedures that may be required. Spare medication for use in emergencies such as inhalers, epipens and anti-histamines are kept with the girls' care plans in the staff room. A member of the Medical staff will meet with parents to discuss serious health issues and agree the care plan to be put in place. Teaching staff will be trained regularly to administer these emergency medicines should the need arise.

Dietary needs and allergies are recorded. Details of the girls with special dietary needs together with their photos are given to the Catering Department.

NUTS: we aim to be a "nut free" school. All food prepared and served in the school is nut free. Staff and girls are asked not to bring food containing nuts in to School.

### **Use of Crutches/Wheelchair in School**

If crutches/wheelchair are needed at school, we request that parents inform the School Medical Centre in advance of their daughters return to school. This will enable the necessary provision to be made.

### **Additional Medical Care of Boarders**

#### **Registration with the School Doctor**

All boarders are usually registered as National Health Service patients at the Womersley Surgery and are required to have an introductory medical during the first term at school. Height and weight screening is carried out twice a year or as and when the Medical Centre staff identify a need.

#### **Doctor, dental/orthodontic and optician appointments**

These can be organised by the School Medical Centre for boarding pupils. Wherever possible these appointments will be made after school or during lunch or free lessons to avoid unnecessary loss of teaching time.

#### **New Medication**

Whenever newly prescribed medication is issued by the Medical Centre, the procedure for its administration is explained by the dispensing nurse to ensure that each girl understands exactly:

- what she is being given
- why it is being given
- how it should be taken
- what procedure should be followed if the student forgets to take the medication at the right time
- how it must be stored

- how to dispose of any untaken medication  
(see appendices for pro-forma)

A record will be kept in the Medical Centre that all of the above has been explained to any pupil and that she fully understands and is 'Gillick or Fraser competent'.

### **Immunisations**

Boarders who are due to travel during their school holidays can attend the Travel Clinic at Womersley Surgery to ensure that they have the necessary immunisations prior to their holiday.

### **Illness or health-related incidents during the school holidays or at weekends away from school**

It is important that the School Medical Centre is kept up to date about any illness or injuries which have occurred during the holidays so that accurate records are kept, which allow continuity of appropriate care.

When boarders are away from school during the holidays or at weekends and they become unwell and require a GP appointment, they are advised to sign in as a temporary resident at their local practice and give St Catherine's School as their permanent address. This ensures that all details are forwarded to Dr Jones at Womersley Surgery and medical records are kept up to date and complete.

### **Admission to the Medical Centre**

- If a boarder is admitted to the Medical Centre the parent/guardians, the Boarding and School Housemistress are informed by telephone, if possible, or alternatively by email. They are kept informed at all times regarding progress or deterioration. The School Office is informed for school attendance records by phone or by pupil absence email.
- Arrangements will be made for visitors if appropriate/desired.
- If a girl is taken to hospital the parents and all the Senior Management Team is informed.
- Diarrhoea/vomiting – girls are automatically isolated from the boarding community and nursed if possible in the single room. We keep these girls in the Medical Centre until they have fully recovered, ideally 48 hours after diarrhoea and vomiting has stopped.
- Infectious diseases, e.g. Chickenpox/Mumps – as soon as these conditions are suspected or diagnosed, the girls are immediately isolated from the School community and the School Doctor will advise on the timing of their return to their boarding house/school. These are also reported to the Health Protection Agency and advice is sought from Health England

### **Procedure for medicines to be given in the absence of the School Nursing Sister (e.g. on school outings, residential trips or in the Boarding Houses in Senior School)**

Small supplies of non-prescription medicines such as Piriton, Paracetamol, Waspeeze and Elastoplast etc. are available in the boarding houses and on outings and residential trips. Written parental/guardian permission has to be given for non-medical staff to give over the counter medication on the Medical Parental Consent form.

The Party Leader of an educational visit is responsible for noting all known health problems and/or disabilities of pupils and supervisors. They must ensure that any required action is taken to facilitate

the safety and well-being of all party members during the visit (this forms part of the Risk Assessment for the visit). The Party Leader is also responsible for compiling a list of relevant emergency telephone numbers in the vicinity, e.g. police, hospital and doctor for residential visits.

In the Prep. School:

Parents/guardians are required to fill in and sign a form giving details of any medical conditions or allergies and special health problems prior to their daughter going on off-site outings or residential trips to give staff permission to administer non-prescribed medication such as paracetamol to her.

In the Senior School:

Parents are asked to confirm the medical details we hold are still relevant or to update the information to take account of any other condition.

Instructions about the storage and administration of medication for girls on trips is detailed in the Educational Visit policies.

In cases where the pupils are travelling abroad to countries within the European Community, the Party Leader shall ensure that wherever possible pupils obtain the European Health Insurance Card (EHIC) which can be obtained on line or at a Post Office. This form grants exemption from medical expenses incurred in the event of illness whilst abroad for any E U citizen. Travel insurance for the whole group must be obtained to cover medical expenses for any trip.

### **Staff Training**

The Medical Centre holds a Handbook with guidance for medical staff for quick reference.

The School Sisters train staff regularly on how to use adrenalin injections (There is also a reminder video on the school system) and discuss the care of other relevant medical conditions, e.g. epilepsy, diabetes and asthma, as and when required at staff meetings or on an individual basis at special sessions sometimes led by a specialist nurse in the condition (attendance at such training is recorded). Instruction on use of Defibrillators has been offered to all staff and Sixth Formers. From April 2014 this has been a part of the First Aid training.

### **School Counselling Service**

Girls in the Sixth Form are able to make their own appointments to see one or two of the School Counsellors, who are each available at school one day each week. Younger girls are referred to the School Counsellor with agreement from their parents, but within understood Counselling 'ground rules' of confidentiality for the pupil.

## **11. Health and Safety**

**Hygiene procedures for dealing with bodily fluids.** There is equipment for staff to use in an emergency including protective clothing stored in the staff room in the Senior School and Medical Room in the Prep. School. Instructions for use are with the equipment. Helpdesk can be advised to assist with safe disposal. All Medical Staff are trained on the safe disposal of medical waste. Medical waste is collected on a regular basis by a clinical waste disposal contractor.

The Senior School Sister sits on the Governors' Pastoral Committee which meets twice a year, and the School Health & Safety Committee which is held every term, and is responsible for maintaining the accident book for staff and pupils. The Assistant Business Centre Manager also holds a central copy of every accident and is responsible if necessary for reporting to the Health and Safety Executive via the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR). A

Governor sits on the Health and Safety Committee and reports to the Governors' Estates and Buildings Committee once a term.

-Signature of Senior School Headmistress: .....

Mrs A M Phillips

Signature of Preparatory School Headmistress: .....

Miss N Bartholomew

Date: .....

**THIS POLICY IS DUE TO BE REVIEWED IN AUTUMN TERM 2018**

**APPENDICES**

**A MEDICAL AUTHORISATION, PERSONAL DETAILS AND DIET**

**B SAMPLE OF A CARE PLAN**

**C A SELF MEDICATION FORM**

**Appendices not attached to this update. available from Linda Green**