

**BROCKWOOD PARK SCHOOL**  
**MEDICAL POLICY**

Last Review Date	August 2019
Policy endorsed by	Principal
Policy is maintained by	Infirmery Staff
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Review body	Infirmery Staff/DSL/Principal

### **Introduction**

The school's Infirmery Team, working in conjunction with Alresford NHS Surgery and other outside agencies, provides medical care for Brockwood Park School.

The school's policy is that students are required to register with one of the doctors at Alresford Surgery so that they can access NHS care. British students are encouraged to register with the Alresford Surgery and see their GP at home as temporary residents during the holiday period.

When a student joins the school their parents/guardians will be asked to complete a questionnaire outlining any past medical history, current medical problems and treatment, any known allergies and past immunisations. Parents will also be asked to provide consent for administration of routine vaccinations if necessary, and a few over-the-counter preparations such as Paracetamol by the staff at the school acting in loco parentis. This, and all other medical information, will be kept on the students file for access by school staff, or locked in the Infirmery and available only to Infirmery staff, depending on the sensitivity of the information.

A written record is kept in the Infirmery of all significant illnesses, accidents or injuries to students.

### **Infirmery Team**

The Infirmery Team's role will involve:

- Initial routine health care of the students in school and dealing with minor health problems. They are available most of the time during the school day.
- Looking after students who are sick and in their rooms or in the Infirmery.
- Arranging hospital, optical and orthodontic appointments, and arranging for children to be taken to such appointments where necessary.

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- Keeping the Pastoral Coordinators, Tutor and Principal informed where necessary.
- The sickness database will be updated every second day.
- Issuing of prescribed medication to the students, which is stored in a locked cupboard. Students administering their own medication will only happen when the student shows sufficient responsibility to do so or the medication needs to be 'on hand' (e.g. an asthma inhaler). In these cases small quantities will be issued at one time and a form to demonstrate competence to self-administer will be completed.
- Issuing of 'household' medications. Parents will be asked to complete a form giving or withholding permission for the administering of various medicines to their children; this form must be checked before the medicines are administered. A list of the students checked is kept in the infirmary office.

Any information concerning a student's physical or psychological health will be passed from other members of staff to the Infirmary Team at the earliest opportunity. The Designated Safeguarding Lead will be immediately informed.

The local surgery offers appropriate travel vaccinations and advice for any student living or visiting abroad during the school long weekend and vacations. Parent consent will be routinely sought before travel vaccinations are administered in the files of individual students.

School trips abroad will be assessed for the required travel vaccinations and will be planned well in advance. Parental consent will be sought before administration.

In Brockwood, it is most often appropriate for a student to be nursed at the school and not sent home. However, it will be expected that when a student is too unwell to remain at the school, the parents will collect them or make arrangements for a guardian to be available for the collection of the child.

In general, students who are feeling overtired or a little unwell will be treated by the Infirmary Team; this may include staying in bed for the day. Discretion will be used in cases where there is a high temperature or they are worried about a student's general condition. If in doubt the Infirmary Team will contact the local GP surgery, and in all cases **if the member of the Infirmary Team treating the student has concerns, or feels that they have not got the proper knowledge or equipment to care for a student, they will refer the student to the doctor as soon as possible.**

Otherwise the following guidelines apply:

- Asthmatics will be treated in accordance to their asthma plan. Diabetics will be treated in accordance with their diabetes plan. These plans are kept in the infirmary office. If they are at all breathless or there is any concern that their asthma is not responding to their usual treatment medical advice must be sought **immediately**.
- Diarrhoea and vomiting cases will be moved off wing and treated in the Infirmary sick room.
- Medical advice will be sought for students who have been in bed for 24 hours with a temperature that is not responding to household medication. They will be seen by the GP if a member of staff is at all concerned about the student's general condition.

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If it is deemed an emergency the parents will be contacted immediately. In the event that a student becomes ill and is unable to attend classes, the Tutor will contact the parents if the student has required medical attention at the hospital. The tutor will also contact the parents if it is the third day of illness and the student is unable to leave their room.

The student will be allowed to telephone their parents in order to reassure them.

If a parent rings to speak to the student, this will be accommodated whenever possible.

### **Protocol for administration of medication**

**All medication is to be kept in a locked cupboard.**

**All medication issued by the Infirmary Team is to be recorded and stored (in the infirmary office) with details of the student's name, the date, and the medication given. In the case of non-prescribed medication the indication for its use will be given by infirmary staff.**

Medicines are to be issued either under direct instructions of a Doctor's prescription or according to medication protocols held in the Infirmary. Consent for this is sought on the school entry health form.

To facilitate this, the Infirmary will order certain over-the-counter medications (i.e. for which no prescription is needed) in bulk, which will be kept locked in the Infirmary.

The school Infirmary Team also issue other over the counter medications according to the manufacturers' instructions as they are acting in loco-parentis. They will, however, not do this if they are at all unsure that this would be the correct treatment or if they are at all worried about the student's clinical condition. In these instances they will get medical advice from the local GP surgery.

Medication brought from home must be accompanied by written instructions of administration from the parents or guardians.

Controlled drugs such as Ritalin will be stored and distributed from the Infirmary according to medical recommendations.

### **Confidentiality and Consent**

Medical notes will be maintained at all times and will be kept securely in the Infirmary to be accessed only by relevant members of staff.

In accordance with the school's professional obligations medical information about students, regardless of their age, will remain confidential.

When the students see the Doctor at Alresford Surgery the doctor needs to gain the consent of the student before divulging any medical information to any member of the school staff.

If a student does not give that consent and is considered to be 'Gillick competent' (i.e. a student is considered to have the maturity to make their own decisions and to understand the

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implications of those decisions) no information will be divulged. An assurance needs to be given to the students that medical information will not be divulged inappropriately.

### **Protocol for sharing of medical information following consultations:**

(Bearing in mind the confidentiality issues described above)

- Parents will be informed about acute minor illnesses at the discretion of the Infirmary Team.
- Consultations concerning chronic (long-standing) medical problems will be reported to the Infirmary highlighting any medication changes and liaison with parents will take place as appropriate.
- The Infirmary will report a new diagnosis to the parents, highlighting any new medication. The doctors may do this themselves, according to the clinical severity.
- If the parents have requested that the student see the GP the results will be passed on to them by the Infirmary, again depending on the clinical severity.
- If the GP makes a referral to a third person e.g. a consultant, then the Infirmary will inform the parents.
- In the case of accidents, a member of the pastoral team or the Infirmary will inform the parents. This includes small injuries where the student is sent to Minor Injuries or referred for an x-ray. This will also be recorded in the accident book.

### **Health Information**

Health information is provided for students, staff and parents. The Infirmary Team also advise the school about relevant health and safety issues.

It is to be offered to students opportunistically during contacts with relevant staff.

In particular health promotion will include highlighting the potential dangers to health of alcohol, drugs and smoking. Appropriate information will be provided. Confidentiality will be maintained according to the earlier section.

A Personal, Social Health and Education (PSHE) – programme at Brockwood Park is in place in the school's curriculum, as included in the course 'Core Health & Movement', and this also supports healthy living.

### **Sex Education**

Sex education is provided to the students as part of school's 'Core Health & Movement' course. Please refer to our 'Core Health & Movement' scheme of work for more details.

### **Complementary and alternative medicine**

The Infirmary is open to complementary and alternative medicine and has no objection to students consulting complementary and alternative practitioners.

The school recognises the importance of having an evidence base to alternative therapies and will ensure that referrals are only made on this basis.

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### **Child protection, child abuse and bullying**

The Infirmary Team will remain vigilant at all times to the possibility of any form of abuse of children – physical, sexual, emotional or due to neglect.

The appropriate action will be taken immediately, according to the latest safeguarding and child protection procedures (copy kept in the Pastoral Office and in the Infirmary).

### **Health and Safety**

All accidents will be reported to the Infirmary as soon as possible. In the case of accident, injury or sudden illness students will always be accompanied to the Infirmary by a member of staff or responsible student. These incidents will be recorded in the accident book for investigation.

Protocols for the reporting of accidents will be followed.

### **Guidance for staff leading school trips**

Staff Members on school trips are acting in loco-parentis, however, if there is any concern about a student's health then medical advice will be sought as soon as possible.

The Infirmary Team provides information to all appropriate and leading staff members on the trip, concerning medical conditions or potentially serious conditions (e.g. sting allergy) including diabetes and asthma, that the students on the trip are known to have. A risk assessment will be provided where appropriate.

The students will be provided with any medication they are taking and the staff will be provided with the correct dosage. If there is any doubt, the staff is responsible for checking with the Infirmary Team.

The Infirmary Team will issue a first aid pack where appropriate with some medication for minor illnesses, which can be administered according to the protocols used by staff and mentioned earlier in this policy document.

**All medicines administered must be recorded. A check will be made that to ensure that the student is not allergic to a drug administered.**

It is important to understand that the staff on a trip are not obliged to offer a medical 'opinion' and, if at all concerned, will seek advice from the appropriate medical service nearby.

If the trip involves travelling abroad, advice will be sought at an early stage from the GP about travel immunisation etc. This will be obtained before information about the trip is passed to parents. The advice given by travel companies will not be considered sufficient, as it may not be up to date.