



## Medical Policy Updated March 2023

### **Overview**

- This is the daily operating procedure for dealing with any medical matters at the ABCIS, outlining procedures to follow and responsibilities
- The welfare of the child is paramount; paramountcy of duty of care takes precedence
- A Nurse's decision on medical matters is final
- Only the nurses provide medical assistance to students in normal circumstances
- We apply the principles of taking no risks and making no assumptions
- These procedures are in place to protect the welfare, health and safety of children who attend our school, all staff and the reputation of the school

### **Responsibility for decision making**

- The nurse on duty is responsible for making any medical decision, this responsibility cannot be delegated to or overruled by any member of staff
- The line manager of the nurses is responsible for liaising with the nurses about any medical matters; if they are absent then responsibility for this passes to the next leader available

### **Effective communication of medical information**

- Our nurses are responsible for communicating medical details to all relevant groups
- All medical incidents are recorded on our MIS (Engage) by our nurses
- Only our nurses can share information about medical matters with staff; staff need to pass any medical information they receive or questions they may have to the nurses
- Our nurses arrange follow up enquiries with parents about the condition of children and pass this information on to relevant staff
- A Medical Communication Form is used if medical information is being shared with or enquired about of parents; these are stored in the Medical Google Drive; no other communication form is used other than this (this is to prevent potential misunderstandings or the passing of incorrect information)

### **Controlling the spread of contagious illness**

- Any child who has any symptom of contagious illness is isolated, provided with medical care and needs to be taken home

- Children returning from illness need to be checked by our nurse before being allowed to return to class. Our nurse checks, being the most up to date screening of health, overrule any doctor's letters or medical notes that may accompany a child on return.

### **Injuries and accidents, our principles**

- In cases of injuries, medical treatment comes before investigation
- We have a duty to report illness or injuries to parents (nurses to determine the necessity of this in minor cases)
- Any injuries caused by any means, whether reported as accidental or otherwise, must be investigated by the member of staff on duty or responsible for the children in their care at that time; a MIS (Engage) entry needs to be made in every case, ideally on the same day
- If the supervising member of staff did not see the incident, they still need to investigate, talking to all students involved and to record what the injured student said when asked how the injury occurred
- If a child is detected in school with injury, markings or bruises on the body parents will always be asked to explain these; communication is only by nurse using a Medical Communication Form and these are always filed for the record
- Any and all visits to the Medical Room are recorded on the MIS by our nurses, even if , say, no injury is apparent but was claimed
- The nurse will also record the injured child's version of events on the MIS
- If an accident involves children of different ages, the Heads of Year of both year groups need to liaise and are responsible for investigation/resolution/record
- Prompt recording of incidents helps the school respond to questions from parents , help to protect members of staff, and indicates we are a school with strong care systems

### **Medical room restrictions and layout**

Nurses are responsible for:

- Only nurses and relevant supporting staff should be in the medical room
- No eating or pungent drinks are allowed in this room
- The cleaners need to clean the medical rooms twice a day when no students are present
- The temperature in the medical rooms must be kept low
- Students should be separated into private beds with curtains drawn
- Blinds and curtains must be used when privacy is required
- Bedding is changed every day, sent for cleaning and returned on time
- Spare bedding and blankets are available to be used in case of soiling or blood spillage

### **Where students who are ill or injured need to be collected by parents/ taken for medical treatment**

- The nurse will stabilise and make the child comfortable, monitoring their vital signs until such time as the parents arrive
- If a nurse determines the child's health is at risk of deterioration we will bring the child to the nearest hospital. In these situations, the nurse will accompany the child. In this situation the parents will be advised to meet the nurse at the hospital and a print out of the child's MIS details will be carried by the nurse to the hospital
- (In non-urgent cases) A child will be allowed to leave campus with another adult or by their own transportation means as long as written parental permission for this is received

### **If a child reports they are ill or injured during class**

- Please allow them to be escorted by another student to the Medical Room
- If an injury may be serious or you are unsure of how serious, send a student to summon the nurse without delay
- Make an Engage entry as soon as you can if an accident happens when you are responsible for children; this affords you protection

### **Policy for administering medication**

- Only the nurse can administer medicine
- Students are never allowed have medicines/drugs of any kind in their possession while in school or on school events and staff are asked to confiscate these and to hand them to the nurse
- Nurses only administer medicine if clear, signed, written authority is received from a parent with all relevant sections filled in on the Medical Authorisation Form

### **School Trips**

- Written instruction and permission to administer medicine must be received from parents by the school nurse at least 1 week before the start of the trip
- A specific Trip Medication Authorisation Form must be signed by parents to facilitate this; this provides authority for the trip leader to administer medication in the absence of a nurse on a trip
- The school nurse will train and guide the trip leader in how to administer the medicine safely while leading the trip.
- On the trip it is the responsibility of the Trip Leader to follow correct procedures and document the taking of any prescribed or non-prescribed drugs in line with school policy and to make contact with the school nurse if unsure of any routine