



Medical Policy and Procedures:
including First Aid, Medical Conditions, Medical Emergencies,
Good Practice Guides and Pandemic Procedure

This policy is applicable to all pupils from Nursery to Year 13 and is the responsibility of Deputy Head Pastoral, working with the Lead Healthcare Professional, to review and update annually.

Scope

This policy covers the processes to be undertaken when a member of the School community becomes unwell, is injured or in the case of a medical emergency. This policy must be read in conjunction with the School's Safeguarding Policy which includes the latest version of the Statutory Guidance issued by the Department for Education "Keeping Children Safe in Education", the Educational Visits Policy, the Boarding Handbook, the Mental Health and Wellbeing Policy and the Self Harm Policy.

Introduction

The policies and guidance within this document are for school staff and detail the administration of medicines and advice on health issues. Guidance is also given for members of staff leading School trips. The aim is to maintain standards of 'best practice' throughout the School. This document is included in the First Aid bags for School trips.

All staff should be aware of the Ailments List available on iSAMS and should familiarise themselves with any significant ailments that a pupil in their care may have. The list identifies pupils who have Health Care Plans for specific medical conditions. These are more detailed and kept in the Health and Wellbeing Centre. They should be consulted before any school trip, by the Trip Leader, when an attending pupil has a Health Care Plan. Any member of staff, who has any concerns regarding pupils with minor ailments or significant medical conditions, can contact the Health and Wellbeing Centre for advice.

All medical information is confidential and must be stored appropriately. On no account must this information be kept in first aid bags, folders etc. where there is open access.

Confidentiality

As part of the Nursing Midwifery Council (NMC) Code: Standards of conduct, performance and ethics for nurses and midwives (NMC 2008) our school nurses are obliged to uphold medical confidentiality. A breach of confidentiality by a nurse may result in disciplinary action by their regulatory body. Nurses also have a legal (common law and statutory) duty of confidentiality to pupils.

As part of Health and Care Professions Council (HCPC) Standards of Proficiency, Paramedics are obliged to maintain confidentiality, whilst also being able to recognise and respond appropriately to situations where it is necessary to share information due to safeguarding obligations.

Healthcare Professional's Statement

In accordance with staff's professional obligations, 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 the doctor and healthcare professional may liaise with the Head and other pastoral staff, boarding staff and parents or guardians, and that information, ideally with the pupil's prior consent, will be passed on as necessary.

With all medical and nursing matters, the doctor and healthcare professional will respect a pupil's confidence except on very rare occasions when, having failed to persuade the pupil, or their authorised representative, to give consent to divulgence, the doctor or healthcare professional considers that it is in the pupil's better interests or necessary for the protection of the wider community to pass information to a relevant person or body.

First Aid

First Aid will be administered to all pupils from EYFS to Year 13 by the School Medical Officer, Health and Wellbeing Centre Staff and/or designated First Aiders as listed. First Aiders will be retrained every 3 years.

Staff and Qualifications

Malvern St James has a Health and Wellbeing Centre staffed by a healthcare professional 24 hours per day. In addition, several members of staff, and all of the minibus drivers are qualified First Aiders. We also have access to a General Practitioner (known as the School Medical Officer) who provides regular surgeries and is contactable in an emergency.

A list of all staff holding First Aid qualifications, including details about Paediatric First Aiders and requalification dates is available to staff on Teams. An updated version is emailed to all staff at the start of each academic year (**Appendix 1a**).

Procedures in School

First Aid boxes are located at various points around the School and on the School minibuses. An updated list of locations is available on Teams for reference (**Appendix 1b**). A Guide to First Aid is included along with a supply of plastic gloves that will be used when treatment is required, to avoid the risk of cross-infection. The contents of the medical kits are maintained by the Health and Wellbeing Centre staff in accordance with the Health and Safety (First Aid) Regulations 1981.

For minor incidents, pupils will be sent or escorted to the Health and Wellbeing Centre for attention. In incidents of a more serious nature, the casualty will not be moved (unless in immediate danger) and assistance will be requested from the Health and Wellbeing Centre or available First Aider. Appropriate treatment will be administered and a decision made whether to send for the Healthcare Professional, if not already in attendance, or to call for an ambulance, or both. Telephones are available throughout the School.

The appointed person(s) will take charge of any incident that requires further assistance, e.g. ambulance being called, hospitalisation, etc. They should ensure that a pupil who is sent to hospital by ambulance is either:

- Accompanied in the ambulance at the request of paramedics (all under 16's should be escorted if travelling by ambulance);
- Followed to a hospital by a member of staff to act in loco parentis until a relative/guardian arrives;
- Met at hospital by a relative / guardian, where possible.

The pupil should be accompanied by an appropriate member of staff (NB this does not have to be the Healthcare Professional from the Health and Wellbeing Centre or First Aider). The Head must be informed immediately of all emergency hospital visits. The accompanying member of staff will keep a record of the nature of the injury/illness and any treatment given, on CPOMS (the school's pastoral logging system).

In MSJ Prep (including EYFS)

Commitments:

- There is always a Paediatric First Aider on site when EYFS children are present;
- There is always at least one First Aider on site while pupils are at school;
- There is always a First Aider present on Prep Educational Trips;
- There is always a Paediatric First Aider present on EYFS Trips.

In addition to the school records, parents in the Prep Department are alerted if their child has received First Aid, by a conversation or an email, and it is then logged on CPOMS with details of the illness/injury and any treatment given. Written information about First Aid will be recorded in a pupil's book-bag, but teachers aim to contact parents personally to discuss any accidents wherever possible.

Pupils visiting MSJ provide a completed mini Health Questionnaire which gives details of any medical conditions and allergies as well as contact numbers for parents / guardians. If a visiting pupil is unwell or injured during their time at MSJ, they will be cared for in the Health and Wellbeing Centre and the parent / guardian will be informed.

Prior to starting at MSJ, parents / guardians are told the following:

- A child may not come back to school for 48 hours after symptoms of infectious vomiting or diarrhoea have ceased;
- if a child contracts a notifiable disease, parents/guardians will notify the school immediately.

On the Sports Field and in Classrooms

- Where there is an incident on the Sports Field, the member of staff in charge must have access to a telephone or carry with them a mobile telephone and use it to contact the duty Nurse in the Health and Wellbeing Centre in the case of a more serious injury;
- All key teams in the School have at least one member of staff with a current First Aid certificate and this person should be called to attend the incident where possible;
- The Staff member teaching the lesson should assess the pupil and send the pupil to the Health and Wellbeing Centre, providing they are able and well enough (they can be accompanied by another pupil/member of staff for support);
- If the pupil is unable to get to the Health and Wellbeing Centre, then a member of staff should contact the Health and Wellbeing Centre - the Healthcare Professional will attend the pupil at the location where their injury occurred;
- In the event that the Healthcare Professional is unable to leave the Health and Wellbeing Centre they must be relieved by another member of staff;
- The parents will be contacted by a member of the Health and Wellbeing Centre;
- The Staff member who witnessed the incident must provide a report via email to the Health and Wellbeing Centre and log any accident on CPOMS and complete an accident form on SmartLog;
- The Staff member who witnessed the incident must carry out a courtesy follow-up call to parents;
- For treatment of head injuries, please see **Appendix 2**;
- For advice on the treatment of specific medical conditions, please see **Appendix 3**.

Out of School

This section should be read in conjunction with the Educational Visits Policy.

Wherever possible a qualified First Aider should accompany all School trips and expeditions. It is appreciated that, in some situations, this will not be possible. However, there is always a First Aider present on Prep trips and there is always a Paediatric First Aider present on EYFS trips.

The member of staff responsible for the trip will generate a copy of the Medical Ailments list relating to the pupils attending the trip available on iSAMS. Support from the Educational Visits Co-ordinator can be sought if required.

A school mobile telephone or a personal equivalent must be taken on trips and expeditions out of school.

If the trip is via minibus or coach, these will carry a first aid kit. The Trip Leader will also carry a first aid kit and any medication required by individual pupils. Any medication or first aid administered should be recorded for reporting back to the Health and Wellbeing Centre, Boarding House and parents.

Accident Forms

Details of every accident must be recorded on the accident form (available on Smartlog) by the Health and Wellbeing Centre staff or the member of staff who was in charge at the time of the incident, as appropriate. The same procedure must be used for near-miss incidents. All accidents and near miss Smartlog records are automatically sent to the Bursar to undertake a review to ensure the prevention of future accidents where possible.

Reporting to Parents

The Health and Wellbeing Centre will ensure that parents and, for Boarders, the Housemistress, are notified of any illness or injury that requires the pupil to be kept in the Health and Wellbeing Centre for longer than 2 hours, or requires them to be hospitalised.

In the case of day pupils, parents should be encouraged to collect their child from the Health and Wellbeing Centre and take them home if an illness or injury prevents them from returning to lessons. Boarders will be cared for either in the Health and Wellbeing Centre when isolation or quiet rest is required, or within the boarding area if injury or illness permits. Guardians should be encouraged to collect boarding pupils where illness or injury prevents them from returning to school within the near future.

Reporting to the Health and Safety Executive (HSE)

All accidents involving staff, pupils and visitors are reported via Smartlog to the Bursar, who will then report to the HSE in line with the legal requirements under RIDDOR (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations, 1995 as amended 2012) (Incident Contact Centre (ICC) – 0845 300 99 23). The Bursar is responsible for RIDDOR reporting where necessary.

Pupils with Ongoing Medical Conditions

Before entry to the School, every pupil's parent or guardian is required to complete a 'Health Questionnaire' providing honest and accurate information. This form provides the School Health and Wellbeing Centre with information about pupils' past medical history. The only personnel allowed to gain access to this information in full, are members of the Health and Wellbeing Centre Team. The information required to keep the child safe whilst in School is then entered into iSAMS. For example, allergies requiring an adrenaline auto-injector (**Appendix 4**) or a history of asthma (**Appendix 5**). The Health and Wellbeing Centre also draw up an anaphylaxis list and an asthma list. These are displayed in the staff room and other areas deemed appropriate, in order to ensure the safety of those pupils.

Health Care Plans

Once MSJ is informed that a prospective pupil has a chronic or life-threatening condition a meeting is scheduled by the Health and Wellbeing Centre to discuss what support may be needed. This meeting will include parents/guardian, the pupil (if old enough), school health staff, the Deputy Head Pastoral and the pupil's previous teacher, if applicable. Health Care providers, such as the pupil's paediatrician will be invited or asked to provide information in writing. The meeting should take place before the pupil starts at MSJ and the purpose of this meeting will be to produce a written document outlining a health care and emergency plan that clearly describes the services the pupil may need. The following information should be in the document:

- A brief medical history;
- Any special educational or emotional needs;
- Medicine or procedures required during the school day;
- Special dietary needs;
- Transportation needs;
- Possible problems, special precautions;
- Paediatrician's name and contact details;
- Emergency plans and procedures (including whom to contact).

The goal of this meeting is to develop a written plan that clearly describes the services the pupil needs. This plan outlines exactly what health care the pupil will receive and provides information for any emergency treatment that may be required. Parents will be asked to give their consent for the Health and Wellbeing Centre Staff to administer any medication or emergency treatment. If a child requires a controlled medicine or special procedures, the School must receive written instructions from a relevant medical practitioner and the medication must be stored in the Health Centre on arrival.

Health Care Plans should be reviewed annually to ensure they continue to meet a pupil's needs. It is the parents' responsibility to inform the School of any changes to a pupil's condition or medical needs between review dates. For advice on all relevant medical conditions for boarding staff and teachers please see **Appendices 6,7 & 8**. Specific advice on Medical Emergencies can be found in **Appendix 9**.

The School Pandemic Procedure can be found in **Appendix 10**.

List of Appendices

- Appendix 1** **First Aid**
Current list of First Aiders including specific qualification and expiry date
Location of all First Aid Boxes around school
- Appendix 2** **Head Injuries**
Treatment
- Appendix 3** **Advice on Medical Conditions for Boarding Staff and Teachers**
Abdominal pain
Colic
Diabetes
Diarrhoea and vomiting
Epilepsy
Insect bites or allergic reactions
Nose bleeds
Period pain
Splinters
Toothache
Upper respiratory tract infection (common cold)
- Appendix 4** **Adrenaline Auto-Injectors**
Storage
Guidance for use
Staff training (including list of those currently trained)
- Appendix 5** **Asthma**
Guidance for treating asthma
Emergency asthma kits
- Appendix 6** **Good Practice Guide**
Disposal of bodily fluids
Control of head lice
Hot water bottles and heat pads
- Appendix 7** **Homely Remedies Guide**
Which homely remedies can be used and amounts to be given
When to give homely remedies
When to contact the Health and Wellbeing Centre
Antihistamine administration
Paracetamol administration
Medication record form
- Appendix 8** **Administration of Medication**
Prescription drugs
Non-prescription medication
Safe storage, dispensing and recording of medicines
Disposal of medicines
Self-medication risk assessment (*years 9-13 only*)
Summary of annual medical talk to Sixth Form
- Appendix 9** **Medical Emergencies Procedure**
- Appendix 10** **MSJ Pandemic Procedure**

Appendix 1a

Current list of First Aiders

Name	Department
Lydia Horlock	Administration
Joan Turner	Airport Escort
Vivien Jenkinson	Airport transport
Alice Prior	Art
Diana Weissberg	Art
Abi Sweetland	Austen
Orla Duffy	Austen
Lucy Campbell	Benhams
Sophie Yeates	Benhams
Freya Walmsley	Benhams
Carmen Van der Westhuizen	Benhams
Charlotte Pyle	Benhams
Isla Whitmore	Biology
Heather Brown	Biology Technician
Susan Ferguson	Boarding Assistant
Emma Vivian	Catering
Michelle James	Catering
Molly Moloney	Catering (Hospitality Supervisor)
Tom Pridmore	Catering (Head Chef)
Lynette Fredericks	Catering (Weekend Chef)
Juliet Fisher	Drama
Alan Bradley	Driver
Andrew Bishop	Driver
Mark Evans	Driver
Mark Parker	Driver
Mark Read	Driver
Nigel Wilson	Driver
Paul Grindley	Driver
Shirley Fredericks	Driver
Stephen Dowse	Driver
Ettienne Dege-Edy	DT
Karen Rolfe	DT
Alice Prior	DT/ART
Sarah Harrison	English
Kurt Teale	Estates
Michael Snow	Estates
Ryan Godwin	Estates
Eva Moeskops	Estates - Deputy Manager
Geoffrey Maine	Estates/Driver
Mark Fredericks	Estates/Driver
Joanna Parker	Food
Lisa Buckey	Food
Sally Turner	Food

Lauren Redfern	French
Roxanne Lewis-Hopkins	Geography
Holly Wuidart Gray	Greenslade
Violeta Din	Greenslade
Victoria Collett	Head of Year/ Religious studies
Zoe Hemphill	Head of Year/ Business
Rebecca Maxwell	Head of year/ Music
Ellie Smallwood	Head of Year/ PE
Charlotte Dennison	Health Centre
Julia Hayes	Health Centre
Louise Nicholson	Health Centre
Sarah Field	Health Centre
Sarah Weston	Health Centre
Katie Hodgkiss	Housekeeping (main building)
Sheila Godwin	Housekeeping (evening supervisor)
Yael North-Hickley	Housekeeping (Benhams)
Alison Kingshott	Latin
Shelagh Kidwell	LD Teacher
Penny Neville	Library
Lucy Miller	Music
Hillary Price	Operations
Joe Kirkwood	Outdoor Pursuits
Emma Aris	Outreach Enrichment
Claire Morris	PE
Georgia Ravi-Hart	PE
Hannah Leathart	PE
Rebecca Smith	PE
Rosin Murphy	Poulton
Abi Healey	Prep department
Belle Bedford	Prep department
Claire Ashbourne	Prep department
Elizabeth Macdonald	Prep department
Libby Wallace	Prep department
Sarah Salisbury	Prep department
Sarah Townsend	Prep Department
Shelley Jerram	Prep department
Victoria Price	Prep department
Louise Cooper	Psychology
Fiona Fowles	SLT/ Senior Deputy Head
Zinnia Wilkinson	SLT/ Deputy Head Pastoral
Lucy Hutton	SLT/ Geography
Anouska van Ravenstein	SLT/ Poulton House Mistress
Jane Wiggett	Transport Manager

Appendix 1b – Location of First Aid Kits around School

Kit number	Kit Location	Date checked	Checked by
1	Health Centre (Blue Bag)	16/10/24	C. Dennison
2	Health Centre (Blue Bag)	16/10/24	C. Dennison
3	Health Centre (Blue Bag)		
4	Health Centre (Blue Bag)		
5	Health Centre (Blue Bag)		
6	Health Centre (Blue Bag)	16/10/24	C. Dennison
7	Health Centre (Green Bag)	16/10/24	C. Dennison
8	Health Centre (Green Bag)	16/10/24	C. Dennison
9	Health Centre (Green Bag)	16/10/24	Julia Hayes
10	Health Centre (Green Bag)	16/10/24	Julia Hayes
11	Health Centre (Green Grab Bag in Office)		
12	Poulton (3 rd floor)	08/06/24	Julia Hayes
13	Main School (2 nd floor opposite lift)		
14	Health Centre (Green Bag)	16/10/24	Julia Hayes
15	Main School (2 nd floor outside LS/HR dept)		
16	Dining Room	09/06/24	Sarah Field
17	Kitchen (Passageway/Corridor)	09/06/24	Sarah Field
18	Houseman's Workshop (Basement)		
19	Near Clocking In/Out Machine (Basement)	09/06/24	Sarah Field
20	Basement (by Sewing Room)		
21	Houseman's Staffroom (Basement)		
22	Reception	08/06/24	Julia Hayes
23	Prep for Outdoor Playtime (Resource room)		
24	Prep Mini's Room	09/06/24	Sarah Field
25	Outside York Hall	09/06/24	Sarah Field
26	Pottery (Basement Art Block)		
27	DT/Product Design (Ground floor Art Block)	21/06/24	C. Dennison
28	Leith's		
29	Food & Nutrition (Wall by Main Door)	21/06/24	C. Dennison
30	Art Studio 1 (1 st floor)	21/06/24	C. Dennison
31	Art (1 st floor, outside DT Office)	21/06/24	C. Dennison
32	Art and design Studio (1 st floor)	21/06/24	C. Dennison
33	Science (Ground Floor, outside Year 6 classroom)		
34	Science (1 st floor entrance Biology/Maths)	09/06/24	Sarah Field
35	Science 2 nd floor (Chemistry by Room 2)	08/06/24	Julia Hayes
36	Benhams (by Oak Door)	09/06/24	Sarah Field
37	Benhams (Senior Office)	09/06/24	Sarah Field
38	Sports Centre (Reception)	09/06/24	Sarah Field
39	Sports Centre (PE 1 st Aid Room/Basement)	09/06/24	Sarah Field
40	Dome (Reception)	23/06/24	Julia Hayes
41	Avenue (Music Office)	23/06/24	Julia Hayes
42	Forrest School (Hut to left of Greenslade)	18/09/24	Julia Hayes
43	Greenslade (Entrance Hall)	09/06/24	Sarah Field
44	Greenslade (Main Office)	09/06/24	Sarah Field
45	Minibus (GY14 NBR)	12/10/24	Julia Hayes

46	Minibus (YT11 BMU)	12/10/24	Julia Hayes
47	Minibus (GU59 FXG)	12/10/24	Julia Hayes
48	Minibus (FP61 TEY)	12/10/24	Julia Hayes
49	Minibus (YM22 VVO)	13/10/24	Sarah Field
50	Minibus (BK22 YDN)	13/10/24	Sarah Field
51	Minibus (RV68 UYY)	13/10/24	Sarah Field
52	Minibus (GF22 UCH)	13/10/24	Sarah Field
53	Minibus (GX22 MWV)	13/10/24	Sarah Field
54	Minibus (YO23 VVT)	13/10/24	Sarah Field
55	Minibus (YP23 ODS)	13/10/24	Sarah Field
56	Swimming Pool	10/06/24	Julia Hayes
57	Laundry (Old year 10/11 common room)	09/11/24	Julia Hayes

Appendix 2 – Treatment of Head Injuries

All injuries to the head will be treated with particular care, and must be assessed by a qualified healthcare professional in the School Health and Wellbeing Centre. The healthcare professional will ensure that any casualty who has sustained a significant head injury is seen at hospital.

Pupils suffering from a head injury will not be left unattended until a medical professional is confident that a serious injury has not been sustained. The healthcare professional will assess and monitor any pupil who has sustained a minor head injury for a minimum of 30 minutes after they sustain the injury to observe for any head injury symptoms. Parents of day pupils will be informed and advised to monitor for signs of concussion. Parents of boarders will also be informed and House staff, including the Director of Boarding will be notified.

A pupil remaining in school after a head injury will be advised against running around, playing strenuous games and undertaking PE for the 24 hours. The school staff will not offer the injured pupil any pain relief that may mask symptoms. MSJ Sports Staff are first aid trained and follow the UK concussion guidelines for grassroots sports detailed here: <https://sramedia.s3.amazonaws.com/media/documents/9ced1e1a-5d3b-4871-9209-bff4b2575b46.pdf>

If a pupil sustains a head injury while playing sport at another school, they should be assessed by the first aid trained member of staff. They should not be allowed to continue to play sport. If there are any concerns, medical advice should be sought before they return home to Malvern St James.

It will be made very clear to the pupil that if they are discharged from the Health and Wellbeing Centre and later feel unwell, they must report this immediately to their teacher and return to the Health and Wellbeing Centre, accompanied by a friend or member of staff.

All head injuries are reported using the accident procedure. A member of the Health and Wellbeing Centre will follow up with parents / boarding staff appropriately.

Appendix 3 - Advice on Medical Conditions for Boarding Staff and Teachers

Boarding Staff and Teachers are expected to be aware of any medical needs the pupils in their houses or teaching groups may have. Information on individual pupils' medical conditions are listed on iSAMS and can be obtained directly from the Health and Wellbeing Centre Staff upon request.

Abdominal Pain

Acute abdominal pain must be assessed by a member of staff in the Health and Wellbeing Centre. If there appears to be a high temperature with or without vomiting, transfer to Health and Wellbeing Centre immediately.

Persistent pain that has been intermittent for a longer period of time can be further by the School Medical Officer.

Anaphylaxis - see Appendix 4

Asthma - see Appendix 5

Colic/Abdominal 'Wind' Pain

Ease with heated wheat bag (see **Good Practice Guide, Appendix 6**). Administer peppermint tea.

Constipation

Advise an increase in fluids and soluble fibre (fresh fruit, dried fruit and wholegrain). If the problem persists, it should be reviewed in Health and Wellbeing Centre.

Diabetes

All pupils with diabetes are listed on iSAMS. They each have a Health Care Plan with information specific to their condition. Please ask Health and Wellbeing Centre staff for a copy if you are taking any pupils with diabetes on a school trip or you regularly teach a pupil with diabetes.

Diarrhoea and Vomiting

All pupils with diarrhoea and or vomiting should be assessed in the Health and Wellbeing Centre and will be admitted until they are clear of any infectious diarrhoea or vomiting for at least 48 hours. If parents are unsure whether they should be returning their child to school after an incident of vomiting, they should be asked to speak to the Healthcare Professional for advice on this. If there is a severe diarrhoea and vomiting illness in the local community, the School Medical Officer can extend the period of isolation. Please give as much history as possible to member of staff regarding symptoms, time of onset and history of food eaten.

Epilepsy

All pupils with epilepsy are listed on iSAMS. They each have a Care Plan with information specific to that pupil and their treatment. Please ask Health and Wellbeing Centre staff for a copy if you are taking any pupils with epilepsy on a school trip, or you regularly teach a pupil with epilepsy.

Insect Bites or Allergic Reactions

Most bites and stings are treated by washing the affected area with soap and water and by placing a cold compress (a flannel or cloth soaked in cold water) over the area to reduce swelling. Advise the pupil not to scratch the affected area to avoid infection. If they are in pain or the area is swollen, take analgesia according to Homely Remedies Guide (**Appendix 7**). If there is a more serious reaction consult a member of the Health and Wellbeing Centre team.

Nose Bleeds

Sit down leaning slightly forward and apply firm pressure below the bridge of nose. If the bleeding does not stop after 15 minutes, consult a member of Health and Wellbeing Centre staff.

Period Pain

Use analgesia according to Homely Remedies Guide. Administer heated wheat bag according to Good Practice Guide. If period pain becomes regularly severe, an appointment can be made with the School Medical Officer for an assessment and possible prescription.

Splinters

If a splinter is proud of the skin, then it can be removed with tweezers in the direction that it went in. A first aider should not remove a splinter from the eye or if the splinter crosses a joint. In these cases, any splinter should be removed by a qualified healthcare practitioner.

Toothache

Treat initially with Paracetamol according to Homely Remedies Guide. If symptoms are severe and persist, a dental assessment may be required. Check with Finance to confirm if the pupil is covered by the school Den-Plan Policy. Parents or Guardians should accompany pupils needing dental treatment.

Upper Respiratory Tract Infection (Common Cold)

Usually the viruses causing the common cold are self-limiting, lasting from 2 to 7 days. Pupils who are feeling unwell and appear to have a high temperature should be referred to the Health and Wellbeing Centre for an assessment. Otherwise, treatment should be as follows adhering strictly to the Homely Remedies Guide:

- Encourage fluids
- Administer Paracetamol
- Administer lozenge if throat is sore
- Administer Simple Linctus if cough developed
- Use steam inhalation for nasal and sinus congestion.

Appendix 4a - Adrenaline Auto-Injectors

Storage of Adrenaline Auto-Injectors

All pupils with a severe allergy are listed on iSAMS. They each have a Health Care Plan with information specific to their condition. Please ask Health and Wellbeing Centre staff for a copy if you are taking any pupils with severe allergies on a school trip, or if you regularly teach a pupil with a severe allergy. Please see the adrenaline auto-injector guidance for more information. Each pupil has a second Adrenaline Auto-injector in the staff room. Each pupil has a separate pocket in a specially designed wall hanging. Each pocket has a photograph of the pupil pinned to the front of the pocket and each pocket contains the adrenaline auto-injector, the Care Plan and emergency contact details for each of the pupils.

The Boarding House holds a third Adrenaline Auto-Injector for all boarders. The Health and Wellbeing Centre has a spare Adrenaline Auto-Injector as a precaution; this can be administered to any pupil that is already prescribed an adrenaline auto-injector, by any member of staff.

Guidance for the use of Adrenaline Auto-Injectors

Any pupil with a history of anaphylaxis (severe allergic reaction) will have a Health Care Plan and at least two prescribed Adrenaline Auto-Injectors with their name on the pharmacy label (a syringe containing adrenaline) for them to use in the event of an emergency. The pupil must keep one with them at all times and is responsible for transferring it between bags and taking it on all School trips. In the Prep, class teachers must ensure the Adrenaline Auto-Injector is taken to lessons in different departments.

If a pupil who has been prescribed medication encounters the substance that they are allergic to and thus develops the below severe symptoms, which cause them to have breathing difficulties and severe weakness and/or collapse, then the Adrenaline Auto-Injector must be administered at once. This is an emergency situation and a lifesaving procedure.

Symptoms of Anaphylaxis are

- a narrowing of the airway, wheezing
- tightening of the throat, possibly hoarseness
- difficulty breathing, shortness of breath
- swelling of lips and tongue
- there may or may not be a rash present (wheals)

If possible, the pupil should be helped to administer the Adrenaline Auto-Injector by themselves. If they are losing consciousness, a member of staff can administer the treatment if they have attended a training session within the last 12 months. Always call for assistance if an auto-injector is used (999 / 112)

School Trips

The lead member of staff must ensure that all pupils prescribed Adrenaline Auto-Injector have two devices on their person before leaving School.

Day-pupils and Flexi- Boarders

It is the responsibility of parents of day pupils and flexi boarders to renew prescriptions with their family GP. The School Medical Officer only prescribes Adrenaline Auto-Injectors for boarders and weekly boarders that are registered as her patients.

PROCEDURE FOR ADMINISTRATION OF ADRENALINE AUTO-INJECTOR

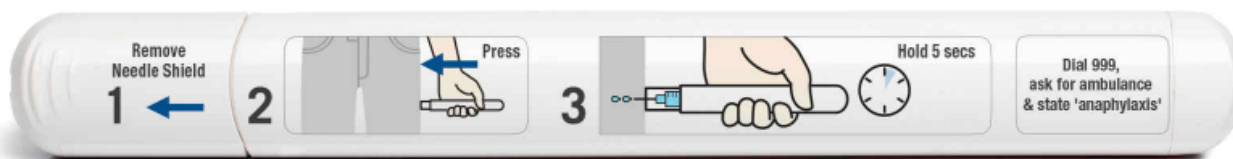
- **First check the name on the Adrenaline Auto-Injector is correct;**
- If another person is available, they must call an ambulance immediately and then contact the Health and Wellbeing Centre requesting a member of staff to attend with a second Adrenaline Auto-Injector while the first attendee cares for the patient and helps them to administer the Adrenaline Auto-Injector;
- If another person is not available and the pupil is struggling to breathe, they should be helped to administer the Adrenaline Auto-Injector first and then the ambulance and Health and Wellbeing Centre should be called immediately by the attendee;
- NB. If the symptoms are less severe and breathing is not affected, the Health and Wellbeing Centre should be called before helping the pupil to administer their Adrenaline Auto-Injector and a member of staff requested. However, if the patient's breathing deteriorates before a Healthcare Professional arrives, the Adrenaline Auto-Injector should be administered.

Instructions for the Emerade

Your adrenaline pen for emergency treatment of anaphylaxis

Emerade is an adrenaline auto-injector used for the emergency treatment of severe acute allergic reactions ([anaphylaxis](#)) to foods, medicines or insect stings. It can also be used for exercise induced anaphylaxis. If you experience anaphylaxis, use your Emerade immediately.

Emerade is a Prescription only Medicine and is available in Sweden, France, Spain, the Netherlands, the UK, Ireland and Germany.





Instructions for the EPIPEN


1 Pull off Blue Safety Cap. Grasp EpiPen® in dominant hand, with thumb nearest blue cap and form fist around EpiPen® and pull off the blue safety cap. Remember: "Blue to the sky, orange to the thigh".	
2 Position Orange Tip. Hold the EpiPen® at a distance of approximately 10 cm away from the outer thigh. The orange tip should point towards the outer thigh.	
3 Jab Orange Tip. Jab the EpiPen® firmly into outer thigh at a right angle (90° angle). Hold firmly against thigh for 3 seconds. EpiPen® should be removed and safely discarded. The orange needle cover will extend to cover the needle.	
4 Dial 999. Dial 999, ask for ambulance and state "anaphylaxis".	


Instructions for the JEXT


Instructions for use

- 

1, Grasp the Jext injector in your dominant hand (the one you use to write with) with your thumb closest to the yellow cap.
- 

2, Pull off the yellow cap with your other hand.
- 

3, Place the black injector tip against your outer thigh, holding the injector at a right angle (approx 90°) to the thigh.
- 

4, Push the black tip firmly into your outer thigh until you hear a 'click' confirming the injection has started, then keep it pushed in. Hold the injector firmly in place against the thigh for 10 seconds (a slow count to 10) then remove. The black tip will extend automatically and hide the needle.
- 

5, Massage the injection area for 10 seconds. Seek immediate medical help.

Call 999, ask for an ambulance and say "anaphylaxis". If you are unable to make the call, get someone else to call for you.

BE PREPARED: Use a second Jext after 5-15 minutes if the symptoms do not improve.

Appendix 4b – Staff Training

The Health and Wellbeing Centre offers training for all staff annually and has a range of training syringes. Instruction is provided to all members of staff, so that they feel more confident in assisting. Please contact the Health and Wellbeing Centre for an appointment if you require instruction.

You must have received training within the previous 12 months in order to be covered to administer an adrenaline injection.

Freya	Walmsley
Hilary	Price
Sam	Atkin
Karen	Laydon
Annabelle	Banner
Sarah	Wilkins
Cherry	White
	Van Der Westhuizen
Carmen	
Charlotte	Pyle
Matthew	Ponter
Yulia	Mukho
Emily	Davis
Belle	Bedford
Ellie	Smallwood
Libby	Gooden-Morris
Sarah	Salisbury
Sally Ann	Bourne
Kirsty	Matthews
Louise	Nicholson
Vivian	Jenkinson
Vicky	Rodway
Scott	Bryant-Jones
Dave	Packer
Sheila	Hughes
Lynne	Prosser
Tom	Pridmore
Joan	Turner
Jemma	Forrester
Simon	Forrester
Claire	Morris
Hannah	Leathart
Abi	Sweetland
Sophie	Yeates
Holly	Wuidart Gray
Dinah	de Wit
Sarah	Weston
Victoria	Collett
Arch	Jones
Penny	Walker
Sarah	Field
Juliet	Fisher

Hannah	Talbot-Cooper
Orla	Duffy
David	Gray
Charlotte	Dennison
Deborah	Jones
Rebecca	Maxwell
Sarah	Townsend
James	Topp
Rachel	Haighton
Emma	Aris
Lisa	Buckley
Louise	Cooper
Sarah	Connell
Alison	Kingshott
Zoe	Hemphill
Kate	Taylor
Sasha	Munn
Paul	Forsyth
Megan	Bowdrey
Diana	Weissberg
Laure	Redfern
Isla	Whitmore
Roxanne	Lewis-Hopkins
Shelley	Jerram
Alice	Prior
Penny	Neville
Becky	Smith
Holly	Burton
Sally	Turner
Elizabeth	Amos
Ximena	Carrillo
Brigitte	Wadman
Gemma	Dobson
Rebecca	Jones
Cleo	struggles
Dan	Attfield
Lucy	Campbell
Violeta	Din
Susan	Ferguson
Elizabeth	Bell
Joanna	Parker

Shelagh	Kidwell
Zinnia	Wilkinson

Appendix 5 – Asthma Treatment

All pupils who suffer with Asthma are listed on iSAMS. These pupils do not have a Care Plan unless they have a severe form of Asthma.

A pupil is having an Asthma attack if:

- the reliever is not helping;
- the symptoms are getting worse (cough, breathlessness, wheeze or tight chest);
- too breathless/difficult to speak, eat or sleep;
- breathing is getting faster and feel like they can't get their breath properly.

The school adopts the Department of Health Guidance on the Use of Emergency Salbutamol Inhalers in Schools (2015). Please see guidance on using and storing an inhaler and example letter to Parents

Guidance for treating Asthma

The following guidelines are suitable for both children and adults and are the recommended steps to follow in an asthma attack:

- a) Sit up straight - don't lie down. Try to keep calm;
- b) Take two puffs of the reliever inhaler (usually blue) immediately and then one puff every two minutes, up to a maximum of 10 puffs;
- c) If they feel worse at any point while using the inhaler or they do not feel better after 10 puffs or you are worried at any time, call 999 for an ambulance;
- d) If the ambulance is taking longer than 15 minutes you can repeat step b).

If your symptoms improve and you don't need to call 999, you still need to make an urgent same day appointment to see your GP.

Emergency Asthma Kits

These are located in the Sports Centre, in Reception and the Health and Wellbeing Centre. The healthcare team are responsible for training, use, storage, care, disposal and record keeping. An emergency inhaler can be used if a pupil's prescribed inhaler is not available (for example it is lost or empty). Training will be updated annually to staff during start of year inset.

Only pupils with diagnosed asthma and/or who have been prescribed a reliever inhaler may use an emergency inhaler. The health centre staff will maintain an up to date register of those diagnosed and/or have been prescribed a reliever inhaler and will only be given to those who have had parental consent. The register will be reviewed annually or earlier if any changes. A copy of the register will be stored in the emergency asthma kits.

Guidance for the Use and Storage of Inhalers

Pupils with asthma, who are prescribed inhalers, will be recorded on iSAMS.

These pupils must keep their inhalers with them at all times.

In the event of a mild wheezy attack

- The pupil should be helped to find their inhaler and advised to take 2 puffs;
- Allow the pupil to sit in an upright position in a well-ventilated area;
- Avoid any fuss or panic.

After a few moments the symptoms should be relieved, and the pupil may continue with normal activities. However, if the symptoms are not relieved, please contact the Health and Wellbeing Centre immediately.

External Trips

The Trip Leader should check iSAMS and obtain the names of pupils who have inhalers. Pupils must have their inhalers with them. This should be checked by the member of staff at the start of the trip, before leaving School. If the pupil does not have their inhaler, they will not be permitted to go on the trip.

Boarders and Weekly Boarders

It is the responsibility of the School Medical Officer to prescribe any inhalers. Inhalers prescribed for use at specific times must be kept locked in the dispensary in the relevant Boarding House. Pupils issued with blue inhalers (bronco-dilators), MUST keep them with them at all times and remember to transfer them between bags accordingly.

Day Pupils and Flexi Boarders

It is the responsibility of the parent to provide the inhalers; parents can send in spare inhalers which will be kept in the Health and Wellbeing Centre.

Inhalers cannot be prescribed by the School Medical Officer for day pupils or flexi boarders.

Appendix 6 - Good Practice Guide

Disposal of Blood and Bodily Fluids

In the event of spillage of any bodily fluids, the site must be cleaned using the contents of a Bio Hazard Kit.

The kit has a full set of instructions, please familiarise yourself with them - this is for your protection. You must wear the protective gloves provided.

All used materials must be placed in the yellow bag and returned immediately to the Health and Wellbeing Centre for disposal.

Please keep the kit with the first aid box. In the event of the kit being used, contact the Health and Wellbeing Centre and we will replace it.

Please inform the Housekeeping Supervisor if the spillage covers a large area or if bedding, clothing, etc. needs laundering. Soluble Hot Water bags must be obtained for items needing laundering.

Control of Head Lice

Detecting head lice - if head lice are suspected, carry out detection combing

- Wash hair with ordinary shampoo;
- Rinse hair and apply lots of ordinary conditioner;
- Comb hair with normal comb to get rid of tangles;
- Switch to fine tooth detection comb;
- Slot the comb's teeth into hair at roots so that it is touching scalp and draw the detection comb through to the tips of the hair;
- Comb all parts of the hair, working around the head;
- Check the comb for lice after each stroke;
- If lice are detected, clean comb by wiping on a tissue before next stroke and putting any live lice and nits into a bowl of water;
- After whole head has been combed, rinse out the conditioner.

NB. It takes 20-60 minutes to perform detection combing thoroughly, depending on thickness of hair.

Treatment of head lice:

- Wet combing or 'bug busting' is used to remove lice without using chemical treatments;
- Bug busting kits are available from the Health and Wellbeing Centre;
- Repeat steps 1 to 10 of the detection method;
- Methodically remove lice with comb;
- Rinse hair;
- Repeat every three days for at least two weeks;
- Insecticide lotion can be used if the wet combing method proves unsuccessful after 2 weeks;
- Seek advice from the Health and Wellbeing Centre if infestation is difficult to treat.

Hot Water Bottles / Heat Pads

Hot water bottles should NOT be used anywhere in School, as there is a risk of burn injuries with their use.

All Houses should have a wheat bag/heat pad. Wheat bags can be used to ease muscular pains and painful periods. A wheat bag should be heated in the microwave for a maximum of 2 minutes.

If any House needs a replacement wheat bag, please contact the Health and Wellbeing Centre.

Appendix 7 – Homely Remedies Guide

Medication	Dose	Uses
Paracetamol liquid 120mg/5ml	2-4 years 360mg (7.5ml) every 4 hours 4-5 years 480mg (10ml) every 4 hours	General pain relief Reduction of raised temperature
Paracetamol (500mg Tabs or Syrup 250mg/5mls) or Paracetamol (Soluble Tabs 500mg)	6-10 years - 250mg (0.5 of a tablet) every 4 hrs 10-12 years - 500mg (1 tablet) every 4 hrs 12-15 years 750mg (1.5 tablets) every 4 hrs Over 16 years - up to 1g (2 tablets) every 4 hrs Maximum 4 doses in 24 hours If pupil is taking any other medication, please check with the H&WBC	
Ibuprofen suspension 100mg/5ml	1-3 years 100mg (5ml) up to 3 doses in 24 hours 4-6 years 150mg (7.5ml) up to 3 doses in 24 hours 7-12 years 200mg (10ml) up to 3 times per day	General and muscular pain. Do not give if history of stomach disorders, known sensitivity to aspirin or other anti-inflammatory drug Avoid giving to asthmatics unless it is prescribed
Ibuprofen 200mg - 400mg tablets	Over 12 years - (1-2 tablets) 200mg – 400mg 6-8 hourly, up to 3 doses (max 6 tablets) in 24 hours Not to be given if Mefanamic Acid is prescribed for period pain.	
Paediatric simple linctus	1-5 years 5ml up to 4 times per day 6-11 years 10ml up to 3 times per day	Relief of dry, tickly cough
Simple Linctus	5mls up to 4 times	Relief of dry, tickly cough
Throat Lozenges	Up to 8 in 24 hours	Relief of sore throat
Menthol and Eucalyptus Inhalation	See Good Practice Guide (appendix 3)	To clear nasal/sinus congestion in upper respiratory tract infections
Hyoscine hydrobromide 150mcg	4-10 years ½ a tablet 10-11 years 1 tablet	Travel sickness
Stugeron 15mg tablets	Over 12 years 2 tablets 2 hours before travelling. 1 further tablet after 8 hours if required.	Travel sickness
Bonjela	Only over 16 years Apply to affected area 3 hourly up to 6 times daily.	To relieve painful mouth ulcers Refer to H&WBC if symptoms persist for 72 hrs
'Wasp-Eze' Spray for all stings	Spray directly on to area around insect sting for 2-3 seconds Repeat ONCE after 15 minutes if necessary	For all insect bites and stings including nettle
Cetirazine 10mg	6-11 years 0.5 tablet 1-2 times daily 12 and over 1 tablet once a day	For mild allergic reaction, itching or rash. Record administration and inform Health and Wellbeing Centre.
Loratadine suspension 5mg/5ml	2-12 years who weigh 30kg or less; 5mg (5ml) once daily 2-12 years who weigh more than 30kg; 10mg (10ml) once daily	Mild allergic reaction, itching or rash

In all cases refer to Health and Wellbeing Centre if symptoms persist.

Please note:

- Only medication on this list may be administered without prescription;
- Prescribed medication by a Doctor must remain in its original package with chemist's label clearly visible;
- Medication must only be administered to the patient it has been prescribed for;
- All homely remedies and prescribed medication MUST be recorded on individual's drug chart.

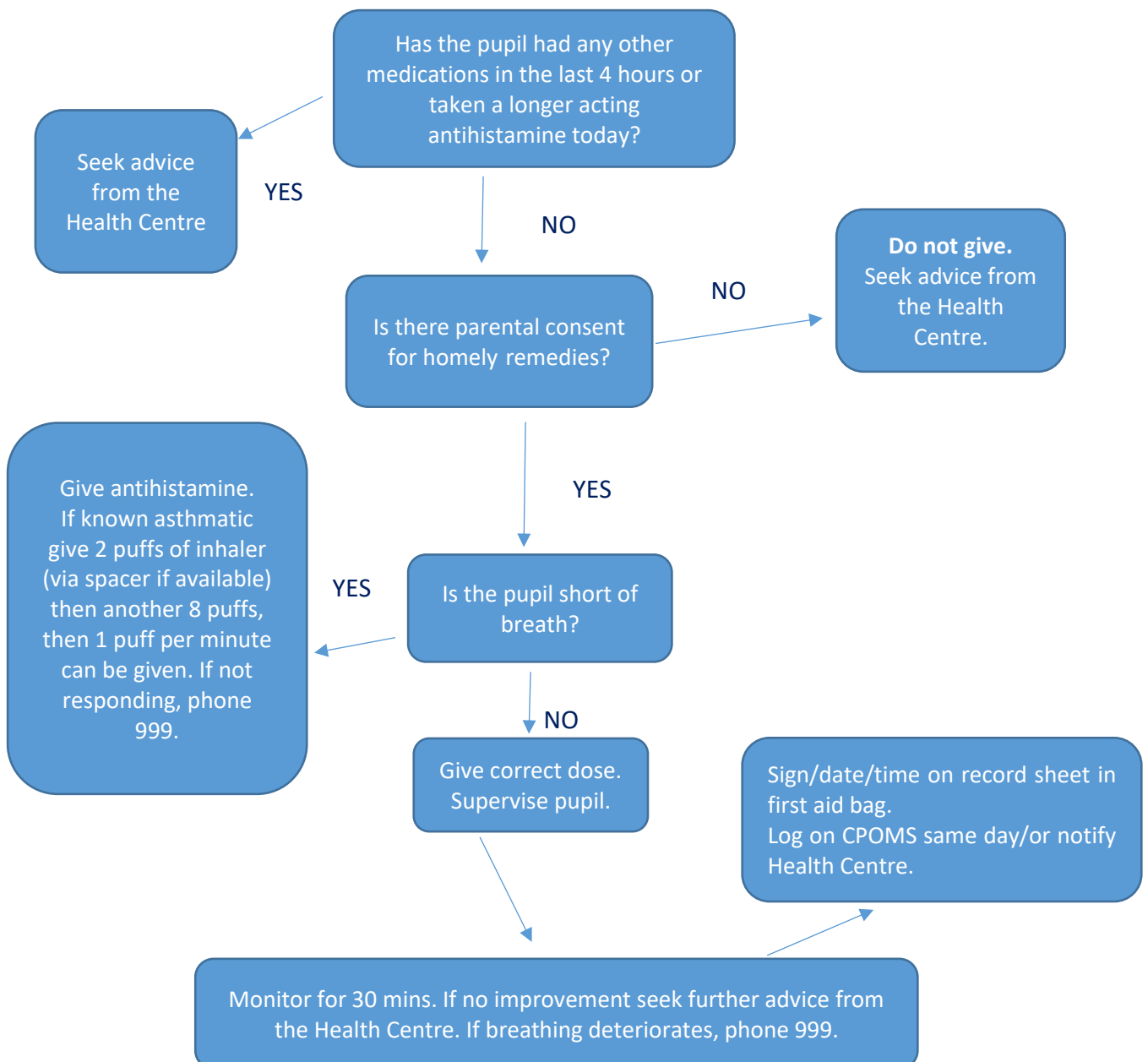
Cetirizine Administration

When to give:

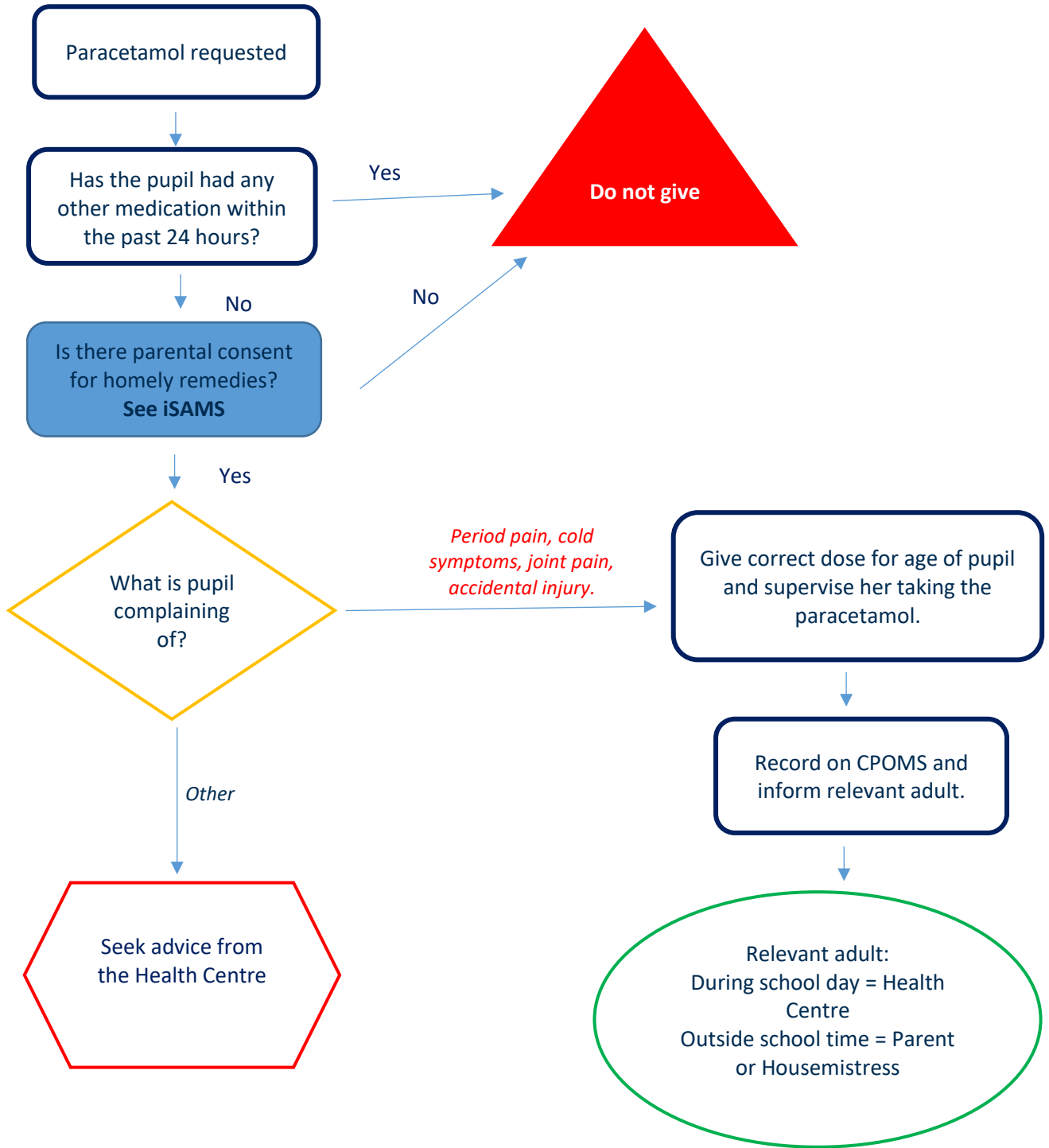
Signs of allergy such as bee stings, hay fever, Hives or itchy skin rash, bites, itchy or tingling mouth, swollen lips, face or eyes. Always be alert for signs of anaphylaxis.

Antihistamines will not work in time for a severe allergic reaction. 999 should be called in this instance.

Signs of anaphylaxis: Difficulty breathing, swelling of lips, tongue, throat, skin rashes/hives, increased anxiety. Usually requires 2 or more symptoms and can occur quickly.



Paracetamol Administration



Appendix 8 – Medication

Administration of medication

When a medicine is administered either by the Health and Wellbeing Team or by teaching or boarding staff, the following procedure will be followed:

- Check what the pupil has been prescribed: on the drug administration chart and the pharmacy label;
- Check the identity of the pupil;
- Ask whether the pupil wants the medication;
- Make sure no one has already given it;
- Prepare the correct dose for the time of day;
- Give the medication and offer a drink of water;
- Healthcare professional/house/teaching staff will also enter the administration into the medical notes onto CPOMS.

Medication from home

Parents must inform the Health and Wellbeing Centre of any medication prescribed at home by their family GP.

On return to School after a holiday, any new medication must be given to the relevant Housemistress. The School Medical Officer should then see the pupil with their medication during morning surgery at the earliest opportunity.

Any medicine from overseas should be accompanied by a letter in English to the Medical Officer giving a translation and outlining treatment.

Prescription Drugs for Prep Boarders and Senior School pupils

Short courses and long-term medication

- Medication prescribed by the School Medical Officer is collected by a member of the Boarding House Staff from the Health and Wellbeing Centre OR a pupil may come to the Health and Wellbeing Centre to receive their medication. Either way, any medication given will be logged on CPOMS;
- All prescription drugs must be kept in a locked cupboard within the Dispensary and administered from there;
- Medication prescribed by a Doctor must remain in its original package with chemist's label clearly visible;
- Medication must ONLY be administered to the patient it has been prescribed for;
- The member of staff who administers the medication must check the dose and time of the drug which is to be administered, identify the pupil by name and observe them taking the drug. Under no circumstances should medication be pre-dispensed into medicine pots for administration at a later time;
- If the pupil refuses to take the medication an 'R' must be recorded on CPOMS and a report should be sent to the Health and Wellbeing Centre stating the reason for the refusal;
- It is the responsibility of the Housemistress to ensure that the medication is administered at the correct time when the pupil is in the Boarding House.

Prescription Medications for Year 7 – 11 Day pupils

Medicines for day pupils should only be brought into school when absolutely necessary and should be stored at the Health and Wellbeing Centre, with the exception of inhalers and adrenaline auto-injectors. Pupils must not have medication in their possession without the knowledge of the Health and Wellbeing Centre staff. Whenever possible, day boarders must take any prescribed/regular medication outside of school hours.

Prescription Medications in MSJ Prep

Pupils on medication should bring their medicine to school. Parents are required to email confirmation of the medicine and details of its administration to Form Tutors. This information will then be stored on CPOMS. Medicine is either kept in a locked cupboard in the Prep Office or in the fridge in the lockable Prep Kitchen. Medicine will be administered by the Form Tutor or Head of Year in accordance with the emailed instructions. All medicines are returned to parents by hand at the end of the day. Any medication given is recorded on a pupil's CPOMS record. Where medicine has been administered to an EYFS pupil, parents will be informed of the time it was administered, as soon as is practicable and before the end of the day.

Prescription Medication in the Sixth Form

MSJ encourages Sixth Form pupils to become more independent. If pupils are prescribed medication from the School Medical Officer, they are encouraged to take their prescription and collect the medication themselves from the local chemist if they are well enough. Pupils are allowed to keep their own medication and self-administer. Pupils are required to complete a self-administration risk assessment prior to being given a prescription

All pupils are given guidance from the Health and Wellbeing Centre staff on the safe storage and administration of medication during the first week of the Autumn Term. This is reinforced every term in a talk delivered by a member of the Health and Wellbeing Centre Team. If the team is not confident that a drug will be administered or stored safely, they will order the prescription to be delivered to school and it will be sent to the Housemistress with a drug chart. This is also the protocol for all lower and middle school pupils. (see forms at the end of this appendix)

The Contraceptive pill

On occasions, a Doctor may prescribe the contraceptive pill when the patient wishes to remain confidential. In these cases, we are not permitted to inform the Housemistress and are therefore not able to follow normal dispensing guidelines. This only applies to pupils in Years 9-11.

In this situation the guidelines below are followed: -

- If a middle school pupil is prescribed the contraceptive pill. they are permitted to collect the medication from the Health and Wellbeing Centre and to self-administer the tablet each day;
- These pupils are deemed to be 'Fraser Competent' by the prescribing Doctor prior to any contraceptive being prescribed. They are instructed very carefully on how to take the tablet and how to store it in a safe place within their personal property;
- All pupils wishing to be prescribed the contraceptive are actively encouraged to use the contraceptive injection as this ensures their contraception without having to store medication or remember to take a tablet on a daily basis;
- Contraceptive pills are stored in the Health and Wellbeing Centre and only given to the pupil in 'one month at a time' quantities. Smaller amounts cannot be given as they are provided in a 'one month' foil pack with days of the week stamped onto the pack;
- The contraceptive pill is never prescribed for anyone Health and Wellbeing Centre staff believe would not take the drug in an appropriate way or store it in an appropriate way;
- Risks of overdose - The two most noticeable signs of a birth control pill overdose are nausea and vomiting. Some women may also notice unexplained vaginal bleeding for two to seven days after the overdose has occurred. If another pupil were to overdose on contraceptive pills they would be taken to hospital with the empty / part empty contraceptive packet and the hospital staff informed of the number of pills that had been taken;
- As part of our (verbal) risk assessment we ask the pupils who they share a room with, whether this person would be aware that they are on the pill and how to store the medication safely. If we felt that any other pupil/s in the room were at risk of overdosing on the Contraceptive pill it would not be dispensed. It is ONLY the Contraceptive pill that Housemistresses would not be aware of pupils self-medicating and only if we could not persuade the pupil to let us inform the Housemistress. Pupils are also encouraged to talk to their parents and inform them that they are taking the contraceptive pill.

Non-Prescription Medication

Parental consent must be obtained before non-prescription medication is administered. The parental signature for consent is on the Health Questionnaire kept in pupil's medical records in the Health and Wellbeing Centre. It is the responsibility of the Healthcare professionals to ensure current consent and to inform the Boarding Staff of any discrepancies. This information is updated on iSAMS. This must be checked prior to the administration of any homely remedy. If there is no consent, the drug must not be administered.

The Homely Remedies Guide (**Appendix 5**) allows non-nursing staff to administer medication to pupils from the general sales list, as agreed by the Medical Officer. Homely remedies (Paracetamol, Ibuprofen, Antacids, Simple Linctus, Antihistamines and Throat lozenges) must be administered using the same procedure as instructed above for prescription medication, and must be stored in a locked cupboard in The Dispensary. They must also be entered on CPOMS with relevant members of House and Nursing staff linked to the record. Homely remedies are dispensed as a single dose and are taken under supervision.

Paracetamol and Piriton (also known as Chlorphenamine) is available in the First Aid bags (in boxes of 16 tablets) for staff to dispense in single doses as per the protocol. Administration of these drugs is recorded on CPOMS. Staff are made aware that the bag contains Paracetamol and that they must not leave the bag with pupils unattended. (**Appendix 7**)

Sixth Form Boarding Houses are supplied with a stock from the Homely Remedies Guide, for administration to pupils within the House. These must be stored in a locked cupboard and their administration must be recorded on CPOMS with the Health and Wellbeing Centre copied in. Pupils are not permitted to self-administer homely remedies.

Administration of Vitamins in the Boarding House

Vitamins must be treated in the same way as other medication in that their use must be documented. All pupils under 16 must have parental consent to have vitamins in school.

Exeat Weekends and Educational Visits

Prescribed medication must be collected and stored safely under the control of the Lead Member of Staff. The Drug Chart should also be taken and the medication administered as detailed – in the Sixth Form, pupils may be responsible for their own medication.

On return to School any member of staff who has administered medicines from the Homely Remedies list must register this on CPOMS to inform:

- The Health and Wellbeing Centre;
- The appropriate Housemistress for boarders; and
- Parents for day pupils.

Storage and Administration of Controlled Drugs

All controlled drugs will be kept in a locked cupboard within a locked cupboard in the school Health and Wellbeing Centre. The medication will be counted prior to the administration of the next dose and this must be witnessed by two members of staff, one of which is a registered healthcare professional. Both members of staff should sign for the drug in the drug book. All medications, except for inhalers and Adrenaline auto-injector should be collected by parents at the end of term.

Disposal of Medicines

Any unclaimed or out of date medicines will be sent to the pharmacy for destruction. The health and wellbeing team are responsible for checking the dates of medication and arranging for the disposal of any that have expired within the Health and Wellbeing Centre and the Boarding Houses. This check is done every term.

Adverse Reactions to Medicines

- Administration of the medicine will be stopped with immediate effect and the school Medical Officer or out of hours GP service will be informed;
- All details pertaining to the reaction will be documented in the pupil's medical notes and parents and boarding staff will be informed;
- Warning flags will be posted on both EMIS and ISAMS.

Medicines given in Error

- The school Medical Officer or out of hours GP service will be informed as soon as the error is discovered;
- The advice given by the doctor will be taken and documented;
- All details pertaining to the error will be documented in the pupil's medical notes and parents and boarding staff will be informed;
- The School Medical Officer and Health and Wellbeing Team will discuss the reasons for the error and put in place any measures required to prevent this happening in the future. **Duty of Candour Procedure will be followed to ensure all reportable incidents are appropriately investigated and learnt from.**

Self-Medication Risk Assessment

Name:

DOB:

House:

Date of First Assessment:

- Self-Medication is where the pupil takes responsibility for taking their own medicine;
- Each pupil's capability to self-medicate must be reassessed on a regular basis and the pupil must be Fraser Competent;
- Self-medication increases understanding of their medication and the condition it is being taken for;
- Self-medication encourages responsibility for own health;
- Only a Doctor can prescribe medication to be self-administered.

Drugs excluded from self-medication are:

- Homely Remedies (Paracetamol, Ibuprofen, Simple linctus, Antihistamines, Throat lozenges and Antacids);
- Controlled drugs.

Declaration

It is my responsibility to:

- Ensure I understand what the medication is and what it is for;
- Always read and understand the label on the dispensing box and the leaflets contained within the medication box and seek explanation if I do not understand anything;
- To ensure that I understand the dose prescribed and when and how to take medication;
- To make sure that I am aware of side effects and possible allergic reactions;
- To ensure the safe storage of my medication and I appreciate the necessity for safe storage;
- Never share medication with anyone else.

Comments:

Pupil:

I have discussed the declaration above with the healthcare professional and agree to be responsible for the administration of my own medication.

Name of pupil:

Signature of pupil:

Nurse:

I have discussed the declaration above with the pupil and assess that they are able to be responsible for the administration of their own medication.

Registered Nurse: *(Full name and signature)*

Summary of Medical Talk to Sixth Form

Storing and Administering Medicines Safely

- You are NOT permitted to buy homely remedies over the counter at a pharmacy. Homely remedies include; Paracetamol, Ibuprofen, Antihistamines, Simple Linctus and Antacids. All of these medicines are available in the School Health and Wellbeing Centre and Paracetamol and Ibuprofen are available in the Boarding Houses. They will be dispensed in single doses and each dose will be recorded;
- Check directions on medicines as some require taking on an empty stomach (absorbed more quickly into bloodstream)/with food (to avoid stomach irritation)/mixed with something, avoid alcohol/certain foods;
- Always keep medicines in a cool, dry, secure place out of direct sunlight (out of children's reach). Some medicines require refrigeration. Bathroom cabinets not always ideal due to humidity and warmth (an environment that speeds up a drug's breakdown process). Room temperature generally ideal;
- Always keep medicines in their original container (may look like sweets/soft drink otherwise) and do not mix medicines together in the same container, even if they are the same as they may have different expiry dates or dosages;
- Don't leave the cotton plug in a medicine bottle. This can draw moisture into the container;
- Check the expiry date each time you take medicine. Replace any medication that is out of date.;
- Never use a medication that has changed colour, texture or odour, even if it has not expired. Take any capsules or tablets that stick together, are harder or softer than normal, or are cracked or chipped to the Health and Wellbeing Centre or a Pharmacy for safe disposal;
- Follow any particular storage instructions (refrigerate/out of sunlight etc.);
- You are requested NOT to buy medication over the counter. If you buy medicines over the counter for a cold, you must always check the list of medicines/ingredients in each product, as many cold/flu medicines contain Paracetamol;
- Never share medicines prescribed to you with others (as they may be unsuitable for them);
- Never exceed the recommended dosages;
- Antibiotics: You will often feel better before you finish all the doses of medicine. It is important to complete the course prescribed to prevent the infection returning;
- Always ensure you mention any allergies/illnesses you have as some medicines may not be suitable;
- Try to take your medicine dose at the recommended intervals; taking them too close together increases the risk of side effects occurring;
- If you are taking several different medicines, check if they can be taken together, or if they must be taken at different times in order to avoid any adverse effects or a reduction in effectiveness caused by an interaction between them;
- All drugs have side effects and you should know what these are. Read the leaflet that comes with your medicine(s). In the case of severe side effects – inform GP/999.

Travelling Abroad/Home

- Before departure, list all your medications, as well as the name and number of your pharmacist;
- Pack your medicine in a holdall (hand luggage), not your suitcase;
- Take an extra supply with you in case your return is delayed;
- Never leave medicines in a car. Heat can quickly destroy medicines;
- Watch time changes. Set a separate watch to your usual time so you can remember when to take your medicine. If you are travelling for a short holiday you may find it more convenient to take your medicine in line with UK time. Generally, time zone changes of up to two hours do not appear to pose any significant problems for most medicines. Be careful of time differences of more than two hours to ensure that medicines are neither over nor under dosed.

Adrenaline Auto-Injectors

- If there are any pupils in the Sixth Form that carry an adrenaline auto-injector, ask their permission to disclose who they are and give some guidance on anaphylaxis and the use of the auto-injector.
- Offer a more in depth training to the pupil's close circle of friends.

Safe Storage and Dispensing of Medicines Check List

Boarding House:

Date:

Medicine Talk complete	
Drug Amnesty	
Dispensary Check: <ul style="list-style-type: none">• Medication correctly stored• Medication in date – checking procedure in place• Prescription medication in original packaging with pharmacy label• Medicine dispensed according to policy• Parental consent for homely remedies routinely checked prior to dispensing• Correct dose always given• Paracetamol guidelines available• All medication taken under supervision	
Drug records Check: <p>The following should be recorded in the patient notes, on CPOMS.</p> <ul style="list-style-type: none">• Reason for administration• Dose given• Time given• Signature / initial• Pupils, Health and Wellbeing Centre and parents (if appropriate) should be informed of when the next dose is due, if applicable. Allergies <ul style="list-style-type: none">• The allergy status of all pupils and staff MUST be checked prior to any medication being administered.• Known allergies must be clearly recorded in the patient's notes	
Adrenaline auto-injectors <ul style="list-style-type: none">• Accessible to all staff• Travel with pupil on trips / Exeats• Regular check of expiry dates	
Drugs from overseas: <ul style="list-style-type: none">• What is the school procedure?• Are procedures followed?	
Comments:	

Appendix 9 - Medical Emergencies Procedure

In the event of a sudden unexplained or possibly life-threatening medical situation or a severe illness or injury, please dial 999 for Emergency Medical Services. The incident should be handled expediently, efficiently and calmly.

Examples of life-threatening conditions may include, but are not limited to, the following:

- Choking;
- Severe chest pain and/or shortness of breath;
- Loss of consciousness;
- Uncontrolled bleeding;
- Debilitating injuries;
- Anaphylaxis.

If an employee, resident, pupil, visitor, guest or patient incurs an injury/illness that appears to be life-threatening, the person reporting the incident should immediately call 999 and provide the dispatcher with:

- their name;
- their location;
- name of the injured/ill person, if known;
- nature of the injury/illness, if known;
- any special directions regarding the situation or location

Unless otherwise requested or indicated, the injured/ill person should be transported by ambulance to the hospital.

After calling 999, the following key contacts must be informed:

Health and Wellbeing Centre	01684 574454 (7454)
Deputy Head Pastoral	01684 584628 (7628)
Bursar	01684 584604 (7604)

Malvern St James Employees

The above offices must be contacted when employees have work-related illnesses of a minor or major nature within normal working hours. The employee's line manager is responsible for completing an "Accident Report" form regardless of whether the illness or injury has occurred on or off the school site. The accident report form can be found on Smartlog. The Accident Report must be completed on the same working day as the occurrence.

Non-Malvern St James Employees

All accidents which involve persons who are not employed by the school must be reported immediately to the Bursar, as above.

Pupils

Inform the Health and Wellbeing Centre and the pupils' parents immediately. Document all known information on CPOMS.

Assisting in a Medical Emergency

- You can always do something to help in any emergency;
- Take appropriate safety precautions for yourself and the safety of others;
- Be alert to possible dangers at the scene. Move a victim only if the victim's life is endangered;
- Communicate effectively, giving specifics on what, where, when, and the number of persons involved;
- Ask a conscious victim for permission before giving care;
- Provide necessary information to Emergency Services upon their arrival;
- Comfort the victim as well as bystanders;
- Keep the area free of unnecessary traffic and help protect the victim from possible dangers.

Appendix 10 - MSJ Pandemic Procedure

This procedure has been written in response to the real risk of influenza or another pandemic. A pandemic is the world wide spread of a new disease. An influenza pandemic occurs when a new influenza virus emerges and spreads around the world and most people do not have immunity. The school is mindful of the need to ensure it is in a position to respond to any such event but also not to cause unnecessary alarm by the production of such a policy.

Background

Influenza is an acute respiratory illness due to infection with the influenza virus and is deemed to be the highest risk to the School. Uncomplicated influenza is defined as influenza presenting with fever, catarrh and generalised symptoms (headache, malaise, muscular and joint pain) and sometimes gastrointestinal symptoms, but without any features of complicated influenza.

The World Health Organization (WHO) closely monitors all strains of influenza globally to see whether these viruses develop into a pandemic. The WHO operates a 6-level system of alerts in which level 6 indicates a global pandemic.

We closely monitor updates from the WHO and in the event of such an outbreak we would follow the guidelines of Public Health England and the WHO. Any specific instructions for monitoring would be added as an appendix of the policy.

The typical symptoms are sudden fever and sudden cough. Other symptoms may include headache, tiredness, chills, aching muscles, limb or joint pain, diarrhoea or stomach upset, sore throat, runny nose, sneezing, loss of appetite.

Current advice: Day pupils who are ill and who have flu-like symptoms must stay at home and contact either their GP or NHS 111. If a diagnosis of flu has been made the school must be informed.

Personal responsibility

Staff and pupils are encouraged to note the following general advice, which can help prevent the spread of flu.

- CATCH IT: Cover your nose and mouth when coughing or sneezing and use a tissue;
- BIN IT: Dispose of dirty tissues, bag them and bin them;
- KILL IT: Maintain good basic hygiene, wash your hands frequently with soap and HOT water and clean hard surfaces regularly e.g. door handles, phones and worktops.

In the event of a case in school

- We will aim to treat rather than contain;
- The pupil/s will be isolated appropriately;
- Parents of the child with flu will be informed immediately;
- If possible, parents will be asked to collect their child and for the child to remain at home until they are fully well and symptom free. If a pupil from an overseas family contracts flu, the guardian should provide appropriate care off site. Staff will be informed;
- The Health and Wellbeing Centre will inform parents if there are a high number of cases;
- The school may need to be closed if the numbers are so high that staffing resources are not adequate to care for the children;
- In the event of a closure the school will provide pupils with academic work to complete;
- If the school is forced to close during a public examination period, steps will be taken to notify the examination boards and to provide alternative arrangements.

Contingency planning

- The school will review plans regularly in response to advice from the Department of Health;

- The school will ensure that the Health and Wellbeing Centre is well stocked and that Housemistresses have the equipment that they need;
- The school will not stockpile anti-viral medication and equipment;
- The school will ensure that parent and staff contact details are up to date;
- The school will maintain a list of contacts at the local Health Protection Unit who will help to assess the situation within the school and advise on further measures;
- The school will maintain an up to date cover time-table to ensure that lessons are covered in the event of staff absence. The allocation of cover is managed by the school Attendance Administrator;
- The school Housekeeping Department will ensure that staff absence is covered so that high hygiene levels are maintained.

If you feel you have flu-like symptoms:

- Stay home and rest;
- Take medicines such as Aspirin, Ibuprofen or Paracetamol to relieve the symptoms, children under 16 should not be given Aspirin or flu remedies containing Aspirin;
- Drink plenty of fluids.

General public health measures affecting schools during a pandemic

The school will follow the best advice given to meet the needs of its community, accepting that the school cannot operate in isolation to Public Health measures.

Current government guidance is that people should try to continue their everyday (essential) activities as normally as possible during a pandemic, while taking personal responsibility for self-protection and social responsibility to lessen the spread of the virus.

The school will follow medical and public health advice on any subsequent waves of pandemic.

School actions

The view of the majority of medical scientists is that a global pandemic of a new flu virus such as Avian flu or Swine flu is increasingly likely and probably inevitable. In the event of receiving advice from medical/governmental sources that a flu pandemic is imminent, the school will:

- Refer to the Critical Incident Policy;
- Inform parents promptly of the situation and the school's response;
- Update the school's response regularly in line with the emerging situation;
- Use email and other appropriate means to inform parents, so that advice is prompt and easily accessible, including arrangements for any exam candidates;
- Act strictly on the generic advice given to the national population by the Chief Medical Officer and appropriate government agencies, such as the Health Protection Agency and LA.

In preparing for a possible pandemic situation the school will act to:

- Publicise appropriate information and ensure reminders with regard to personal hygiene are on display and announced to pupils;
- Check sufficient stocks of cleaning products such as tissues, soaps, detergents and alcohol gels are available for use;
- Monitor very closely updates from the Department of Health and Local Government with regard to the possible spread of the pandemic within the local area;
Ensure that staff who show signs of infection are sent home and that pupils showing signs of infection are reassured, collected by their parents, or cared for in isolation in the school Health and Wellbeing Centre. Every effort will be made to keep the school operating normally. Daily updates will be posted on the school's parent portal.

Closure of the School

If the school has to close, this will be communicated to pupils and staff first and then to parents as soon as possible thereafter. The school may close for pupils but still be open for staff. If the school is closed for pupils then it does not have the general duty of care, which it normally has when the school is open in session. Parents/Guardians will then be responsible for the safety and care of their children.

The school's parent portal will display information which will cover the arrangements for remaining open or the re-opening of the school following closure. Such decisions will be based on the ability of the school to respond to the advice provided. Remaining open or re-opening of the school will not necessarily be the same for pupils and staff.

Controlled Drugs

The Misuse of Drugs Act (1971) prohibits certain activities in relation to Controlled Drugs (CD), their manufacture, supply and possession. In addition, The Misuse of Drugs Regulations defines the classes of person who are authorised to supply and possess controlled drugs while acting in their professional capacities.

Receiving stock from pharmacy

- Check patient details, correct dose and expiry date;
- Record date, amount received and from where;
- Record new running balance;
- Ensure label and dispensed medication match.

Storage

- Medication must be stored in a CD safe;
- Health and Wellbeing Centre (HWBC): CD key must be held by HC staff member.

Dispensing to Patients/House

- Check stock level against last entry;
- Record date, patient and amount given;
- Record new running balance after each dose;
- Ensure each entry is signed and counter signed (where possible) and add to CPOMS.

Monitoring


- Lead HWBC Professional to act as Malvern St James Accountable Officer;
- Accountability for maintaining the running balance of CD stock and dealing with discrepancies lies with the HWBC staff;
- Stock balance to be checked fortnightly by two members of staff;
- Yearly CD Audit to be conducted by Lead Healthcare Professional;
- Any documentation errors should be crossed out with a single red line and initialled;
- Records should be stored for two years and within the policy of the school's Data Protection policy;
- Any issue to be raised immediately to Lead Healthcare Professional who will then initiate the Significant Event Policy;
- If the discrepancy cannot be resolved, the advice of the NHS National Commissioning Boards' Controlled Drugs Manager will be sought and the Headmaster will be informed.

Medications Going Home

- All medications should be signed out of the CD book to a parent/guardian at the end of term or half term;
- If a parent/guardian cannot collect the student, further consideration must be given to the pupil leaving school with their medication providing the following criteria are met:
 - o Written confirmation from parent is received;
 - o The pupil is 16 or over;
 - o The Medical Officer is in agreement;
- Students travelling abroad with their CD supply should be supplied with a covering letter for travel.

Disposal of Controlled Drugs

Unwanted or out-of-date controlled drugs should remain stored in the controlled drugs cupboard until they are returned to the community pharmacy for destruction. This should be recorded in the controlled drugs register and signed by the person making the entry and another suitably trained person as a witness.

Authorised by	Governors of Malvern St James
Signature	
Date	13 March 2024 - <i>updated November 2024</i>

Effective date of the Policy	13 March 2024
Review date	Spring Term 2025