



13A - MEDICAL AND FIRST AID POLICY

RESPONSIBILITY	LEAD CLINICAL NURSE
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1.0 Introduction

As a boarding school, Framlingham College is required to ensure the health and Safety of pupils, staff, and visitors (under the Health and Safety at Work Act and the *Health & Safety (First Aid) Regulations 1981*) and pupils (under registration requirements of the DCSF).

To ensure adequate care of staff, visitors and pupils, the following policy has been developed.

The focus of medical care is the Medical Centre, with management of wider Health and Safety issues through the Health and Safety Steering Group and Health and Safety Committee.

This document covers the Framlingham College Senior School and Prep School, including the Early Years Foundation Stage Nursery children. Where there will be some subtle changes due to the age of the children in the Nursery and these are detailed in Appendix 1.

- 1. Operation of the Medical Centre
- 2. First Aid
- 3. Accident Reporting
- 4. Early Years Foundation Stage (EYFS)

2.0 Operation of the Medical Centre

The Medical Centre at the College is overseen by the Clinical Lead, the Medical Centre Manager and the School Medical Officer (SMO). The prep school is overseen by the Clinical Lead and the SMO. These members of staff provide a focal point for the healthcare and wellbeing of all College Pupils. The Medical Centre's also provide first aid provision for staff and visitors.

The Medical Centre's provide daily triage and assessment services, alongside a nursing clinic that pupils can access with an appointment. They also provide on the spot care for pupils requiring immediate or urgent care, for example if pupils are taken ill, or are injured during the school day.

The Medical Centre's shall publish opening times and contact details in all boarding houses, key areas of the school and on the College intranet and web pages.

The Medical Centre will maintain policies and operational protocols in line with current NHS guidelines, NICE guidelines, National Minimum Standard for Boarding Schools, MOSA and Department of Health guidelines. Such policies and protocols will be agreed with the SMO and reviewed regularly.

2.1 Medical Centre Staffing

The College Medical Centre:

Between the hours of 8am and 6pm the medical centre at the College is overseen by the Lead Nurse (Katie), the Medical Centre Manager (Naomi) and our Healthcare Assistant (Jess) who offer acute triage and assessment services alongside the emergency care for sudden injury and illness. The

Medical Centre will also assist students who are struggling with their Emotional and Mental health. The nurses can provide a range of interventions such as acute care for sudden illness and injury to regular medication reviews and appointments such as blood tests. The Lead Nurse is responsible for pupil's with chronic conditions, overseeing their care and updating health care plans specific to the pupil's needs. Our Healthcare assistant assists in the running of the Medical Centre and liaises with pupils about health promotion and prevention.

From 6pm the Medical Centre is closed but offers an over the phone advice service for boarding staff in the event of accident or emergency.

The Prep School is staffed with one Nurse (Maxine) between the hours of 8.30am to 4pm. Out of hours, the Prep School can access advice via the on-call service.

Any medical professional working at either Medical Centre are either employed directly by the College or provided through an agency. Nurses must have a current registration and pin number and be registered with the nursing and Midwifery Council Register. All the nurses who are based at the Prep School will hold an up to date paediatric first aid certificate.

2.2 School Medical Officer and GP Services

The SMO is based at Framlingham Medical Practice and, together with the practice partners, provides on-site consultations at the Medical Centre on an ad-hoc basis at the Prep School and three times a week at the Senior School.

The SMO and fellow GP's will provide cover for school medical matters during practice hours and, in certain circumstances, on an on-call basis out of hours.

Boarding pupils are registered with a GP at the Framlingham Practice whilst at the School - this is organised by the Medical Centre staff.

Although the Medical Centre will always provide emergency treatment for day pupils during school hours, they should consult their usual doctor for routine medical matters.

2.3 Medical Records

Prior to arrival at the school, parents of all pupils are required to return a completed Medical Information Form, which details appropriate medical and immunisation history. The form includes a declaration, which covers the accuracy of provided information, consent for medication and first aid treatment, and the consent for relevant medical information to be shared with appropriate staff.

The Medical Centre will keep pupil records in line with current policies, which follow NMC guidelines and National Minimum Standards for Boarding Schools. Where records are kept electronically these will be password protected and only accessible by Medical Centre staff. Paper records will be kept in secure locked storage.

2.4 Medical Care of Boarders

This policy applies to all students, including those who are over 18, who are boarders at both the Prep school and College. Along with the Medical Centre, the boarding houses are committed to ensuring the safety and welfare of all boarders and will ensure they are acting in loco parentis.

This section sets out how the boarding houses ensure the safe and appropriate delivery of medication and medical/health care. Each boarding house has several trained first aid staff and any Boarder requiring other treatment/diagnosis will be referred to the medical centre/appropriate service. This applies whether the treatment or medication is either long or short term and will consider the individual's needs.

A boarder's right to confidentiality will always be considered, this may determine how much information is released regarding a condition and the treatment (including to parents and guardians). Information regarding medication and health matters is strictly confidential.

Boarder Expectations:

Boarders must keep the medical centre and boarding staff generally informed of any medical problems or medications. Boarders can withhold information from the boarding staff if they so wish but the medical centre request staff be made aware of any medical or health problems which may require the boarding staff to amend their delivery or care. Boarders are required to hand in prescribed/non-prescribed medication with full instructions and their name on it to a member of the boarding team for safekeeping unless deemed able to self-medicate. The self-medicate risk assessment and agreement is to be completed by the pupil and medical centre. Boarders are entitled to make a medical appointment out of school hours. Those Boarders deemed able to consent to their own treatment do not have to inform staff of the nature of their appointment, although the fact they are attending an appointment should be passed on to boarding/school staff to ensure appropriate absence reporting.

Responsibilities of the Boarding Staff Team:

To liaise with the Medical Centre and ensure all full boarders are registered with Framlingham Surgery and to accompany Boarders to appointments as appropriate. To administer and record all doses of prescribed and non-prescribed medication as per the 'Administration of Medications in Boarding Houses' policy. Staff will respond appropriately to any routine/emergency medical situation with guidance from the Medical Centre. The Clinical Lead will keep boarding staff up to date with any Individual Health Care Plans for pupil's with complex or chronic conditions. Parents and guardians will be informed of a Boarder's condition and progress if they are unwell or in need of treatment. The Medical Centre will liaise with local health authorities and the Boarding School Association with regards to reviewing the medical/medication provision and any ongoing local and national health issues.

Responsibilities of Parents/Guardians:

To complete the New Starter Medical Form prior to the boarder's arrival to the best of their ability. Any medical or health issue which could perhaps result in a review of suitability for boarding must be declared in order ensure the appropriate care. Parents/Guardians must provide information regarding immunisations as specified on the medical information form. Parents/Guardians must arrange routine dental, orthodontist and optician appointments during school holidays where possible. Any emergency dental requirement will be arranged by the school. In the event of long-term illness, parents/guardians are expected to keep the pupil in the home environment until they're fit to make

a full return to school life. On return to the boarding, parents/guardians must ensure any prescribed or non-prescribed medication is handed to a member of staff and discussed with the Medical Centre.

2.5 Provision of in-house and overnight care

Pupils that are deemed too unwell to be in school will be cared for by the Medical Centre up to 6pm in collaboration with the boarding houses. Once out of hours, they will either be collected by parents or guardians, or cared for in house under the supervision of the Housemaster/Mistress with support from the Medical Centre.

Where pupils are admitted into the Medical Centre during the day, staff shall enter such information in the records and inform the school staff and parents, as necessary.

If a full-boarding pupil at the Prep School cannot be collected and needs to be cared for overnight, the Housemistress and boarding staff will collaborate with the member of staff on-call from the Medical Centre.

Parents/guardians and boarding staff will be informed and updated, as necessary.

2.6 Medical Centre Facilities

The Prep School

The Medical Centre is situated on the first floor of the main school building and contains a consultation/treatment room and a room to accommodate either male or female pupils which contains x 2 single beds. The senior matron's office/linen room is also situated on the first floor opposite the Head of Boarding's Office.

There are appropriate storage facilities for equipment, consumables, and clean and soiled linen.

The Senior School

The Medical Centre is situated in a separate building from the main school and downstairs it contains 4 single-bedded cubicles, 2 of which are en-suite, an office which can also be used as an extra consultation room as well as containing a drop-down bed which can be used if necessary. There is a waiting room and a main consultation/treatment room.

Upstairs there are 2 separate rooms which are used for the sports therapists, school counsellors or as meeting rooms. There is a large waiting area with comfortable seating which is also used as a quiet area for pupils. There is a kitchen for staff and extra facilities such as a further bedroom and a bathroom. Within this area there is a call-bell system which will activate if a pupil pushes the call bell from their room alerting the medical centre staff where they are being called to.

There are appropriate storage facilities for equipment, consumables, and clean and soiled linen.

Where possible, recommendations by MOSA regarding the suitability of accommodation for the treatment of inpatient and outpatient pupils and the isolation of infectious pupils will be followed, but the provision of adequate facilities is the responsibility of the Governors and the Principal.

2.7 Confidentiality

In accordance with the School Doctors' obligations, medical information about pupils, regardless of their age, will remain confidential and the doctor and Medical Centre staff will always respect a pupil's confidence.

However, information may be passed to the parents/guardians, Headmaster, or other members of staff exceptionally where this is deemed to be in the pupil's own interests or is necessary for the protection of other members of the school community. Such information will be given and received on a confidential '*need to know*' basis.

A pupil's ability to consent to, or refuse, treatment is acknowledged and will be based on 'competency' rather than age. The Doctor, Nurse, or house Matron offering treatment will be the judge of this 'competency.' Parental consent is required for any pupil not deemed competent, although, *in extremis* and acting *in loco parentis*, appropriate college staff may take this responsibility.

2.8 Communication of medical information on pupils to staff

A list of all pupils who have any relevant medical conditions and/or allergies is available for all staff on share point. The Medical Centre will update such lists on a termly or as required basis.

The Medical Centre will provide a list of all pupils with known food allergies to the Catering Manager, The Housemasters/mistresses, and the Common Rooms. This list includes a photograph of each pupil for easy identification. This information is also available for all staff on share point.

Individual Health Care plans (IHCPs) are created by the Clinical Lead for those individuals who have a long-term condition that requires medical support. These can be accessed on share point.

It is the responsibility of the member of staff taking pupils on any trips out of school to check this medical information and to ensure that they have collected any medication they need from the Medical Centre and checked that prior to leaving those pupils that carry their own medication have it on their person.

If parents or pupils wish for medical information to be withheld from other staff, then the pupil concerned may be prevented from attending school trips if the Medical Centre feels that it could put the pupil at risk.

2.9 Immunisations

To provide protection for the pupils and the wider school community, the Medical Centre collaborate with external vaccination teams such as the Suffolk Immunisation Team or Vaccination UK. The Medical Centre will help organise and facilitate vaccination programmes to ensure that the immunisation status of pupils is up to date in accordance with the current NHS Childhood Immunisation schedule. Such programmes will be completed in co-operation with the national NHS Immunisation teams, and Framlingham Medical Practice.

Where possible the Medical Centre will also help organise travel vaccinations for boarding pupils, on parental request.

Letters requesting consent to each vaccination shall be sent to parents/guardians prior to the commencement of each programme, with the outcome of such consent or denial being recorded in the pupil's record.

2.10 Medical Checks

All new pupils will undergo a new starter review on their entry into the school. As part of the review, pupils will have their height, weight, BMI, medical history, and general health checked. The Medical Centre staff will complete reviews. Any concerns following a pupil examination will be referred to the SMO or GP for advice.

2.11 Insurance

All pupils should be covered by adequate accident insurance. It is to be encouraged that all boarding pupils are covered by private medical insurance, including cover for physiotherapy. Access to NHS consultants cannot be guaranteed to be in term time or within a timescale that the parents and/or pupils perceive as adequate.

2.12 Provision of Medicines

Administration, consumption, storage and recording of medications, both prescribed and non-prescribed will be controlled by the Medical Centre.

The Clinical Lead at the College shall provide policies and protocols governing the above.

Parents who do not wish medication to be administered to their child, except in emergencies, must state this in writing.

All prescription medication is to be handed into the Boarding Houses and reviewed by the Medical Centre. No child is to hold their own medication in school except for asthma inhalers and adrenaline auto-injectors or if they have had an assessment with the school doctor and has had explicit permission from the team in the Medical Centre.

Parents who require or request medication to be administered to children from the EYFS will be asked to complete a separate form on delivery of the medication to the Medical Centre.

There is no legal duty, which requires school staff to administer medication; this is a voluntary role. Staff who provide support for pupils with medical needs or who volunteer to administer medication, will get the appropriate training which will be led by the Medical Centre.

Controlled drugs are locked in a controlled drugs cupboard, with information entered in the ward register and counter signed on collection from dispensary. When administration is made it is inputted into Patient Tracker by the member of staff that has had administering medicines training.

It may also be appropriate for the Medical Centre to agree with the Housemaster/House Mistresses that prescribed medication may be kept in their safekeeping and dispensed by them in accordance with the prescription. Please also see Appendix 1 for the Nursery.

The Medical Centre keep the locked cupboard in each boarding house's office stocked with paracetamol and throat lozenges for staff who have completed the administering of medication training to administer to pupils, as necessary. The pupils record must be checked on Patient Tracker before the administration of this medicine to ensure of safe dosing.

Many pupils will need to take medication at school sometime in their school life. Mostly this will be for short periods only, to finish off a course of antibiotics, apply a lotion or administer eye drops. Medication should only be taken at school when necessary. The Medical Centre can administer prescription medication after a doctor (for example, a pupil returning from holidays on medication) has prescribed the medication or after consent by the School Medical Officer has been given. Before administering these medicines, the Medical Centre must be aware of the indications, precautions and contra-indications for the medicine and course length. Please see Appendix 1 for Nursery.

Parents have prime responsibility for their child's health and should provide schools with information about their child's medical health.

Occasionally, pupils may ask for household medicines to be held or given at school, including Ibuprofen and Paracetamol. School staff may give non-prescribed medication to pupils. However, they must be completely clear as to whether a pupil has taken previous doses and they should be clear as to whether the medication may react with other medication. Therefore, it is essential that staff check the child's Patient Tracker record, this will also highlight any allergies and show if there is written consent from parents to enable administration of non-prescribed drugs.

It is important to be aware, when administering Paracetamol, that many medicines are Paracetamol based, without the ingredients being immediately obvious. This includes Lemsip, Cold and Flu capsules, to name a few and this could result in an excess dose over a 24hr period if given simultaneously. Aspirin should never be given to a child under 16 years. There are many variations along these lines and although the Medical Centre may decide how much medicine to release at any one time, they will always be expected to err on the side of caution and the safety of all pupils will be paramount.

Please see the administration of medicines in school policy.

2.13 Herbal/holistic remedies

It should be recognised that some parents might wish to follow alternative methods of treatment. Those wishes should be respected, and provision made for both treatments and remedies to be issued to pupils in accordance with the administering of medicines policy.

2.14 Emergency Medical Treatment

If a pupil requires emergency medical treatment, every effort will be made to obtain the prior consent of the parent or guardian. Should this be impossible in the time available the Housemaster/Housemistress or their deputy acting in *loco parentis* is authorised to give consent to such treatment (including anaesthetics or operations) as may be recommended by the SMO. In all cases, parents or guardians will be informed at the earliest possible moment.

All parents completing the registration form for entry to FC agree to this clause to be found under 'Fees and Conditions' in the Additional Information booklet.

2.15 Provision of specialist dental and optical services

The Medical Centre staff can refer pupils with specific requirements for dental treatment (in Framlingham), orthodontic treatment (in Ipswich), and eyesight related problems (in Framlingham).

Where such services are required, the pupil's parent/guardian will be contacted in the first instance to gain consent, except in the case of emergency treatment where the parent/guardian will be notified as soon as possible.

3.0 First Aid

3.1 First Aiders

The Approved Code of Practice, *First Aid: Health & Safety (First Aid) Regulations 1981 and guidance (COP 42, HSE, 1997, ISBN 0 7176 1050 0)* states that:

'There are no rules on exact numbers. Employers must make a judgement based on their own circumstances and a suitable and sufficient risk assessment.'

The school have made an assessment based on pupil numbers and activities and the working school day. Therefore, it has been deemed necessary that all boarding staff are first aid trained, sports staff, all staff that accompany pupils on school trips and a member of the office staff at the prep school, this training is on-going. The Medical Centre staff are all first aid trained as is the Senior Matron at the Prep School. There are written lists of named first aiders that can be found in key areas around the school as well as on share point.

The school has a member of staff who is a qualified First Aid Trainer that will train staff across both sites. A first aider must hold a valid certificate of competence, issued by an organisation whose training and qualifications are approved by the HSE. Lists of First Aid Trained Staff are available in key areas throughout the school as well as on share point.

Human Resources maintain records of all the training and qualifications and the up-to-date main list of the First Aiders. Staff will need to re certificate every 3 years.

In school holiday periods, cover will be provided by staff in the support staff areas. The Catering department ensure that adequate cover is in place for any evening events where no other staff are present.

3.2 First Aid Boxes

At the Prep School

The school has assessed the need for first aid boxes and made them available at the following locations:

- College vehicles, x 1 (in each vehicle)
- Grounds staff hut, x 1
- Rowley Hall staff office, x 1
- Girls Changing rooms x 1
- Pre-Prep, x 3

▪ Science Department,	x 2
▪ Design School	x 2
▪ Medical Centre cupboard	x 14
▪ Cricket Pavilion	x 1
▪ Kitchen	x 1

There is also a First Aid Cupboard in the Nursery, which contains the same kit as you would find in a First Aid Kit. Please see Appendix 1.

The following areas have emergency eye wash stations:

- Kitchen
- Science Laboratory
- Design and Technology Classroom

At the Senior School

The school has assessed the need for first aid boxes and made them available at the following locations:

• College vehicles	x 1 (in each vehicle)
• Grounds Staff tea-room	x1
• Sports Hall reception	x1
• Maintenance hut	x1
• Science Department (store)	x1
• Design School	x4
• Boarding Houses	x7
• Kitchen	x1
• Reception	x1
• Domestic Manager's Office	x1
• Athlone Hall (HPT)	x1

The following areas have emergency eyewash stations:

- Kitchen
- Domestic Manager's Office
- Science Department(store)
- Design School (metalwork area)
- Design School (woodwork area)
- Design School (photographic room)
- Grounds Staff tea-room
- Sports Hall (chemical store)

First Aid bags are provided for sports activities, school trips and the combined cadet force activities as follows:

• Sports	x20
• Academic Staff Common Room	x2

- CCF Stores

x5 or more

Contents

Each First Aid kit contains the following:

Travelling First Aid Kit

- 1 basic first aid guide
- 1 notepad
- 6 sterile adhesive bandages
- 1 large sterile dressing
- 2 triangular bandages
- 2 safety pins
- non-alcohol wipes
- 1 pair disposable gloves (latex or vinyl)

Standard First Aid Kits

- 1 roll adhesive tape
- 1 emergency foil blanket (2 in sports kit)
- 4 pairs of gloves
- 2 instant ice packs
- 2 medium dressings
- 2 large dressings
- 1 eye-pad
- 8 non-alcohol wipes
- assorted plasters
- 1 resuscitation piece
- safety pins
- 1 pair of scissors
- 3 saline 'steripods'
- 2 triangular bandages
- 1 clinical waste bag
- notepad and pencil
- basic first aid guide
- emergency contact number/contents list

3.3 Maintenance

First aid boxes are maintained by the Medical Centre staff on a half-termly basis and whenever used.

Sports first aid kits are checked on a half-termly, or 'as required' basis after each game's session. The kits are stored in the Medical Centre and are signed in and out by the member of staff in need of one. The kits are then signed back in and replenished by the Medical Centre Staff.

The transport manager is to complete a weekly check of all first aid boxes on college vehicles.

The ordering and stocking of first aid materials and equipment is the responsibility of the Medical Centre staff.

The Medical Centre keeps a record of maintenance.

3.4 Out of school visits

A Group Leader taking an Out-of-School-Visit is required to take a first aid box/bag with him/her. These are available on every minibus. In addition, first aid boxes/bags are available from the Medical Centre at the Prep School and in the Academic Common Room at The Senior School. In addition, any necessary medication needs to be collected by the group leader from the Medical Centre.

See Out-of-School-Visits policy for details.

3.5 Sports First Aid

A member of staff teaching outside must ensure that a first aid kit and a mobile telephone are taken to the activity.

For some sports fixtures and events, Paramedics, Emergency Medical Technicians, or other suitably qualified staff may be employed to provide cover. Cover will be based on a risk assessment of the likelihood of injury, severity of injury and availability of suitable staff this should be assessed by Head of Sports.

3.6 Guidance on the Administration of First Aid

If a qualified first aider cannot be located in a reasonable time frame and an injury is serious then an ambulance should be called, dialling 999. If an injury is life threatening or obviously beyond the ability of a first aider to cope with then an ambulance dialling 999 should be called immediately. Pupils suffering minor injuries should be treated by the first aider on site and if necessary, assessed by the Medical Centre.

Unless it cannot be avoided, no member of staff should administer first aid to an employee, pupil, or visitor without a witness, who should preferably be another member of staff.

The first aider must write a detailed record of the incident and inform the Medical Centre.

3.7 Protective clothing

All members of staff dealing with body fluids are at risk from blood borne virus infections whenever blood from an infected person encounters a break in the skin. Cuts and abrasions should always be covered with a dressing.

3.8 Spillages

Blood and body fluids, e.g., urine and faeces, may contain many micro-organisms, such as bacteria, viruses, and fungi. Contamination or spillages with blood or body fluids should be dealt with immediately, as this may expose staff and others to infection. Blood and body fluid spillages should be managed by staff trained in the correct procedure.

Disposable aprons and latex/vinyl gloves should be worn when dealing with excreta, blood and body fluids and hands thoroughly washed AFTER their removal.

Gloves and aprons are allocated in the treatment room as well as in the first aid boxes and body fluid spillage kits.

3.9 Defibrillators

At the Prep School

An Automatic External Defibrillator (AED's) is positioned in the following location:

- Entrance lobby of The Rowley Hall

At the Senior School

An Automatic External Defibrillator (AED's) are positioned in the following areas:

- Athlone Hall Reception
- The Medical Centre
- Paul's Court
- Sports Hall Reception

Maintenance

The defibrillators and associated consumables will be maintained, according to manufacturer's recommendations, by the Medical Centre staff. Any concerns will be communicated to the Clinical Lead at the College.

Each unit will be checked for operational status on a half-termly basis and this information will be recorded.

Following the advice of the Resuscitation Council (UK) the provided equipment will be made freely available for use by anyone in an emergency. The College will encourage the training of first aid staff to include familiarisation with such equipment.

4.0 Accident Reporting

Accident reports should be filled in via the intranet and sent to The Health and Safety Officer at The School.

5.0 EYFS - The Nursery at Framlingham College Prep School

The Nursery believes that the best place for a child, who is ill, is at home and this is stated in the Parental Guidance booklet. As guidance, we would suggest if a parent/guardian has had to administer medication to relieve a fever in the morning then they should not be brought to Nursery. A child should not be brought to the Nursery if they have vomited recently, it is suggested by the Health Authority that if a child has been ill including vomiting, they should not attend the Nursery until 72 hours after they have last been sick.

If a child becomes ill whilst at the Nursery, the staff will take the advice of the Medical Centre in advising a parent/carer to collect their child. Should a child vomit or develop a temperature during a Nursery session we will ask that they be taken home as soon as possible.

If a child is recovering from an illness such as a throat infection and they are well but need to finish a course of antibiotics, they may attend the Nursery and we will administer medicine if needed. Antibiotics will be kept in the fridge. To administer medicine, we need a signed and dated form for each day we need to administer the medicine. If the parent/carer prefers they can attend the Nursery to administer the medication themselves.

Should a child with a chronic condition require regular medication then the school requires written permission from the parent/carer and instructions for specific medicines from a Medical Practitioner. In cases such as these, early years will liaise with the Medical Centre and follow the school's guidelines for the delivery of medicines.

In cases of children with allergies, early years will inform all staff and ensure details of the child's needs are placed on the front of the First Aid cupboard. In the case of food allergies, early years will ensure that details are placed in a prominent position in the kitchen with a photograph of the child attached.

In the event of an accident occurring which results in a severe injury or a head injury, early years will contact the School Nurse and follow the school's procedures for such incidents.

In cases of minor injury, the child will be treated by a First Aider and the treatment will be recorded in the accident record. In such cases, the parent/carer will be informed upon collection of their child and asked to sign the accident record.