Medical Protocol and Practice

This policy applies to all pupils of Twyford School, including those in the Early Years Foundation Stage and pupils who are boarders.

1. Medical and Nursing Services

Twyford School employs two qualified School Nurses, who are both Registered General Nurses. They are assisted by Day Matrons and a Boarding Matron. Mrs Susie Patten is the Senior School Nurse, and coordinates all matters relating to medical health, including for boarders and EYFS. In addition to any provision on site, boarders have access to local medical, dental, optometric and other specialist services or provision as necessary. The School does not have ‘School Doctors’, although there is a surgery in the village that can assist as necessary. The School does not register pupils with local doctors – all NHS records are kept with their home GPs. Overseas weekly boarders (‘International Boarders’) are registered with a GP either by their parents or by their guardian.

2. Accommodation

The School has a Sick Room for day pupils and boarders who are ill during the day. We also have a day room immediately adjacent to the Matrons’ Room, called the Beach Hut, in which pupils can have a rest or lie down without needing to be admitted to the Sick Room. Both the Sick Room and the Beach Hut have dedicated toilets and either a bath or shower with a basin. There is a close monitoring protocol to ensure that pupils are constantly checked, and an emergency pull-cord in the Sick Room permits pupils to summon assistance immediately if necessary. An alarm button permits a pupil in the Beach Hut to summon assistance immediately, if necessary. Facilities are available so that boys and girls can be accommodated separately. In boarding time, a boarder who is unwell will be accommodated in the Sick Room until they can be collected by a parent or guardian. If necessary, a pupil may be accommodated in the Sick Room and another in the Beach Hut until they are collected by parents. Appropriate arrangements for close supervision is made if this need arises.

3. Medical Information

A questionnaire is sent to parents of all new pupils regarding past medical history, and any existing medical conditions, as well as known allergies. Parents are regularly asked for updates so that information on pupils’ needs are kept current. This will include any operations, injuries or current medications being taken.

The School records contemporaneous non-NHS medical records for all children, which are liable for inspection and monitoring by ISI.
4. The Administration of Non-Prescribed Medication & Homely Remedy Protocol

Over the counter medications (OCMs) are kept securely locked, other than those kept by individual pupils able to administer and control their own medication. In practice self-medication is very rare: inhalers only, and when parents and Matrons have agreed that this is desirable or necessary.

Twyford School maintains a list of OCMs that are kept in stock, with indications for use, contra-indications, dosages and side effects.

The School Nurses, Matrons (in Pre-Prep, Pre Prep Secretary) and Boarding Staff may administer non-prescription medication. On educational visits other staff may also administer OCMs. This is all made known to parents and via the medical form given to all new pupils.

The Senior School Nurse arranges any necessary training sessions where the administration of medicine requires medical or technical knowledge, and specialist training on diabetic care, asthma and Epipens. We ensure that, where this is necessary, staff are aware of issues such as so-called indications for the use of the drug, contra-indications, side effects, dosage, precautions regarding administration, clear reasons for not giving the drug and the duration of treatment, before medical advice is sought.

The Boarding Staff and Matrons will administer medication taking into account the frequency of administration, the difficulty or otherwise of taking medication, the need to monitor administration and the availability of staff to administer it.

Certain OCMs are available to Boarding Staff and Matrons to administer when considered necessary or when a pupil requires it. Such medicines include painkillers, anti-histamines etc. These are stored in a locked cupboard. Parents complete a permission form for the administration of OCM. Training is provided for those who are not medically qualified, including teachers taking educational visits.

The procedure of administration is as follows:

- The reason for giving medication must be established.
- The child should be asked his/her name for confirmation of identity. If in doubt the teacher should be asked.
- Check whether the pupil is allergic to any medication.
- Check whether or not the pupil has taken any medication recently and, if so, what.
- Check whether or not the pupil has taken that medication before and, if so, whether there were any problems.
- Check the expiry or ‘Use by’ date on the medication package or container.
- If brought in from home, check that the name of the child is clearly legible on the medication.
- Check that the medication is in its original packaging.
- The pupil should take the medication under the supervision of the person issuing it.
- Record the details – the name of the pupil, reason for the medication, the nature/name of the medication, the dose, the date and the time. These must be recorded immediately in the relevant written or computer record of the person administering the medication, signing and dating any written record.
- The administration of any medicines to pupils, including those in the Early Years Foundation Stage, will be reported to parents on the same day, or as soon as is reasonably practicable.
- Any suspected drug error must be reported to the School Nurse immediately.

All non-NHS records, whether made by a Matron or other boarding staff, are liable to inspection by the Ofsted/ISI under their relevant legal powers. However, the National Minimum Standards for Boarding Schools require that the Head or other senior member of staff should monitor records of “administration of medicine, treatment and first aid”. This obligation on the School does not require personal or sensitive information about a pupil, or information passed on in confidence, to be shared with non-medical staff. Whichever method of recording is employed by the School, it must be possible to follow an audit trail for the treatment.
This protocol applies equally to EYFS children as for all others, including boarders.

5. Protocol for the Administration of Prescribed Medication

This protocol applies equally to EYFS children as for all others, including boarders. Medicines must not usually be administered unless they have been prescribed for a child by a doctor, dentist, nurse or pharmacist (medicines containing aspirin should only be given if prescribed by a doctor). Prescribed medicines are only issued to the pupil for whom they have been prescribed. Aspirin is not suitable for children under 16. The School does not hold stocks of prescription medicines, such as antibiotics. Records are kept of all unused prescription medicines and these are returned to the pharmacy at Twyford Surgery – the member of staff returning the medicines signs the stock sheets.

Sharps are collected by the local council service.

The protocol for administration of prescribed medications by Boarding staff and Matrons is as per section 4.

6. Policy for Self-Administration

Boarders and day pupils are allowed to self-medicate if they are assessed by the School’s qualified nursing staff and parents as sufficiently responsible to do so. For example, a Ventolin inhaler may be carried by a pupil if required.

7. Consent to Treatment

A pupil’s ability to consent to, or refuse, medical treatment is acknowledged by the School. This is judged on “competency” and not age. If a pupil is not deemed ‘competent’, parental consent or the consent of a person with parental responsibility is required, unless it is an emergency. Children under 16 years of age are not automatically assumed to be legally competent to make decisions about their health care but will be competent to give valid consent to a particular intervention if they have “sufficient understanding and intelligence to enable him or her to understand fully what is proposed”.

Consent is a patient’s agreement for a healthcare professional to provide treatment or care and may be indicated non-verbally, orally or in a written format.

8. Confidentiality

Medical information about pupils, regardless of their age, will remain confidential. However, in providing medical care for a pupil, it is recognised that, on occasions, School Nurses and Matrons may liaise with the Head and other academic 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 matters the School Nurses and Matrons will respect the pupil’s confidence except on extremely rare occasions when, having failed to persuade that pupil or his or her authorised representative to give consent to divulge, the School Nurses and Matrons consider that it is in the pupil’s best interests, or necessary for the protection of the wider School community, to breach confidence and pass information to a relevant person or body.

9. Immunisations

The School Nurse will arrange for a qualified person to administer immunisations, such as HPV and influenza vaccinations.

Certain medicines can be given or supplied without the direction of a medical practitioner and without a Patient Group Direction for the purpose of saving life. For example, the administration by injection of adrenaline, chlorpheniramine and hydrocortisone are among those drugs which can be administered by anyone in an emergency for the purpose of saving life. We have Epipen/adrenaline for named pupils only.
10. **Medical Examination on Entry**

Pupils no longer undergo a medical examination on arrival.

11. **Health Advice**

Health advice for pupils, staff and parents is provided as necessary by our medically qualified School nurses and Matrons according to their training.

12. **Health Promotion and Education**

This is provided both informally by the School Nurses and via the School's Personal, Social, Health & Economic Education (PSHEE) programme.

13. **Care of Staff**

Staff can be provided with over the counter medications (OCMs) using the Homely Remedy Protocol (section 4) by the Matrons. Staff are encouraged to complete details of medical issues and next of kin contact details, via an information form completed on arrival, and updated annually. These are stored securely and confidentially for use in an emergency.

14. **Day Pupils**

All day pupils and flexi-boarders living within the locality are registered by their parents with a General Practitioner. Although emergency treatment will always be provided by the School Nurses and Matrons during School hours, it is expected that for routine medical matters and appointments reference will be made to the pupil’s G.P. This includes dental, orthodontic and ophthalmological matters. Emergencies will always be dealt with swiftly and proportionately to the need.

15. **Pupil Return after Illness**

Parents are advised that they have an important role in helping to prevent the spread of illness to other children and the local community. If their child has suffered vomiting and/or diarrhea they should be kept off school. Children with these conditions should only return 48 hours after their symptoms disappear. Most cases of vomiting or diarrhea get better without treatment, but if symptoms persist, parents are advised to consult their GP. Parents are advised that if a child has a raised temperature they should remain off school until their temperature has returned to normal for 24 hours and they are feeling fully improved.

After a head injury, eg concussion, parents are required to complete a form declaring their child is fit to return to sport after obtaining clearance from a medical practitioner. The School will ensure the pupil is rested during morning, lunch and afternoon breaks if staff have any concerns about the child.

We subscribe to a graduated return to play, as per guidelines from England rugby: [http://www.englandrugby.com/mm/Document/MyRugby/Headcase/01/30/49/22/returntoplayafterconcussion_Neutral.pdf](http://www.englandrugby.com/mm/Document/MyRugby/Headcase/01/30/49/22/returntoplayafterconcussion_Neutral.pdf)

16. **Control of Medicines**

The following controls must be followed to ensure safety of all pupils and staff:

- All medicines must be kept in their original containers, complete with information provided, in a locked cupboard in the Matron’s Room or surgery.
• Prescribed medicines must only be given to the child for whom they have been prescribed
• Medicines brought in from home should be accompanied by a signed consent form issued by Twyford School
• A list of staff authorized to administer medicines should be kept and made available
• Over the counter medicines (OCM) will be purchased by Twyford School
• A tally of Paracetamol and Ibuprofen tablets must be kept by Twyford School
• The drug fridge must be kept locked and regular checks of its temperature recorded. If the temperature is outside the normal limit (2-8 degrees C) it should be reported to the Bursar
• All medicines should be checked regularly to ensure they are in date and well stocked.

Dr Steve Bailey
Headmaster
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Next review due Summer 2019