

# Medical and First Aid Policy and Procedure



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Responsible Person: Nurse Manager

References: *ISI Regulatory Requirements (April 2014)*  
*DfE National Minimum Standards for Boarding Schools (April 2015)*  
*DfE Supporting pupils at school with medical conditions (April 2014)*  
*Reporting of Injuries Diseases and Dangerous Occurrences Regulations (RIDDOR) (1995)*  
*St John's School Health & Safety Policy*

Policy Number: A7/B5

## 1. AIMS AND OBJECTIVES OF THE POLICY

- a. The policy outlines the support provided by the School to ensure pupils' healthcare needs are met, and it recognises the professional obligation of the School Doctor and School Nurses.
- b. This policy is a framework to facilitate the care of a sick or injured pupil whilst in the care of the School as a day pupil or a boarder. The procedures within the policy outline the steps which will be taken, and the support which will be provided by the staff of the Health Centre to those pupils who are sick or injured at St John's.
- c. The policy aims to provide assurance that pupils and staff, to whom medicines are administered in the Health Centre, receive the appropriate medication whilst in the School environment.
- d. The policy is available to all staff, prospective or current parents/guardians.
- e. The policy will be reviewed annually and any changes to practice that are required will be made.
- f. Health Centre staff aim to treat and prevent ill health, promote healthy living and to empower pupils to take responsibility for their own healthcare, and to enable them to make informed choices by providing up-to-date information.

## 2. HEALTH PROVISION

### 2.1 The Health Centre

- a. The Health Centre is staffed by Registered Nurses 8.00am – 5.30pm from Monday to Friday, term time only. Pupils can access the Health Centre at any point within these times. However, pupils are encouraged to visit the Health Centre during break times for non-urgent issues.
- b. Between the hours of 5.30pm and 8.00am, house staff are on call to deal with any emergency or issues a pupil may have. See 6.2 for information regarding out-of-hours care for boarders.
- c. The School Doctor holds a weekly surgery on Mondays between 1.00 and 2.00pm; appointments can be made via Health Centre staff. See 3.2 for information regarding the School Doctor.
- d. Accidents and emergencies are dealt with immediately; parents/guardians and house staff are informed as soon as practically possible.

- e. The Nurse Manager co-ordinates arrangements for first aid and emergency cover, and medical cover is available for sporting fixtures held at the School.
- f. New pupils and staff are given information about the Health Centre as part of their induction into the School.
- g. Parents/guardians must complete a health questionnaire prior to a pupil's entry into the School. The questionnaire outlines significant past medical problems, current conditions and present treatment, as well as known allergies, and the dates and details of all immunisations. This information is essential for use by the Health Centre staff when supporting the health and welfare of pupils, both on an individual basis and to ensure the health of the School as a community. The questionnaire includes consent for School staff to act in loco parentis in a medical emergency and for appropriate and trained School staff to administer approved medications.
- h. Health Centre staff liaise closely with the School Doctor regarding health issues either of an individual or of the School community.
- i. Health Centre staff liaise with parents, School staff and multi-disciplinary health professionals to ensure the effective and holistic care of pupils.
- j. Health Centre staff are involved in health promotion and health training within the School, including PHSCE.

### **3. STAFFING IN THE HEALTH CENTRE**

#### **3.1 School Nurses**

- a. The Nurse Manager has responsibility for the management of the Health Centre, and ensures policies and procedures are in place and followed.
- b. Nurses hold a minimum of a current Nursing and Midwifery Council (NMC) registration (sub parts 1 of the Register). Nurses may have additional training and specialist qualifications. Statutory and mandatory training is undertaken to ensure registration compliance and revalidation is undertaken in line with NMC protocol. Confirmation of registration is held on file by the School.
- c. The Nurse Manager and School Nurses seek professional support and guidance from the School Doctor, Professional Bodies and other Professional Agencies, as appropriate.
- d. The School Nurses' main responsibility is the health and wellbeing of pupils; to assess pupils' needs, implement appropriate treatment and evaluate care given. School Nurses give lifestyle advice and support for pupils on individual health issues. They will also provide teaching and training on health issues as appropriate to pupils and staff. School Nurses will deliver emergency care to School staff, treat injuries and may advise on health matters.

#### **3.2 School Doctor**

- a. Boarding pupils are welcome to register with the School Doctor's medical practice which can be done easily on line via the website [www.eastwickpark.co.uk](http://www.eastwickpark.co.uk) or via forms available from the Health Centre.
- b. Full medical care is provided to all pupils registered with the School Doctor. Pupils who are not registered with the School Doctor will be encouraged to visit their own doctor as the medical records will be held at that medical practice. Pupils not registered with the School Doctor may be seen as a temporary patient for advice at the discretion of the School Doctor.
- c. Pupils may see the Doctor at his surgeries held in the Health Centre on Mondays between 1.00 and 2.00pm, or at the medical practice if the appointment is more urgent. Pupils can make an appointment via the Health Centre staff. Pupils may request to be seen by a doctor of the same gender, but this will not necessarily be in the Health Centre.
- d. Pupils may request for a chaperone to be present when they see the School Doctor.
- e. Consultations with the School Doctor are private and no explanation needs to be given to the nursing or teaching staff, although there may need to be liaison with appropriate staff to ensure the physical and emotional wellbeing and safety of the pupil, if indicated.
- e. The School Doctor provides advice health issues on the clinical aspect of policies and procedures. Concussion Clinics are held by the School Doctor during his Monday surgeries. Any pupil suspected of suffering concussion will be assessed by the doctor at the clinic. Pupils can be referred to the Concussion Clinic by Health

Centre staff, games and house staff. See Appendix 3 for the Concussion Policy.

f. Emergency out-of-hours medical services and advice are provided by the NHS 111 service when necessary.

#### **4. THE HEALTH CENTRE FACILITIES**

a. The Health Centre facilities are available to all pupils. Health Centre staff are also available to provide support and advice to parents/guardians and staff.

b. The building has an entrance into the reception and waiting area. There are two clinical rooms for consultation and treatment. There are quiet areas for pupils to rest and recuperate and bedrooms for the pupils if they need to remain in the Health Centre during the day. Separate facilities are provided for boys and girls. There are sufficient toilet and bathroom facilities to allow separate areas for staff and pupils and for isolation hygiene needs when necessary.

c. There are designated rooms for counselling, physiotherapy and group work or meetings. The Nurse Manager's office can also be used for meetings.

#### **5. MEDICAL FACILITY FOR STAFF**

a. Health Centre staff will deliver emergency care to School staff, treat injuries and advise on health matters during Health Centre opening hours.

b. Staff registered with the School Doctor's practice should make appointments with the medical practice or may be seen at the weekly School surgery if appointments are not needed by pupils.

#### **6. CARE OF SICK OR INJURED PUPILS**

##### **6.1 Arrangements 8.00am – 5.30pm**

a. Parents should take responsibility for their child's health and are asked not to send their son or daughter to the School if unwell. Viruses and infections spread round the community quickly causing problems to others, both pupils and staff.

b. The Health Centre is staffed by Registered Nurses 8.00am – 5.30pm, Monday – Friday during term time. Pupils who are unwell or have sustained an injury will be assessed by Health Centre staff. After the initial assessment, pupils will remain in the Health Centre under the care of the nursing staff for as long as necessary for treatment, observation and any further action as is appropriate.

c. Pupils should notify a member of house staff, tutor or class teacher and have their prep book signed if they wish to visit the Health Centre during lesson time. Pupils do not have to give an explanation for wanting to visit the Health Centre. Once seen by a nurse, the pupil is given a Health Centre attendance slip to hand to the next class teacher, by way of explanation for the absence/lateness.

d. If a pupil suffers a medical emergency or sustains a serious injury an ambulance will be called as soon as possible and parents informed. A member of Health Centre staff or house staff will accompany the pupil in the ambulance to hospital and wait with the pupil until parents arrive.

e. If a pupil feels unwell during the school day, the following procedure must be followed:

- Notify the teacher, tutor or house staff that they feel unwell and they need to go to the Health Centre.
- On entering the Health Centre the pupil is to ring the doorbell to alert the Nurse they arrived, the Nurse will call the pupil in.
- The Nurse will carry out an assessment and decide on the appropriate course of action.
- If a pupil needs to go home the Nurse will contact parents to ask for their son or daughter to be collected.
- The Nurse will inform house staff if a pupil is staying in the Health Centre for rest or observation, have returned to class or have been sent home.
- Boarders will return to their house at 5.30pm if remaining at School to Board.
- Nurse will inform Boarding staff what care, if any needs to be given over night

f. Parents who choose not to register their children with the School Doctor are responsible for transporting their children to their own doctor in the event of illness. Pupils registered with the School Doctor will either be seen at School or taken to the practice if a parent is not available.

g. When a pupil is unwell parents may be asked to collect their child. Parents must collect the child directly from

Reception or the Health Centre. Pupils are not allowed to go home unaccompanied unless express permission is given by parents and the Nurse feel it is safe for them to do so. The School has a nominated taxi firm who have been approved to transport pupils. Health Centre staff are responsible for contacting parents if a pupil needs to go home, not the pupil.

h. Parents may request that a pupil is seen by Health Centre staff. Advice on general health issues for parents is available by email or phone 8.00am – 5.30pm, Monday to Friday, throughout term-time. Parents of pupils with health issues are encouraged to contact Health Centre staff and keep them updated. Parents, teaching and boarding staff may request for a pupil to be seen by Health Centre staff if they have concerns regarding a pupil's health and wellbeing.

i. Parents are asked to update nurses with the outcome of any hospital visits after an injury in School, or any illness or treatment their son or daughter has to ensure holistic and safe care in School.

## **6.2 Arrangements from 5.30pm – 8.30am (out-of-hours)**

a. If a boarding pupil is unwell or needs first aid after 5.30pm or during the night, they must report to a member of member of house staff immediately. House staff will assess the pupil and treat appropriately. The pupil will rest and recuperate within their house under the supervision of house staff. However, house staff will contact parents to collect their child if necessary. It may be necessary to isolate a pupil within their house in a single room and use separate bathroom facilities if there is the risk of cross contamination to other pupils and staff.

b. If necessary, house staff will contact out-of-hours medical services and gain advice from the NHS 111 service. In the case of serious illness or injury or in an emergency situation house staff will call 999, accompany the pupil to hospital and alert the parents as soon as is possible.

c. Any pupil who has been unwell during the night must report to the Health Centre in the morning for assessment by Health Centre staff.

## **7. ARRANGEMENTS FOR HOME WEEKEND SPORTS FIXTURES**

a. First aid cover for weekend sports fixtures is provided by a company specialising in delivering pitch side medical cover for sporting events in the Winter and Spring terms. The Health Centre will be open during fixtures as the assembly point for the pitch side medics and for administration purposes. There will be a member of School staff who is first aid trained manning the Health Centre, however pupils will be treated primarily by the pitch side medics. During the Summer term first aid is provided by a qualified member of School staff based in the Health Centre and will be called to the pitch if necessary.

Sports during the School day will be covered by Health Centre staff and qualified first aiders.

## **8. COUNSELLING AND PHYSIOTHERAPY SERVICES**

a. Counselling services and physiotherapy clinics have their own designated rooms within the Health Centre. Counselling is provided by a trained, experienced counsellor. The counselling service is available to all pupils, and is provided on a confidential basis.

b. Pupils can arrange appointments directly with the counsellor via phone or email. Staff can refer a pupil to be seen by the counsellor via a referral form or email. Appointments can also be made through the Health Centre staff. Contact details for the counselling service and session times are available via the Health Centre.

c. Physiotherapists working in partnership with the School run clinics on Tuesdays and Thursdays. Appointments can be made directly with the physiotherapist or via the Health Centre. This service is funded directly by parents.

## **9. MEDICAL RECORDS**

### **9.1 School medical records**

a. The Health Centre staff produce and maintain up-to-date nursing and medical records that are predominantly computer-based. Any written records are kept securely within the Health Centre.

b. Medical records are confidential and access is restricted to the Health Centre staff. Computer-based records are password protected, and are digitally signed by the author. Staff receive training in confidentiality and the use of the computer-based record systems.

c. All non-NHS records are available for inspection at any time by the Care Quality Commission. Whilst the Head and other senior staff have a responsibility to ensure that records are maintained, any personal or sensitive

information passed in confidence to the School Nurses is not shared with non-medical staff.

## **9.2 Record keeping and management of medicines**

The School's record keeping includes:

- A record of all training undertaken by designated staff
- Individual Health Care Plans
- A record of parents'/guardians' consent, and doctor's instructions, including those for self-medication
- A record of medication
- A record of disposed medication
- A record of medical conditions and emergency actions to be taken for any affected pupil

## **10. ADMINISTRATION**

a. Administration of medication is recorded electronically in pupils' individual medical notes. If a prescribed medication is not administered the reason is recorded in pupils' records. Health Centre staff will notify parents and house staff if appropriate.

b. The School's procedure for the Management and Administration of Medicines can be found at Appendix 1.

## **11. FIRST AID**

a. In addition to the medical provision outlined above, nominated first aiders provide general cover during the holiday periods.

b. First aid notices are displayed around the School site, with notification of the nearest first aid box. Records of first aiders in the School are on kept in the Health Centre, on the intranet and with health and safety information and are available to all. First aid boxes are held in all areas of the School and are monitored and supplied by the Health Centre.

c. Neither qualified first aiders nor any employee, other than School Nurses and those matrons/house staff who have had the appropriate training from the Health Centre staff, are permitted to dispense pharmaceutical products. Exceptions are other members of staff who have been trained to administer Adrenaline Pens and anyone giving medication under the instruction of a clinician after calling 999.

d. All accidents which require treatment or near misses are recorded online via Evolve, the School's accident reporting system.

e. A defibrillator is kept in the School Reception and signposted. Training is given for its use and a list of trained personnel retained.

f. A list of first aid qualifications is held in the School and regularly updated to ensure qualifications are maintained and the School has sufficient numbers of first aiders.

## **12 IN ALL CASES OF INJURY**

a. All casualties in School should be assessed by a School Nurse/ medic/first aider.

b. All casualties on the games field should be assessed by a first aider/medic and appropriate treatment given. Health Centre staff will attend pupils on the playing fields if necessary. If it is appropriate and the pupil is able to mobilise they are to be escorted to the Health Centre for further assessment and treatment.

c. All pupils who have been concussed or shocked or have difficulty in walking should be escorted and if necessary transported to the Health Centre, or Accident and Emergency if appropriate, as soon as possible.

d. Any pupil suffering concussion or suspected concussion must come off the field of play immediately and must not return to play during that session. They must be assessed by a medic/first aider and report to the Health Centre to be referred to the Concussion Clinic.

e. During a match the referee is responsible for stopping the game and ensuring the injured player is given the necessary space to be treated by qualified medical staff or first aider. In the event of potentially serious injury, particularly neck, head or back injuries – the player must NOT be moved. The medic/first aider should take control of the situation and an ambulance should be called directly to the field. The casualty should be kept warm and still.

f. The School recognises that staff acting as first aiders can only give the amount of treatment that each individual is trained to deliver feels competent to give.

g. An ambulance should always be called in a medical emergency or when there is not sufficient expertise or equipment to control a medical situation and it is not appropriate to move the patient. This could be due to any injury or illness.

### **13. INFECTION CONTROL - Universal precautions**

- a. Body fluids include blood, urine, vomit and faecal matter. All must be regarded as potentially infectious.
- b. Be dealt with in a safe and effective manner.

### **14. SPILLAGE**

#### **14.1 Procedure**

- a. In the event of blood loss or vomiting Health Centre staff must be informed immediately to provide the appropriate treatment to the affected person.
- b. The area of the incident should be made safe by the first member of staff at the scene using warning signs if necessary. Where appropriate the spillage may be covered with disposable towels.
- c. The cleaning staff (via the Operations Department/electronic request) should be notified.
- d. Cleaning staff should hold disposable personal protective equipment (PPE); gloves and aprons as well as spillage compound.
- e. PPE and spillage compound is also available in the Health Centre, as are disinfectant solutions.
- f. The spillage must be cleared at the earliest opportunity. The area should be covered using the spillage compound available.
- g. This should be sprinkled over the spillage ensuring absolute coverage.
- h. Allow approximately 90 seconds before scooping debris into a suitable disposable bag - preferably a yellow clinical waste bag.
- i. Any paper towels or similar should be sealed in a plastic rubbish bag, together with any PPE used. Disposal of infected or potentially infected material is through the Health Centre and according to Local Authority guidelines.
- j. Following cleaning with disinfectants the area may subsequently be washed in the normal manner, and left to dry, using warning signs where necessary.
- k. Cleaning equipment must be washed after use and stored dry.

#### **14.2 Clinical waste**

- a. Clinical waste is placed in a designated waste container that meets regulations and the bags are disposed of via a regular collection by the company that provides them. Sharps and contaminated sharps are disposed of in a designated bin and disposed of as above.

### **15. ISOLATION**

#### **15.1 Boarding**

- a. Isolation may be necessary where there is potential for cross infection. The pupil will be isolated in a designated room within their house and have access to a bathroom for isolation. If a pupil has an infectious illness their parents or guardian will be asked to take them away from the School.

#### **15.2 Day pupils**

- a. If a day pupil shows symptoms of an infectious illness they should be collected by parents and not return to the School until the risk of cross infection has passed. The pupil will be isolated in the Health Centre whilst awaiting collection.

### **15.3 Procedure**

- a. When a pupil is in isolation the staff should be supportive and deliver holistic care but be in minimal physical contact. Plastic aprons and gloves must be worn when dealing with pupils who are infectious.
- b. Designated waste disposal methods should be used. **STRICT HAND HYGIENE IS ESSENTIAL.** The School Nurse will devise an individual care plan for the pupil if needed. It is also important to consider the social effects of isolation on a pupil.
- c. The bed linen of an infectious person, or bed linen soaked with body fluids, is to be placed in the PINK bag provided and washed at a temperature as high as the fabric can stand in the designated washing machine in the Health Centre. The Pink bag of linen is to be placed straight into the washing machine as the bag dissolves.
- d. Toilet and bathing facilities within the area should be kept for the sole use of the patient.
- e. Those cleaning should wear PPE and the facilities should be cleaned daily with a disinfectant solution.
- f. The School Nurse will liaise with the kitchen to ensure that a suitable diet is provided. Crockery and cutlery should be washed at high temperature on a separate cycle.
- g. Friends may visit if appropriate and at the discretion of the School Nurse/house staff, who will instruct them on any precautions necessary, e.g. hand washing, PPE.
- h. The School Nurse will supply the necessary disinfectant solutions and will liaise closely with the Domestic Department.

### **15.4 Outbreaks**

- a. In the event of an outbreak of an infectious illness (defined as two or more cases of the same illness) Health Centre staff will inform the School Doctor, the Deputy Head and where necessary, Public Health England and any other relevant outside agencies. The Health Centre staff will implement the appropriate action as advised and effectively communicate information to the School community.

## **16 ARRANGEMENTS FOR PUPILS WITH DISABILITIES and/or SPECIFIC MEDICAL NEEDS**

- a. Pupils with disabilities and/or specific medical needs are given care and support.
- b. Individual health care plans are drawn up for pupils who have a disability, acute or chronic medical conditions or conditions that require swift emergency medication.
- c. Health Centre staff, the pupil and their parents are involved in the writing of individual care plans as well as appropriate School staff.
- d. Health Centre staff will liaise with Health Care professionals and other outside agencies involved in the care and treatment of individual pupils.
- e. Parents are asked to update Health Centre staff on any developments with their child's care.
- f. The plans identify the safety measures necessary to support pupils with medical needs and ensure that they and others are not put at risk. They also identify any support needed by the School e.g. staff training.
- g. Health Centre staff work closely with house staff and tutors to ensure pupils receive holistic care and support as needed.

## **17 REPORTING OF INJURIES, DISEASES AND DANGEROUS OCCURRENCES REGULATIONS 1995 (RIDDOR)**

- a. It is a legal requirement to report certain accidents and ill health at work to the Health and Safety Executive in certain circumstances, such as death, major injuries, accidents resulting in over seven days of absence due to injury, diseases, dangerous occurrences and gas incidents.
- b. Staff in the Health Centre record accidents and incidents in the School for monitoring and action.
- c. The Estates Manager assumes responsibility for RIDDOR and is provided with a weekly report of accidents.

These are reviewed and a collated list of accidents is circulated at the termly Health and Safety Committee.

## **18 PROTOCOL FOR COMMUNICATING HEALTH ISSUES WITH ACADEMIC AND HOUSE STAFF**

- a. The Health Centre staff provide a confidential health service for pupils and staff. There is need however for a certain amount of communication and sharing of information between Health Centre staff and School staff, and vice versa, to maintain pupil safety and ensure pupils receive appropriate support and holistic care.
- b. Whilst respecting and maintaining medical confidentiality that the Nurse Manager and School Nurses will communicate any issues or concerns they have regarding pupils with the relevant member of staff verbally or via email and document as appropriate. Unless untoward events prevent, Health Centre staff will inform the house/School staff at the time of an event or concern, in order to maintain good communication and ensure pupil safety and continuity of care. Any significant injury or illness will be reported to parents and house staff immediately and recorded so notification can be given to Health and Safety manager if relevant.
- c. House staff, matrons, tutors and relevant teachers will be notified via email when a pupil's visit to the Health Centre during lesson time requires them to remain for treatment, rest and/or recuperation or they are being sent home or to hospital. Reception will be informed if a pupil is being picked up or going off site.
- d. Health Centre staff will note any trend in a pupil's attendance at the Health Centre and alert house staff/tutor with any concerns regarding avoidance of a particular subject, member of staff or activity. This will not be a discipline issue but to identify the underlying issue so it may be resolved.
- e. Any Child Protection concern or issue will be referred to the Designated Safeguarding Lead and dealt with in line with the Safeguarding policy.

### **18.1 IN ADDITION HOUSE STAFF OF BOARDING PUPILS WILL BE INFORMED OF:**

- a. Any possible overnight care that may be needed, or concerns that may affect a pupil.
- b. Any treatment or medication that the pupil has had that may need to be repeated during the night.
- c. This information should be reciprocated by house staff so that medical records may be kept contemporaneous and accurate and holistic and professional care may be provided for all pupils.

### **18.2 CONTACTING THE HEALTH CENTRE**

All general information regarding pupils is to be addressed to [healthcentre@stjohns.surrey.sch.uk](mailto:healthcentre@stjohns.surrey.sch.uk) All Health Centre staff have access to this email account. If you wish to communicate directly with the Nurse Manager, please email [snewing@stjohns.surrey.sch.uk](mailto:snewing@stjohns.surrey.sch.uk)

## MANAGEMENT AND ADMINISTRATION OF MEDICINES BY NURSES

### Protocol

Agreement for the administration of medication to pupils is via loco parentis and the duty of care held by the School, and registration with the School Doctor.

A pupil will never be forced to accept medication. Nursing staff will document refusal to accept medication and notify parents/guardians accordingly.

#### 1. Non-prescribed medication

- a. All non-prescribed medicines are stored in a locked cupboard. The key to the locked cupboard is held by the Health Centre staff. An audit is kept of stock medication.
- b. The following protocol is used for the administration of non-prescribed medication by trained nursing staff:
  - The reason for giving the medication is established.
  - Pupils' electronic medical records are checked for any known allergies to medication.
  - Pupils' electronic records are checked to establish the last time and dose of medication was administered.
  - Pupils are asked if the medication has been taken before and, if so, were there any problems noted.
  - A check is made of the name, dose and expiry date on the medication package or container.
  - Pupils take medication under the supervision of the person issuing it.
  - A record of the name, dose, date and time of any medication given and who it was administered by is kept in pupils' electronic records.
  - If electronic records cannot be accessed, then pupils' paper medical records are to be used and a record of medication administered kept in the notes. If necessary parents are to be contacted for clarification of a pupil's medical history.

#### 2. Prescribed medications

Prescribed medications are only issued to the pupil to whom they have been prescribed (i.e. the pupil named on the label of the medicine to be administered). The School does not hold a stock of prescribed medicines.

- Individual prescriptions, such as antibiotics, are processed for the named pupil.
- Medication is kept locked in the Health Centre
- If a pupil is deemed Gillick Competent then with the agreement of house staff medication may be kept, taken and monitored in houses.
- A Pupil Medication Request form is to be completed (see Appendix 2).
- Appropriate paperwork is filled in to ensure safety is maintained.

#### 3. Receiving medication from home to administer in School

##### Health Centre staff must be notified of all medication brought into School by any pupil

- Parents/Guardians must complete a **Pupil Medication Request** form when prescribed medication is brought into School (Appendix 2).
- All medication must be in original container.
- All medication **MUST** be clearly labelled with:
  - the pupil's name
  - the name and strength of the medication
  - the dosage and frequency the medication should be given
  - the expiry date.
- If two medications are required, these should be in separate, clearly and appropriately labelled containers.
- On arrival at School all medication is to be handed to the School Nurse, unless there is prior agreement between the School and parent(s) for the pupil to carry medication (e.g. asthma inhalers)
- Delivery of newly-prescribed medication from the pharmacy will be recorded and stored without delay.

- Pupils will be encouraged to attend the Health Centre to receive the first dose of newly prescribed medication as soon as possible.
- If medication is to be kept on the pupil's person or in their house, appropriate forms must be completed to identify the amount of medication and location in the School and to ensure that it is kept and administered safely

#### **4 Controlled drugs**

The storage and administration of controlled drugs is as follows:

- All controlled drugs are locked in a cupboard on an inside wall. The keys are held by Health Centre staff only.
- The drug's name, dose and serial number are recorded in the Controlled drug book
- Stock levels are checked and recorded by two nurses on a weekly basis during term time and at the start and end of each term. *Pupils are encouraged to take prescribed medication home with them during the holidays.*
- Stock levels are checked every time the drug is administered, both the pupil and School Nurse sign to say the pupil has taken the medication as prescribed and the remaining stock level.

#### **5. Immunisations**

a. Immunisations are offered to all pupils in accordance with the Government programme and administered by a team of NHS nurses. In practice this is routinely the HPV vaccine in the Upper Third and the final school booster in the Forth Form, but will also include any government immunisation campaign. Other immunisations and vaccinations, such as for travel, or missed immunisations, should be administered at the pupil's GP surgery. In some circumstances the School Doctor will administer in School if a pupil is registered with him.

#### **6. Administration of medicines to save a life**

a. Neither qualified first aiders nor any employee, other than School Nurses, are permitted to dispense pharmaceutical products *except where prior written permission is given*. The exception is those staff who are trained to administer adrenaline pens, or if a non-qualified person is directed by a clinician after dialing 999 and receiving instructions from the personnel there.

#### **7. Storage of medication**

- a. Medication must be stored in a locked, wall mounted cabinet with the keys held by the School Nurse or kept in an accessible but restricted place known only to the Health Centre nursing and medical staff. A fridge is available for items requiring refrigerated storage.
- b. A small quantity of over the counter medicines is held in a locked cupboard in each boarding house. These are the responsibility of house staff.
- c. Once dispensed by the Nurse, the medication should be administered immediately and never left unattended.
- e. Emergency medication such as asthma inhalers and adrenalin pens is stored in the Health Centre and accessible to all between 8.00am and 5.30pm. Pupils should carry their own emergency medication on their person outside of these hours. Pupils who board should keep spare emergency medication in houses and notify house staff.

#### **7. Self-administration of medication (Gillick Competency)**

a. Parents/guardians must provide written information to Health Centre staff if a pupil wishes to self-medicate prescribed medication. This will be authorised if a pupil is over 16 years of age, if under 16 is deemed Gillick Competent, and has been trained and is considered to be competent to administer their own medication. This will be documented in the pupil's paper and electronic medical records (Appendix 2).

#### **8. Overdose of medication**

a. If there is a suspicion of overdose of medication the Health Centre should be contacted immediately for emergency advice and treatment or referral as necessary.

#### **9. Emergency medication**

- Emergency medication will be detailed in the pupil's individual care plan.
- This type of medication will be readily available.
- The care plan will be checked and reviewed at least at the start of each term.

Procedures in the care plan will identify:

- Medical details of reasons for medication
- How to administer
- Any other action to take
- Where the medication is stored
- Who should collect it in an emergency
- Contact arrangements for parents/guardians/ specialists
- Support for pupils witnessing the event
- Recording systems

**Note: It is the parents'/guardians' responsibility to notify the Health Centre of any change to the medication prescription for emergency treatment.**

## **10. Alternative medicines**

a. Health Centre staff will not administer complementary or alternative medicine. All complementary or alternative therapies being taken should be notified to the Health Centre to ensure avoidance of potential interaction with other medications being taken or considered for use. Parents should be aware that some medications prescribed overseas may not be licensed for use in the UK. In this case the School Doctor will make an individual case assessment and offer UK licensed medicines where appropriate. It is very important in such cases that as much medical information as possible is available to the School Doctor

## **11. Disposal of medication**

a. A record is kept of unused prescribed or non-prescribed medication returned from the Health Centre to the pharmacy or to the pupils or parents. The record includes:

- Name of medication
- Name of pupil
- Reason for medication and terms such as expired or no longer required
- Strength of medication
- Quantity returned
- Signature of the member of staff returning the medication
- Signature of pharmacist receiving the returned medication
- Date received by pharmacist

## **12. Giving of over the counter medicines by School matrons/house staff**

a. Medicines may be given by non-medical staff when there is no nurse available and when they have been trained in the administration of specified medication. These medicines will be homely remedies or be the supervision of pupils taking their own prescribed medication, where the pupil has been assessed by Health Centre staff and deemed to be competent to take their own medication. The medicines must be administered according to the agreed protocol below.

b. Prior to administration a full assessment of why the medication is needed and if it is safe to give it must be carried out, as follows:

- The reason for giving it must be established.
- The pupil must be asked if he has had the medication before and if so, were there any problems.
- The medication must be undamaged, including the packing, and in date. It must be stored in an appropriate environment.
- The medication must be given according to manufacturer's guidelines on the container.
- The pupil must be asked if they have taken ANY medication recently and what for and it checked if it is contraindicated to give any further medication.
- The pupil must take the medication under the supervision of the person issuing it.
- The details of the administration must be recorded in the book provided and the Health Centre
- Details to record are (date, time, name of pupil, reason for administration, medication, dose, signature of pupil and staff, stock level).
- Health Centre staff must be notified as soon as possible when medication has been given.
- A specimen signature must be provided and kept of all those administering medication for future reference.
- All records are liable for inspection by CSCI under relevant legal powers so an audit trail must be provided for any treatment.
- An accurate record of stock held must be kept and any need for restocking requested from the

Health Centre by Senior House Staff.

- If a pupil refuses an offered medication this must be recorded and why.
- If medication is dropped or wasted it must be recorded.

c. Medical matters are confidential so while acting in a medical role the non-trained member of staff must abide by these ethics and only discuss with medical staff for support or reporting. Any discussion with non-medical staff must be agreed and on a need to know basis in the best interest of the pupil.

### **13. Drug administration errors**

- If an error is realised, clinical advice must be sought immediately, no matter how trivial it may seem.
- Appropriate line manager and Health Centre staff must be informed
- The School Medical Officer must be informed, even if advice is initially sought from a different source, and a record made on the pupil's record.

**IF THERE IS ANY DOUBT ON ANY ISSUE THEN FURTHER ADVICE MUST BE SOUGHT BY DIALLING 111 OR THE LOCAL ACCIDENT AND EMERGENCY DEPARTMENT**

## **APPENDIX 2**

# Pupil Medication Request Form



St John's School  
LEATHERHEAD

Please be aware that pupils are not permitted to carry medication on their person or store it in House; with the exception of emergency medication for allergic reactions and inhalers. All medication must be handed either to the Health Centre or boarding house for safe keeping.

Name: .....

Date of birth: .....

House: .....

I agree for the School Nurse or designated member of staff to administer medicine to my child as directed below. **Medication must be taken to the Health Centre for safe keeping.**

When boarding my child may self-administer medicines as directed below. **Medication must be given to matrons/Health Centre for safe keeping.**

Name of Medicine	Dose	Frequency or Time	Completion date of course

Reason for medication and special instructions:

Signed: .....

Date: .....

**Parent/Contact**

Name: .....

Tel: .....

Address: .....

Work Tel: .....

.....

Mobile Tel: .....