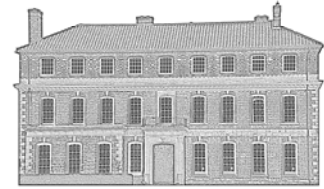


WINDLESHAM HOUSE SCHOOL

CHILDRENS' HEALTH & MEDICAL POLICY



Windlesham

Reviewed: January 2011

Policy Ref: 009

1) Policy Statement

- a) The Medical Centre forms an integral part of the School's pastoral care system for all children at the School.
- b) The School holds paramount the health of all pupils and has procedures in place designed to ensure we carry out this responsibility pro-actively, promptly, efficiently and sympathetically.

This policy also applies to our Early Years Foundation Stage and after School care.

2) Personnel and Procedure

- a) The School Medical Centre is staffed 24 hours a day, 7 days per week during term time.
- b) Emma Hobden RGN (Head Nurse), is assisted by two full-time and two part-time RGNs.
- c) The children have three surgery times per day (7.15 - 8.15 a.m., 12.30 - 1.45 p.m. and 7.15 - 9.00 p.m.), when they can take their medication and have their ailments attended to.
- d) The nurse on duty is available at other times to attend to accidents or emergencies, and to look after inpatients or those who are unwell.

3) School Doctors

- a) There are two School Doctors, Dr Eric Noren and Dr Jennifer Ferrie. Both are partners in the Steyning Health Centre practice. Dr Noren holds a surgery at the School on Mondays from (8.30 - 10.30 a.m.) and Dr Ferrie on Fridays (8.30 - 10.30 a.m.).
- b) At other times, children needing an urgent appointment will be taken to Steyning Health Centre, or the doctor will be called to the School.
- c) When a child has seen the doctor, the nurse will contact the parents as soon as possible, by telephone, email, letter or fax.

4) Medical Centre Admissions

- a) Parents and guardians will be contacted as soon as possible when a child is admitted to the Medical Centre. Parents and guardians are encouraged to ring their child whilst he or she is in there, and may take their child home to recuperate if this is appropriate and agreed with the School.
- b) The child's Houseparents are also informed, and a list of those ill (and off games) is circulated daily to staff.

5) Telephoning

- a) The Medical Centre has a direct line (01903 874723). Parents are encouraged to avoid surgery times and doctors' visiting hours.
- b) The best times to telephone are: 10.30 a.m. to noon, 2.30 - 6.00 p.m. or 9.00 - 9.30 p.m.

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6) Entry Medicals and Vaccinations

- a) Each child will receive a medical examination from one of our Doctors on entry to the School.

All boarding pupils should be registered as NHS patients with the school doctors, and use NHS hospitals in the first instance for emergency treatment. Parents are asked to complete the “Family Doctor Services Registration Form” on behalf of their child/children, to enable the school to complete the registration process.

- b) Private referrals are made only with parents’ consent and insurance details.
- c) The children are offered a flu vaccine each year in the Autumn term, subject to parental consent.
- d) Other immunisations are offered as appropriate, such as tuberculosis, HPV and routine boosters, always subject to parental consent.

7) Medication and Vitamins from Home

- a) The School provides a wide range of medication for treatment of medical conditions, and it is consequently not necessary for parents to send medicines such as cough and cold remedies.
- b) The School will also provide a holiday supply of regular medication for any child requiring it.

8) Asthma

- a) Children who have an asthmatic condition and need to take regular medication do so at normal surgery times.
- b) “Reliever inhalers” such as Ventolin are kept in the Medical Centre where they are available to children at all times.
- c) Before PE/Games or an outing, children are required to collect their named inhalers to keep with them, and to return them afterwards.
- d) The Schools detailed policy on Asthma is included as Attachment I.

9) Epipens

The Schools detailed policy and procedures on the use of epipens is included on Attachment II

10) Other Policies & Protocols

- a) The School has access to the medical records of children. These records are kept secure, but accessible, at all times by our Medical Centre Nursing Staff.
- b) Our qualified nursing staff, on-hand 24/7 during term time, have the experience, training and information necessary to ensure proper care is provided to all children in our care.
- c) The Medical Centre have policies & protocols relating to the treatment of other medical conditions. These are added to from time to time as necessary. Attachment III is a current listing of such policies & protocols.

11) Dental Treatment

- a) Children whose parents live abroad are entitled to have dental treatment on the NHS if they request it. They are seen by a local NHS dentist, Miss Margaret Boxall, in Storrington. These children receive six-monthly reviews.

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- b) If parents live abroad, it is possible for children to be referred to the School's NHS orthodontist, Mr Andrew Farr, who practises in Brighton, or Total Orthodontists in Horsham. There may be a charge for this treatment.
- c) Emergency dental treatment can be carried out by a local dentist or at a hospital Accident and Emergency Department.

12) Mouthguards

All children from the Fours upwards must have a mouthguard (marked with their name) for contact sports. We offer a professional fitting service for mouthguards at the beginning of each academic year, for which a charge is made. Mouthguards made by the family dentist and brought from home are also acceptable.

13) Optician's Appointments

- a) All children should have an eye test before admission and forms are sent out prior to admission to enable eye tests to be carried out in the holidays.
- b) Parents are encouraged to take their children to the optician during the holidays for regular review if they already wear glasses.
- c) The Medical Centre can arrange visits for children who live overseas.
- d) Some children with eyesight-related learning difficulties may be recommended to see a behavioural optometrist (Ms Rachel Barnard). This is not included under the NHS and can prove expensive.
- e) Children who wear glasses should keep a spare pair at School (in the Medical Centre) in case of loss or damage.

14) Homeopathic medication

We are not in a position to administer any Homeopathic medication unless prescribed by a registered homeopathic clinic. A letter from the practitioner must accompany all homeopathic medication. If prescribed homeopathic medication is brought to school an individual locked box must be provided, this must be clearly marked and be handed to the medical centre.

15) Travel Immunisations, Malaria Prophylaxis

- a) These can be arranged by writing to the Head Sister.
- b) Vaccinations are given at School when the School doctor is present.
- c) There is a charge for some travel vaccines.

16) Medical Appointments and Information

- a) If a child has a medical appointment with a specialist outside the School, he or she will be taken by a member of the School's pastoral team, arranged by the School Medical Centre.
- b) If this is the case, a charge is made on the School bill. Parents are very welcome to take their child to appointments if they are able to do so, and are asked to inform the Medical Centre if they arrange appointments themselves.
- c) Please also inform the nurses about any medical care during the holidays or at other times that has not been arranged through the School Doctor.

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- d) It is very important that the Medical History Form is completed fully before your child's entry to the School, and is returned (with his or her NHS Medical Card) to the Head Sister either before term begins or on the first day of term.
- e) When a child leaves the school, his or her NHS medical card will be returned to the parents with a list of immunisations and vaccinations provided during his or her time with us.

17) Children returning to School following periods of sickness or becoming sick at School

- a) No child should return to School if they are infectious, contagious, suffering from any vomiting and/or diarrhoea, their temperature is not normal, or they remain generally medically unfit for School.
- b) A child's temperature should be normal for at least 24 hours before they return to School.
- c) When a child becomes unwell at School, parents/guardians should make arrangements to collect their child as soon as practicable. The Medical Centre can provide short periods of care to sick children, but do not have the facilities to provide care for more than a few days.

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Attachment I

1) Asthma Policy – Aims

- a) To enable all pupils with asthma to participate fully in school activities.
- b) To ensure all staff are able to deal with a child who has an asthma attack
- c) To ensure compliancy
- d) To help all pupils staff and parents are well informed about asthma and to adopt a responsible attitude to its treatment.

2) What is asthma?

Asthma is a disorder of the lungs. Underlying sensitivity and inflammation causes air passages or bronchial tubes to become narrowed, making it difficult to breathe in and out. Sudden narrowing produces what is usually called an asthma attack.

3) How does asthma affect children?

- a) Children with asthma may develop episodes of attacks of breathlessness and coughing during which wheezing or whistling noises may be heard coming from the chest. Tightness felt inside the chest is sometimes frightening and may cause great difficulty in breathing.
- b) Individual children are affected by their asthma in different ways. One child may have very occasional, brief and mild attacks whilst another may be forced to not attend school, be unable to participate in games and need regular treatment.

4) What causes an asthma attack?

- a) Asthma is a physical disorder of the lungs which the air passages become sensitive a variety of common stimuli. It is not an infectious disease nor is it a psychological disease, although strong emotions lead to symptoms.
- b) Collecting information on individual pupils
- c) All parents are asked to declare their child's asthma.
- d) Nurses will carryout a baseline peak flow of all new pupils
- e) Any boarder showing signs of asthma will be assessed and referred to the school Dr.
- f) A termly list will be published to all staff of the current asthmatics.

5) Use of inhalers preventative inhalers

- a) These are usually brown or orange and contain steroids. These are taken regularly to reduce the sensitivity of the air passages so that attacks no longer occur or are only mild.
- b) This type of inhaler does not help during an attack.
- c) Relief inhalers
- d) These are generally blue and are used to relieve pupils when breathless, coughing or wheezing.

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6) Use of inhalers in School

- a) All children should have a spare inhaler kept in the medical centre. All pupils have their own labelled inhaler kept in the pigeon holes in the medical centre. All pupils must collect and sign out their inhalers prior to games lessons or outings. Pupils must not share their inhalers.
- b) The asthma attack
- c) Call the medical centre for assistance.
- d) If a pupil becomes breathless wheezy or coughs continually.
- e) Keep calm.
- f) Let the pupil sit down in a position they find comfortable Do NOT let them lie down.
- g) Encourage slow deep breathing. If available use a paper bag.
- h) Loosen any tight clothing.
- i) Ensure the blue reliever is taken promptly and properly if possible via a spacer.

7) Signs of a severe asthma attack

- a) ANY of these signs means it is severe
- b) The relief medication does not work.
- c) The pupil is breathless enough to have difficulty in talking normally.
- d) Blue tingeing around the mouth
- e) Pulse rate is greater than 120 beats per minute.
- f) Rapid breathing of 30 breaths per minute.
- g) Call the emergency services
- h) Stay with the pupil
- i) Keep trying the relief inhaler every 5 – 10 minutes. Do not worry about overdosing.
- j) Inform the parents.

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Attachment II

USE OF EPIPENS

- 1) **ANAPHYLAXIS IS A SEVERE REACTION TO AN ALLERGEN**
- 2) **Pupils with known allergies**
 - a) All pupils that have a known severe allergy are required to have a named Epipen in school at all times.
 - b) Parents must supply the information to the school on joining on the Medical forms.
 - c) Epipens will be prescribed for the boarders by the school G.P but all day children must provide two Epipens to the school – one to be kept in the Medical Centre and one in the Kitchen.
 - d) These must be clearly named and be replaced on expiry.
 - e) A termly list of all pupils that require an Epipen is displayed with a named photo and the allergen which are displayed in the Staff room, Kitchens, Matron's offices and Medical Centre.
 - f) Any Staff taking a trip/sports fixture must always collect individual pupils Epipens from the Medical Centre.
- 3) **Symptoms of anaphylaxis are:**
 - a) Tightening of the throat/difficulty in breathing
 - b) Collapse /loss of consciousness
 - c) Skin redness
 - d) Itchy hives
 - e) Tingling and swelling of hands/feet/eyelids/mouth/lips
 - f) Sense of impending doom
- 4) **Call for help – Medical Centre – Extn 4723 and Channel 1 on Walkie-Talkie**
 - a) Administer Epipen auto injector and dial 999 and say 'Anaphylaxis'
 - b) If able administer anti histamine – Medical Centre
 - c) Administer second Epipen dose after 5 – 15 minutes if the patient does not respond.
 - d) Maintain Airway, breathing and circulation.
- 5) **Staff are updated regularly on the use of Epipens.**
- 6) **EPIPENS ARE PRESCRIBED ON AN INDIVIDUAL NAMED BASIS.**

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Attachment III

Windlesham House School Medical Centre – Policies and Protocols

1. Advise after Extractions
2. Administration of Medicines
3. Off Games policy
4. Gluing protocols
5. Nose bleed protocols
6. Policy for remote access
7. Admissions to the Medical Centre
8. Monitoring of Heights and Weights
9. Wound Care
10. Dress codes
11. Medical Cover for games
12. Overnight 'on call' procedure
13. Asthma Protocol
14. Epilepsy protocol
15. Diabetes protocol
16. Clinical waste protocol
17. Procedure for dealing with minor illness (Minor Illness Manual)
18. Locking up (Medical Centre)
19. Confidentiality policy (Medical Centre)
20. Recording and monitoring of medicines
21. Policy for fever/high temperature
22. Policies for agency nurses
23. Surgery times
24. Infection control
25. Homely remedies protocol