



## John Colet School Policy on Medical Care



### Medical care

The purpose of this policy is to:

- To ensure sick students are identified
- To ensure sick students are cared for appropriately
- To protect students and adults from preventable infection
- To minimise the impact of illness on a students education
- To enable staff and parents to be clear about the requirements and procedures when students are unwell
- To enable staff and parents to be clear about the requirements and procedures when students require medication

### Illness causing absence from School

Absences need reporting each morning before 09.30 AM by telephoning the school and selecting option 1 to report a student absent or emailing the school office stating 'for the attention of Matron'. If a period of absence is predicted with certainty then please advise the school on which date the student will return.

Our school policy works on the belief that if a student is fit to attend school then they are fit to take part in Physical Education lessons (PE). Students are only permitted to miss PE if this is supported by a note from home or the GP.

We recommend that students do not attend school while suffering from a communicable/ infectious disease (e.g. Impetigo, conjunctivitis, hand, foot and mouth, chicken pox, shingles) without first seeking medical advice. They should then remain absent for the minimum periods recommended by their Doctor.

Coughs and colds do not normally require a student to be absent from school although this depends on the severity and symptoms. If a student is diagnosed with flu, then they should remain absent from school until medical advice has been sought and they are advised that they are safe to return.

Although exposure of students to a communicable disease in itself is not sufficient reason to require their absence from school, any student who becomes a home contact of diphtheria, poliomyelitis, typhoid and paratyphoid fevers will be requested to remain absent from school for the recommended time. The school will take advice from the Health Protection Agency.

A student who has sickness or diarrhoea whilst at school should be collected immediately and kept absent from school for 48 hours following the last bout of sickness or diarrhoea.

Advice about when students should be absent from school can be checked on the following website: <http://www.nhs.uk/Livewell/Yourchildatschool/Pages/Illness.aspx>

## Illness/ injury at school

If a student becomes ill or is injured in any way, he/she is (where appropriate) taken to the School Matron in the Medical Room. If the problem cannot be dealt with in school, the parents will be contacted and, if necessary, arrangements will be made for the child to be either taken home or to hospital.

***We are unable to offer any care other than initial first aid.*** A number of staff hold the First Aid at Work Qualification and the Administering Medication at School Qualification. The majority of staff have received Epipen and emergency first aid training. Additional training relating to asthma, epilepsy, allergies and diabetes is at times organised, where appropriate, by the School Nursing Service (Bucks PCT).

Parents/carers of students suffering from chronic or long term illnesses will also need to complete a health care plan which can be obtained from Matron or down loaded from the website. Parents are responsible for ensuring that the healthcare plan is updated regularly ensuring that it is in accordance with medical advice.

All visits to the medical room will be recorded in the 'day book'. Noting name, form, lesson missed, reason for visit, time in and out and actions taken.

## Vaccinations

Vaccinations are organised by the School Nursing Service. These take place for girls in year 8 and for all students in year 9. For students who are absent on the days the vaccinations are given, alternative arrangements will be made by the school nursing service. The consent forms are handed out in school and we ask that they are completed and promptly returned to Matron.

## Administration of medicines in school

The administration of medicine is the responsibility of parents and carers. The school follows the policies as set out by Bucks County Council. In cases where the administration/ storage of medicines are routine and straightforward the school will consider requests made by Parents in respect of the administration of medicines when:

- A student suffers from chronic long-term illnesses/complaints such as allergies, asthma, diabetes or epilepsy
- A student is recovering from a short term illness but requires a course of four times a day antibiotics. (A 3 times a day course does not warrant taking in school hours)
- A student has an injury requiring regular prescribed pain relief

Parents must complete an Administration of Medicines Request Form available from Matron or downloadable from the website.

This form must be used whenever a Parent wishes medication to be administered and **must be resubmitted annually** for long-term complaints.

Please note that only medicines and treatments prescribed by a doctor and in the original packaging with the dispensing label and instruction leaflet will be accepted and stored in the medical room.

The medicines need to be brought in by the parent or student and handed in to matron where they will be stored in the medical room in a locked cupboard. Asthma inhalers and EpiPens are stored in a cupboard in the medical room which is unlocked during the school day to enable quick access.

Prescriptions provided should enable there to be sufficient medication (for example EpiPens and inhalers) to enable students to have one in their bag, one in the medical room and one at home. On school trips students ought to have the one from their bag and additionally one from the medical room, which must be returned. Please let us know if there are problems obtaining adequate supplies on prescription.

## **Paracetamol**

Students sometimes ask for pain killers (analgesics) at school, including paracetamol. School staff will generally not give non prescribed medication to students as they may not know whether the student has taken a previous dose.

Paracetamol will **not** be administered;

- before 12 noon
- following a head injury
- where a student is already on some other medication
- Without an up to date completed form

The school will continue to make available the occasional paracetamol tablet to students faced with significant pain which might otherwise cause them to lose lesson time. Any frequently recurring need for paracetamol will be reported directly to the parents.

Parents **must** have first authorised the school in writing to provide tablets occasionally to students by completing the Paracetamol form. This form will be sent home for students when they join the school. It will also be downloadable from the website to students in other year groups.

Paracetamol tablets will be administered according to the following guidelines.

Over 16/ adults	-	500-1000 mg (1-2 tablets)
Age 12-16 years	-	500-1000 mg (1-2 tablets)
Age 11-12 years	-	250-500 mg (1/2 -1 tablet)

Where appropriate a parent may administer ibuprofen prior to school as this may provide 6 hours relief to assist them through the day. If a student suffers regularly from acute pain, such as migraine, severe period pain or pain from an injury, the student's doctor should prescribe appropriate pain killers for the student's use. These may be administered in school if accompanied with the Administration of Medicines Request Form.

**The administration of medicine form, paracetamol administration form and healthcare plan are available to download from the school website.**

## **Administration of medicines on a school trip**

Students are requested to complete a parental consent for a school visit which asks for some basic medical information and emergency contact details. If a student requires the administration of medicine, then a form should be obtained from Matron and completed.

The student will be required to ensure they carry the medication in the appropriate packaging.

## **Head Injuries Policy**

- If a student suffers a head injury in the lesson then they should be sent to Matron for assessment and appropriate incident form completed.
- If a student reports a head injury which has happened during break/lunchtime then they should be sent to Matron for assessment.
  1. Matron to assess the injury
  2. Matron to contact parents to recommend, where appropriate, that the parent needs to collect the student so that medical treatment can be sought.
  3. In serious cases, the ambulance is called.
  4. An accident form is filled in where appropriate. Incident to be recorded in the Day Book.

## **Head Injuries in PE**

For head injuries during PE lessons, refer to below.

- Students are sometimes struck on the head with a ball and it is usually not appropriate or necessary for them to visit Matron, especially if they volunteer to carry on participating in the lesson. It is usually clear when the student should be prevented from rejoining the lesson and the teacher will then follow the following procedure.
- At present any students who sustain a head injury and show signs which cause concern are sent to Matron accompanied by another pupil. Matron will make an assessment and give the student a head injury slip offering advice on symptoms to monitor.
- The student usually rejoins the lesson when they feel comfortable and they are then advised to visit Matron at any time during the day if they feel unwell.
- If the student loses consciousness, the usual first-aid procedures are followed. The School Matron would be notified immediately and the student would be taken to hospital.
- Mr Atkinson has a First Aid at Work qualification and each member of the department has attended an Emergency Aid course.

## **Reporting of Accidents**

Accidents are reported as directed by both the Health and Safety Executive (HSE) and Buckinghamshire County Council Schools' Health and Safety Handbook (section 4.1) this is in accordance with RIDDOR (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations).

All accidents need reporting to Matron so that she may complete the relevant ANT online incident report to Bucks County Council, in addition to contacting the HSE where appropriate, which is verified by the head teacher.