

## BROCKWOOD PARK SCHOOL

### MEDICAL POLICY

Last Review Date	August 2024
Policy endorsed by	School Management Committee
Policy is maintained by	Infirmery Team and Head of Boarding
Next review date	August 2025
Review body	Infirmery Team and School Management Committee

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## 1. Introduction

This policy meets the requirements under [Section 100 of the Children and Families Act 2014](#), which places a duty on governing boards to make arrangements for supporting students at their school with medical conditions. It is also based on the Department for Education (DfE's) statutory guidance on [supporting students with medical conditions at school](#).

The school's Infirmary 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 a few over-the-counter medicines 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 Infirmary and available only to Infirmary staff, depending on the sensitivity of the information.

A written record is kept in the Infirmary and on salesforce (our school's database) of all significant illnesses, accidents or injuries to students.

### **This policy links to and should be read in conjunction with the following policies:**

- 3-Year Accessibility Plan
- Complaints Procedure for Parents
- Equality & Diversity Policy
- First Aid Policy
- Health and Safety Policy
- Safeguarding & Child Protection Policy
- Specific Educational Needs and Learning Support Policy
- Mental Health Policy
- Pastoral Care and Boarding Policy
- PSHE & RSE Policy

## 2. Roles and Responsibilities

The Infirmary Team currently consists of one staff member whose main responsibility is overseeing the infirmary arrangements at the school (Infirmary Coordinator), and one additional staff member who supports the Infirmary Coordinator and act as a back-up in case the Infirmary Coordinator is ill or away, e.g. to accompany students to medical appointments (Infirmary Support Staff).

The Infirmary Team's role will involve:

- Initial routine health care of the students in school and dealing with minor health problems. The members of the team are available most of the time during the school day
- Prevention of illness and injury
- Encouraging students to use gentle methods of self-care to stay well and recover from minor symptoms
- Looking after students who are sick and in their rooms, or in the Infirmary
- Arranging general practitioner, hospital, GP referred specialist appointments and arranging for children to be taken to such appointments where necessary
- Keeping the parents as well as the Pastoral Coordinator, Student Adviser and School Management Committee informed where necessary (e.g. in the case of important illnesses and accidents)
- Updating the database related to medical needs and incidents of sickness regularly
- Issuing prescribed medication to the students when necessary
- Issuing of non-prescription medications, provided parents have given their consent
- Liaising with the school management committee, doctors and parents when it is deemed necessary that students with medical conditions require an individual healthcare plan (IHP)
- The Infirmary Team shall meet on a weekly basis to review cases of students with current or reoccurring health issues. The Infirmary shall decide the best course of action and consult with parents or medical teams at their discretion or according to the guidance laid out in this policy.

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 local surgery offers appropriate travel vaccinations and advice for any student living or visiting abroad during the school holidays. Parental requests and consent will be required before any travel vaccinations are administered.

In Brockwood, it is most often appropriate for a student to be cared for at the school and not sent home. However, it will be expected that when a student is too unwell to remain at the school (or in such cases where remaining at the school would place an unreasonable burden or workload on 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. **In all cases where the member of the Infirmary Team treating the student has concerns, or feels that they have not got the proper knowledge, skills or equipment to care for a student, they will refer the student to a doctor as soon as possible.**

Otherwise the following guidelines apply:

- Students with asthma, severe allergies, diabetes or other serious health conditions will be cared for according to their Individual Healthcare Plan (IHP).
- Diarrhoea and vomiting cases may require isolation with students being moved off wing and cared for 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.
- As we are an international community, students can be exposed to a variety of viruses and infections during the school holidays. The Infirmary shall encourage parents whose child has fallen sick during the holidays to support them at home until they are better. In the case in which a child arrives at school unwell the Infirmary may ask them to quarantine for a period of time to minimise the risk of transmission.

### **3. Contact with parents**

Parents will be contacted by the Infirmary Team via email (and Co-Chairs of the School Management Committee copied on the email) in the following cases:

- When a student has been on the sick list for more than three (3) consecutive days
- When a student has been on the sick list for at least five (5) days in a period of two weeks
- When a student has been on the sick list for more than ten (10) days in a term.
- Parents will be contacted via email in the event that a student needs medical attention at the hospital, and in the event of any new major medical condition or event (including injuries and accidents).

Where a student is sick for three or more days and is unable to leave their room, they will be given access to their phone to communicate with their parents. If a parent rings to speak to the student, this will be accommodated whenever possible.

#### 4. Individual healthcare plans (IHPs)

The School Management Committee (SMC) has overall responsibility for the development of IHPs for students with medical conditions. These are developed in partnership with the Infirmary Team, parents & relevant healthcare professionals.

In most cases, unless explicitly stated by the student or parent the care plan shall be shared with the residential staff at Brockwood Park School. This helps to increase awareness and allow efficient responses to a child's needs.

Plans will be reviewed at least annually, or earlier if there is evidence that the student's needs have changed.

Plans will be developed with the student's best interests in mind and will set out:

- What needs to be done
- When
- By whom

Not all students with a medical condition will require an IHP. It will be agreed with a healthcare professional and the parents when an IHP would be inappropriate or disproportionate. This will be based on evidence. If there is no consensus, the Infirmary Team will make the final decision.

Plans will be drawn up in partnership with the school, parents and a relevant healthcare professional, such as the Infirmary Team, specialist or paediatrician, who can best advise on the student's specific needs. The student will be involved wherever appropriate.

IHPs will be linked to, or become part of, any education, health and care (EHC) plan. If a student has SEN but does not have an EHC plan, the SEN will be mentioned in the IHP.

**The level of detail in the plan will depend on the complexity of the child's condition and how much support is needed. The SMC and Infirmary Coordinator will consider the following when deciding what information to record on IHPs:**

- The medical condition, its triggers, signs, symptoms and treatments
- The student's resulting needs, including medication (dose, side effects and storage) and other treatments, time, facilities, equipment, testing, access to food and drink where this is used to manage their condition, dietary requirements and environmental issues, e.g. crowded corridors, travel time between lessons
- Specific support for the student's educational, social and emotional needs. For example, how absences will be managed, requirements for extra time to complete exams, use of rest periods or additional support in catching up with lessons, counselling sessions
- The level of support needed, including in emergencies. If a student is self-managing their medication, this will be clearly stated with appropriate arrangements for monitoring

- Who will provide this support, their training needs, expectations of their role and confirmation of proficiency to provide support for the student's medical condition from a healthcare professional, and cover arrangements for when they are unavailable
- Who in the school needs to be aware of the student's condition and the support required
- Arrangements for written permission from parents (and if necessary, the Co-Chairs of the SMC) for medication to be administered by a member of staff, or self-administered by the student during school hours
- Separate arrangements or procedures required for school trips or other school activities outside of the normal school timetable that will ensure the student can participate, e.g. risk assessments
- Where confidentiality issues are raised by the parent/student, the designated individuals to be entrusted with information about the student's condition
- What to do in an emergency, including who to contact, and contingency arrangements

## 5. Special Diets & Needs

Brockwood welcomes students from a variety of backgrounds who share a diversity of dietary needs and wants. The school is committed to providing a wholesome (lacto-ovo) vegetarian diet and ensuring students' vitamin and nutritional needs are met through balanced main meals and a wide selection of different salads and side vegetables available at each meal. At lunch and dinner, the school also offers a multitude of condiments including seaweed (rich in several vitamins and minerals such as iodine), nutritional yeast (rich in vitamin B complex), oils, seeds and nuts. Brockwood also sells a variety of vitamin supplements such as Vitamin D & B12 at its weekly school shop. Through educational activities, students are being informed about basic nutritional requirements and encouraged to make use of what is on offer at Brockwood.

Whilst we endeavour to support our students as much as possible and give plenty of room for individual choice, some self-imposed dietary restrictions or extreme diets are strongly discouraged as they can contribute to unhealthy vitamin and mineral deficiencies. If a student is unwell or showing signs of a particular deficiency (e.g. Vitamin D), the school will seek medical help and inform the parents, and can subsequently offer supplementation to support their recovery. If a student does not want to accept this support while being unwell and showing signs of deficiency, the school might be in a position where it needs to refer the student to a hospital and contact the parents to ensure the student gets the support they need.

## 6. Medicine brought into school

Prescription medication brought from home must be in the original pharmacy labelled container bearing the instructions from the prescriber in English, and needs to be declared to the Infirmary Team on arrival to make sure it is recorded properly in the school's database.

A completed 'Confidential Medical Record' from the parents (which is sent to all new parents as part of the joining information) must accompany medication of any kind.

If a child requires the regular use of non-prescription medication it is advised that parents send it with them, as long as they have English labels and the instruction pamphlet is inside, and bearing in mind that **all medication that is brought into the school needs to be declared to the Infirmary Team.**

## 7. Self-medication

A self-medication form must be completed and signed by a parent to allow the student to self-medicate his or her own prescription and non-prescription medicine ([Appendix 1](#)).

A risk assessment will be undertaken by the Infirmary Team to determine whether a student is able to self-medicate bearing in mind the safety of the individual student and others in the school ([Appendix 2](#)).

Where appropriate, students should be allowed to carry their own medicines and relevant devices or should be able to access their medicines for self-medication quickly and easily.

Students who can take their medicines themselves or manage procedures may require an appropriate level of supervision.

A lockable facility will be provided in the student's room.

A record is kept of all medicines that the students self-medicate on salesforce, the school database.

The student who is self-medicating needs to complete the 'Medication Schedule' ([Appendix 3](#)).

The risk assessments are reviewed regularly and reassessment undertaken based on individual circumstances and need. As part of the reassessment it must be checked whether the student has been taking their medication as intended. The 'Medication Schedule' is checked at the same time.

On occasion, students are prescribed a short-term course of medication. In cases that do not exceed more than two weeks, an email from parents confirming their child's permission to self-medicate shall be used in place of a self-medication form. The email should include the student name, name of medication, active ingredient quantities and the dose to be taken.

## 8. Protocol for administration of medication

The Infirmity Team will only administer medicine at school when it would be detrimental to a child's health not to.

All medicines will be stored safely. Students will be informed about where their medicines are at all times and be able to access them immediately. Medicines and devices such as asthma inhalers, blood glucose testing metres and adrenaline pens will always be readily available to students, and not locked away.

Medicines are to be issued either under direct instructions of a doctor's prescription or according to medication protocols held in the Infirmity (see [appendix 4](#)). Parents will have signed or withheld consent for their child to be given non-prescription medication from the list of over-the-counter medications for all new students.

All medication issued by the Infirmity Team is to be recorded in the infirmity-controlled medication folder with details of the student's name, the date, time, medication, dosage and reason for giving the medication. This is also recorded on salesforce, the school's database.

The Infirmity Team will not give medication 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.

## 9. Controlled Drugs

[Controlled drugs](#) are prescription medicines that are controlled under the [Misuse of Drugs Regulations 2001](#) and subsequent amendments, such as morphine or methadone.

Initially, Brockwood requests that all students hand in their controlled substances at the beginning of the year, prior to a review of their needs and medical requirements. A student who has been prescribed a controlled drug may have it in their possession if they are considered competent to do so, but they must not pass it to another student to use. The Infirmity Coordinator in collaboration with the parents & School Management Committee shall decide if a child is competent to keep the drugs in their possession. If a mutual agreement cannot be reached, the Co-Chairs of the School Management Committee reserve the right to make the final decision. All other controlled drugs are kept in a secure cupboard in the Infirmity office and only named staff have access.

Controlled drugs will be easily accessible in an emergency and a record of any doses used and the amount held will be kept.

Students deemed capable of self-medication will store medication within a double locked safe in their room. The school shall also complete a risk assessment.

Controlled drugs will be stored and distributed from the Infirmity according to medical recommendations.



Medication must be administered in accordance with the prescriber's instructions, as printed on the pharmacy label. Non-prescribed medicines will not have a pharmacy label so should be administered with any specific instructions for administration in the information sheet contained within the packaging.

All students in possession of controlled substances shall undertake a risk assessment.

A medication schedule should be used to ensure all students who require medication, receive it at the correct time and dose ([appendix 3](#)). This information is also kept on the school's database.

## 10. Specific Conditions

Students with specific medical conditions shall be provided an [Individual Healthcare Plan \(IHP\)](#) by the school's Infirmary Team. These conditions can include: Asthma, Diabetes, Epilepsy, and Anaphylaxis.

Below are guidelines that all staff are instructed to follow related to those conditions:

### 10.1 Asthma Protocol for all staff:

- Any student remaining breathless after routine use of their inhaler should be referred to the Infirmary and emergency services contacted.
- An [individual healthcare plan](#) shall be provided when deemed necessary by the Infirmary Team and the parents.
- If the student is having difficulty talking after taking their inhaler or is having difficulty taking their inhaler, call an ambulance.
- In accordance with the '[Guidance on use of emergency inhalers in school](#)' (published in March 2015), emergency asthma kits are now located within the main reception, easily accessible by members of staff and students. All asthmatic students shall be informed of the location of these inhalers.

### 10.2 Anaphylaxis Protocol for all staff:

There are two adrenaline auto injectors stored within a clearly labelled first aid box located within the main reception area. This is accessible to all staff who are given training on how to use the kit.

An [Individual Healthcare Plan](#) shall be created in coordination with the parents. This shall detail potential triggers, allergies and how to discern between a minor or major reaction.

The school follows the '[Guidance on the use of adrenaline auto-injectors in schools - GOV.UK](#)' (published September 2017), and staff are trained to deal with emergency situations accordingly.

### 10.3 Epilepsy Protocol for all staff:

- An [individual healthcare plan](#) shall be created in coordination with the parents for any child with epilepsy. Parents & doctors should share all necessary information with the Infirmary Coordinator including any need for medication, normal & abnormal seizures, how to spot a seizure and emergency response protocols.
- If a student is having a seizure, staff should immediately contact the Infirmary Coordinator, remove any hazards (offer neck support if possible) and then monitor seizure duration & frequency.
- Infirmary staff should be aware of all triggers that can cause a seizure for an epileptic student.
- Infirmary staff can administer anti-seizure medication (according to the care plan) and following or during a seizure shall decide if an ambulance is necessary.

### 10.5 Diabetes Protocol for all staff:

- If students require insulin they shall be supported to inject either in private or with the support of a member of staff.
- Staff shall liaise with the parents as well as the doctor of a diabetic student to understand what responses are most appropriate if the student displays low or high sugar levels.
- An [individual healthcare plan](#) shall be developed with the family, student and doctor for all staff to be aware of the students needs.
- Dietary needs & restrictions should be communicated to all staff prior to the student joining.

## 11. Confidentiality and Consent

Medical notes will be maintained and kept securely in the Infirmary and on salesforce 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 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.

### 11.1 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. Contact with parents will take place as appropriate.
- The Infirmary will report any new diagnosis to the parents, highlighting any new medication. The doctors may do this themselves, according to the level of 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 level of 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 Team will inform the parents. This includes small injuries where the student is sent to a minor injuries unit (at a hospital), or referred for an x-ray. This will also be recorded in the student accident book.

## **12. Health Information**

Health information is provided for students, staff and parents. The Infirmary Team also advises 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 Economic Education (PSHE) programme is in place as part of Brockwood's overall curriculum. This programme includes activities about healthy lifestyle including nutrition, exercise and mental health, and is covered through whole school activities such as ATWAMs and Inquiry Times, as well as through a separate course called 'Healthy Living' which is compulsory for our younger students of compulsory school age.

## **13. Complementary and alternative medicine**

The Infirmary is open to complementary and alternative medicine and has no objection to students consulting complementary and alternative practitioners, which are not generally covered by the NHS. The school recognises the importance of having an evidence-base to alternative therapies and will ensure that referrals are only made on this basis. Parental consent is required for all alternative treatments.

## 14. 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 school's latest safeguarding and child protection procedures which all staff are aware of and get regular training on.

## 15. 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. The [HSE RIDDOR protocol](#) will be used for accidents when deemed necessary.

## 16. Emergency Procedures

In the case of medical emergencies, staff will follow the school's normal emergency procedure which is to call 999, immediately inform another staff member, seek out the Infirmary Team or a first aid trained member of staff. If a student needs to be taken to hospital, staff will stay with the student until the parent or guardian arrives, or accompany the student to hospital by ambulance.

A medical emergency is any injury or reaction that requires urgent medical treatment at a hospital or by paramedics. Severely broken bones, serious injury by a sharp object and excessive bleeding all constitute an emergency.

In the situation where a child has a pre-existing condition such as asthma or allergies a 'medical emergency' shall be clearly defined in a student's [Individual Healthcare Plan](#). This can include (but is not limited to) anaphylactic shock, an asthma attack and an allergic reaction.

## 17. Unacceptable practice

School staff should use their discretion and judge each case individually with reference to the student's [IHP](#), but it is generally not acceptable to:

- Prevent students from easily accessing their inhalers and medication, and administering their medication when and where necessary

- Assume that every student with the same condition requires the same treatment
- Ignore the views of the student or their parents
- Ignore medical evidence or opinion (although this may be challenged)
- Send children with medical conditions home frequently for reasons associated with their medical condition or prevent them from staying for normal school activities unless this is specified in their IHPs
- If the student becomes ill, send them to the Infirmary unaccompanied or with someone unsuitable
- Penalise students for their attendance record if their absences are related to their medical condition, e.g. hospital appointments
- Prevent students from drinking, eating or taking toilet or other breaks whenever they need to in order to manage their medical condition effectively
- Require parents, or otherwise make them feel obliged, to attend school to administer medication or provide medical support to their children, including with toileting issues (*in the case of medical emergencies and where it would require more than reasonable adjustments from the school for a student to remain under its care, the school might have to ask the parents to take care of the students at home until it becomes manageable*)
- Prevent students from participating, or create unnecessary barriers to students participating in any aspect of school life, including school trips, e.g. by requiring parents to accompany their child
- Administer, or ask students to administer, medicine in school toilets

## 18. 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.

The students will be provided with any medication they are taking and the staff will be provided with information on the correct dosage. If there is any doubt, the member of staff is responsible for checking with the Infirmary Team before embarking on the trip.

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 to ensure that the student is not allergic to a drug administered** (see [Appendix 4](#)).

It is important to understand that the staff members 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 vaccination, etc. This will be obtained before information about the trip is passed on to parents.

## 19. Complaints

Parents with a complaint or concern about the school’s actions in regard to their child’s medical condition should discuss these directly with the school’s Infirmary Team ([infirmary@brockwood.org.uk](mailto:infirmary@brockwood.org.uk)) or Co-Chairs of the School Management Committee. If they cannot resolve the matter, they will direct parents to the school’s complaints procedure.

## 20. Appendices

- [Appendix 1: Self-Medication Form](#)
- [Appendix 2: Self-Medication Assessment Form](#)
- [Appendix 3: Medication Schedule](#)
- [Appendix 4: Protocol for Administration of Medication](#)
- [Appendix 5: Permission for use of Adrenaline Auto Injector](#)
- [Appendix 6: Medication Permissions](#)