



## HEALTH CARE AND FIRST AID POLICY

This policy should be read in conjunction with the following:

- Safeguarding and Child Protection Policy
- Administration of Medicines Policy
- School Counselling Policy
- Educational Visits Policy
- Mental Health Policy

### **Matron**

The School's Infirmary is in St Luke's on the second floor in the Old House. It is staffed by a Matron (a qualified registered nurse), who is responsible for the health care of pupils. The Matron is usually on duty from 9.00 am to 4.00 pm, Mondays to Fridays, to administer first aid, deal with accidents or emergencies and look after anyone who is taken ill. There are also a number of trained First Aiders in school who can offer support in the absence of Matron should she be off-site or called away.

### **Medical Questionnaire**

Parents are required to complete a medical report questionnaire (Health Form) giving a full medical history for their child, at the time of entry to the School. Health Forms are kept, along with any records of visits to Matron, in the Infirmary, and are confidential. Parents should notify Matron of all additions to be made to the Health Form, during the pupil's time at school, ensuring that the Health Form is kept up-to-date.

### **Confidentiality**

Medical information about pupils, regardless of their age, will remain confidential. However, in providing medical and nursing care for a pupil, it is recognised that, on occasions, Matron may liaise with the Deputy Head (Pastoral), Head, other academic staff, parents or guardians, and information, ideally with the pupil's prior consent, will be passed on as necessary. With all medical and nursing matters, Matron will respect a pupil's confidence except on the very rare occasions when, having failed to persuade that pupil, or her authorised representative, to give consent to divulgence, Matron considers that it is in the pupil's better interests, or necessary for the protection of the wider school community, to breach confidence and pass information to a relevant person or body.

The School recommends that all pupils should be up-to-date regarding routine immunisations in accordance with Department of Health schedules. Those who are not fully immunised may be contacted by Matron to discuss this, both for their own protection and that of the wider school community. Parental consent will be sought from time to time for pupils to receive the routine range of immunisations recommended by the Department of Health for all children of their age.

### **Emergency medical treatment**

The School shall always contact parents if a pupil suffers anything more than a minor injury, or if deemed appropriate by Matron, or if a pupil becomes unwell, or if we have any worries or concerns about the pupil.

In accepting a place at the School, parents are required to authorise the Head (or an authorised deputy acting on her behalf) to consent, on the advice of an appropriately qualified medical specialist, to their child receiving emergency medical treatment, including general anaesthetic and surgical procedure under the NHS, if the School has been unable to contact the parents in time.

### **Medical treatment received during school holidays**

Parents are asked to inform the Matron at the start of term if a pupil receives any significant medical treatment or any immunisations during school holidays.

## **Medicines and treatments brought to school by pupils**

Parents are asked to inform the Matron, and complete a medication consent form, about any medication that a pupil brings into school. If a pupil has a medical condition which necessitates regular access to medication, parents are asked to inform the Matron, so that an appropriate regime can be put in place. The relevant academic and pastoral staff will be informed, in confidence, of any condition that is likely to affect the pupil in any area of school life.

Pupils are able to consent to medical or nursing treatment, regardless of age, if they are deemed 'competent'; otherwise, parental consent, or the consent of a recognised person acting in loco parentis, is required. Authorisations concerning immunisations, the dispensing of prescribed and non-prescribed medication, First Aid treatment and emergency treatment are requested on the School's Medical Report questionnaire (Health Form). See *Administration of Medicines Policy*.

A pupil feeling unwell should inform their teacher if this occurs during a lesson. The class teacher will then refer them to the Infirmary as appropriate. Outside of lesson times the pupil should report to the Infirmary, accompanied if appropriate by a fellow pupil or member of staff. Matron will assess the pupil's condition and decide on the appropriate course of action. Matron will care for a sick pupil in the Infirmary or telephone the pupil's parents to invite collection.

The School is alert to the need for vigilance concerning particular health vulnerabilities, for example, anaphylaxis and eating disorders, as well as virulent strains of flu and other contagious illnesses.

## **Anaphylaxis**

Anaphylaxis is a severe allergic response by the body to medication, bee/wasp stings or foods (for example, nuts, eggs, cow's milk, shellfish). This reaction develops after only a few seconds and is a medical emergency. In its most severe form it is life threatening. The reaction of the body to the allergen causes substances to be released into the blood that dilate blood vessels and constrict air passages. Blood pressure falls dramatically and breathing becomes difficult. Swelling of the tongue, face and neck increases the risk of suffocation. The amount of oxygen reaching the vital organs is severely reduced. Symptoms usually occur within seconds or minutes of exposure to the allergen, and not all the symptoms (listed below) need be present at the same time:

- itching or a strange metallic taste in the mouth
- swelling of the throat and tongue
- difficulty in swallowing
- hives (lumps) anywhere on the body
- generalised flushing of the skin
- abdominal cramps and nausea
- increased heart rate
- sudden feeling of weakness or floppiness
- difficulty in breathing due to severe asthma or throat swelling
- collapse and unconsciousness

When a child is known to be at risk of anaphylaxis the treating doctor will prescribe medication for use in case of an allergic reaction. This may include adrenaline injections. Those most commonly in use are the EpiPen and the Anapen. These devices are preloaded, contain clear and concise instructions, and the medications are simple to administer. A list of pupils who are at risk of an anaphylactic reaction is posted on the noticeboard in the main staffroom and in the Infirmary. Pupils at risk are encouraged to carry an EpiPen at all times. A second EpiPen is kept in the Infirmary in case of emergency and secondary reactions. Staff are given annual EpiPen training.

## **Eating disorders**

The School is keen to help pupils of all ages to develop healthy eating habits and values, and the promotion of healthy eating is an important area of the PSHEE programme.

Sometimes, however, young people suffer from eating distress, perhaps as a result of personal or environmental factors. If an eating problem is diagnosed, a support strategy will be planned and implemented. A decision will also be made, taking into account medical advice, as to whether or not the pupil is fit to be in school. If a pupil needs to be away from school for a period of time, arrangements will be made for work to be sent home, if appropriate.

The School follows guidelines laid down by the Child and Adolescent Eating Disorder Group. Advice and information is also available from Child and Adolescent Mental Health Services (CAMHS), and from the School's Matron. Parents will always be fully informed should any concerns arise in relation to disordered eating (eating disorders) and their daughter.

### **Influenza**

In view of the concern in recent years about virulent strains of influenza, parents are asked to keep pupils at home if they display symptoms of influenza (cough, sore throat, headache, aching muscles, raised temperature). Parents are advised to seek guidance by telephone from their own doctor or from the NHS 111 advice service.

In the event of a pupil returning to school from an infected area or having been in close contact with someone who is subsequently confirmed as having a notifiable virus, this should be reported to Matron prior to attending school. This will enable Matron to monitor the pupil's health for the required seven days. Should a pupil at school become infected with a notifiable virus, the School will follow the advice of the Health Protection Agency, and notice of the situation will be given via the School's website. Parents are asked to check the website regularly during times of sickness.

### **Diarrhoea and vomiting**

To prevent the spread of infection in school settings, the Health Protection Agency recommends the exclusion of any affected member of staff or pupil for a period of 48 hours from the last episode of diarrhoea and vomiting.

### **Counselling**

The School Counselling Service is a professional service available to pupils (Years 7-13) to assist them in their personal development.

Counselling is offered by a trained, fully qualified School Counsellor who works within the National Counselling Association's code of ethics. Counselling aims to support pupils in addressing emotional and behavioural difficulties by encouraging them to express their feelings, and thoughts, and develop their understanding of themselves, and strategies for managing their emotional health.

The aim of Counselling is to help young people:

- make informed choices
- cope with stress
- work through feelings of inner conflict
- improve relationships with others
- gain understanding of themselves
- develop coping strategies
- build confidence and self esteem

Referrals may be made to the Deputy Head (Pastoral) by members of staff, parents, the pupil herself, Matron and the Head may also make direct referrals to the School Counsellor informing the Deputy Head (Pastoral). The Deputy Head (Pastoral) will then refer the pupil for counselling as and when appropriate.

At the time of acceptance of a place, parents are asked to complete a Confidential Medical Report Questionnaire, and it is on this health form that parents are asked to give permission for their daughter to use the School Counselling Service, should the School deem a referral beneficial. The

School recognises that best practice involves working in partnership with parents. In most cases, dialogue will take place between the School and parents if it is felt that counselling would be of benefit, but the School reserves the right to refer an individual pupil for counselling without express parental permission in circumstances deemed to require this.

For further information, please see the *School Counselling Policy*.

### **First Aid Policy**

The School's Infirmary is staffed by a qualified registered nurse (Matron).

A Matron is on duty in the Infirmary usually from 9.00 am to 4.00 pm every School day, and she is available to administer First Aid, to deal with any accidents or emergencies, or to help if someone is taken ill. There are also a number of members of the teaching and support staff who are trained as First Aiders, who are capable of giving First Aid if a pupil is injured, eg during sport. A list of First Aiders and members of staff trained in the management of anaphylaxis including the use of an EpiPen is posted in the staffroom and on noticeboards throughout the School.

First Aid boxes are available in all the areas of the School where an accident is considered possible or likely (eg the Sports Hall). First Aid boxes are always taken when pupils go out of School for visits and sports events. There are First Aid notices around the School. All new pupils and staff are given information on where to go for help in the event of an accident, as part of their induction programmes.

Records are kept of all accidents and injuries, and there is a procedure in place for ensuring that they are reviewed regularly in order to minimise the likelihood of recurrence. Accidents resulting in major injuries or over-three-day injuries and dangerous occurrences (near-miss accidents) are reported in accordance with the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR).

Parents are contacted if a pupil suffers anything more than a minor injury, if a pupil becomes unwell, or if there are any worries or concerns about the pupil. Parents are asked to contact Matron at any time if they wish to discuss any concern relating to a pupil's health.

In the event of an accident when Matron is off-site, the member of staff first on the scene should contact the School Office and a First Aider will be deployed. If mobile, the casualty should be taken to the Infirmary, with the help, if needed, of the First Aider. The First Aider should assess the casualty and deal appropriately with the injury in accordance with First Aid principles. If the casualty cannot be moved, the First Aider should make an assessment at the scene of the accident in accordance with First Aid principles (or procedures), and deal appropriately with the injury. The First Aider will decide when to call an ambulance. Members of staff qualified as First Aiders may be called to assist with an emergency. Please also refer to the *Educational Visits Policy*.

Staff with a qualification in First Aid are required to update their training every three years.

### **Hygiene procedures**

Any spill of blood or body fluids (faeces, urine, nasal and eye discharges, saliva and vomit) is regarded as potentially infectious. When an incident occurs a suitably trained member of staff (Facilities Manager, Caretaker or members of the domestic staff) should be called to help, ensuring that the affected area is safely decontaminated and cleaned, that all waste is placed in a clinical waste bag, and any soiled clothing sealed in a plastic bag. Staff should ensure that pupils do not come into contact with the spill.

This policy is reviewed annually by Matron, Deputy Head (Pastoral) and Bursar.

The next review is due in December 2018.