

WOODBIDGE SCHOOL **MEDICAL ARRANGEMENTS POLICY**

AIMS

- To ensure the health, safety and well-being of students, staff and visitors on the School site.
- To ensure all staff are aware of and follow appropriate medical procedures.
- To ensure Senior Management outcomes are supported and met.

INTRODUCTION

All new staff are fully informed of the medical arrangements and emergency first aid procedures as part of the Woodbridge School (WBS) induction programme.

PERSONAL

The medical staff – School Nurse R.G.N (Registered General Nurse) and Nursing Assistant – are based in the Medical Centre in School House. As well as the medically qualified staff, there are a number of H.S.E. (Health and Safety Executive) approved First Aiders. (An up to date list is available from the Administrative Assistant to the SMT, Senior Management Team). First Aiders can also cover the medical staff in their absence.

THE SCHOOL MEDICAL OFFICER

Dr J P N Lynch MBChB, MRCP, FPCert is based at Framfield House Surgery in Woodbridge and regularly visits School House to take surgery for the boarders, and he is also available to give advice to the School Nurse.

Dr Lynch gives health talks to the students and at the beginning of the Michaelmas Term, will discuss medical concerns such as anaphylaxis, diabetes, asthma and epilepsy with the teaching and non teaching school staff.

Dr Lynch will give each boarder an induction medical at the beginning of their first term at W.S.

Day pupils register with their own home General Practitioner.

FACILITIES

In The Medical Centre, there is a locked and well-equipped Surgery with 3 beds, an examination couch and male/ female disabled toilet facilities.

First aid kit supplies are checked and replenished regularly; these are situated at designated sites around WBS (An up to date list of sites is available from the medical staff).

W.S. boarders are cared for in School House by the Housemaster and his wife (Boarding Matron) and a part-time day Matron. All are First Aid qualified.

School House has a small surgery with all the necessary emergency requirements.

PROCEDURES

In the first instance, a “walking wounded” child must report to Reception prior to going to surgery. If the injury is deemed more serious, contact The Medical Centre by mobile phone – 07900 058410 and staff can drive to place of injury e.g. Tollers Field. If the member of staff knows the injured child/person will require an ambulance, this can be requested by dialling 999/112 before the school medical staff arrive.

- All visits to The Medical Centre and School House Surgery are recorded in the Medical Log Book, showing day, time, child’s name, year, reason for visit, and outcome.
- If the student returns to school after visiting The Medical Centre and this causes them to be late for class, they will be given a note, explaining to the teacher where they have been and time of leaving.
- If the reason for the visit involves an injury or illness and the student returns to school, they will be given a note for their parent or guardian explaining what treatment has been given to their child. If relevant, a minor head injury advice sheet is given.
- Serious accidents, injuries or incidents are recorded on an accident sheet for the Health and Safety Officer to audit and those that comply with RIDDOR (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995) are reported within 10 days.
- Staff can be treated for minor injuries that occur on site, but they are advised to visit their own G. P. if deemed necessary. A written record is kept of staff visits. Occupational Health is not provided.
- If a student needs to spend time resting in surgery, Reception is informed that they are out of class, and a record is made of their attendance in the Long Stay Log Book and time noted when they leave.
- If the child is a boarder, and the boarding staff are available, the child can rest in his/her own room. Boarding staff are made aware of any medication and time given by the School Nurse or Assistant.
- Every effort is made to ensure a child is well enough to return to school, but occasionally a child will need to be sent home. Parents are contacted to make them aware that their child is ill and needs to return home, but provision can be made to care for the child until they can be collected. A sick child will not be sent home alone.
- If a child goes home early from school, the medical staff will inform Reception who will sign them out.

- Medical records are held on all students. The medical forms include significant medical conditions, allergies, vaccination record and parental or guardian consent for administration of over the counter medicine and medical care.
- If specific medical care is indicated on a student medical form, a healthcare plan is written between student, parent/guardian and the School Nurse.
- These healthcare plans are then displayed with the parents' permission on the mezzanine level.

ADMINISTERING OF MEDICINES

WBS has an Administering of Medicines Policy. All medication administered during school hours is kept in the Medical Centre. A consent form must be completed and signed by a parent/guardian for this purpose.

Any Controlled Drug (C.D.) eg Ritalin is double locked away in a secure cupboard and each administration is documented and number of tablets audited

SCHOOL VACCINES

H.P.V. (Human Papillomavirus Vaccine) for prevention of cervical cancer is given to girls as a course of 3 injections during their Senior School years.

Information and consent forms are sent out to parents/guardians prior to the programme.

Diphtheria, Tetanus and Polio vaccines should be arranged by parents in their own GP surgery. Whilst there is a national rolling programme for BCG, which is through school, the actual vaccination is arranged individually with parents and not with school.

CLT January 2011

Checked by MRS 7/02/2011