

# WATFORD GRAMMAR SCHOOL FOR BOYS



## MEDICAL POLICY

Headmaster's signature

26/9/17

Chair of Governors' signature

26/9/17

This policy is based on the guidance documents ‘Supporting Pupils at School with Medical Conditions’ September 2017

**Mrs Wilson is the school Matron, and if parents, carers or School staff wish to discuss any health issues or concerns regarding a student she can be contacted on 01923 208900 Ext 206 or by seeing her at the Medical Room. In Matron’s absence, the designated members of office staff referred to in this policy are Mrs De Lucia and Mrs Sylvester.**

The Key principals of the policy are as follows –

Students at the School who have a medical condition are properly supported so that they are able to access all aspects of education including PE and educational visits.

School staff, parents / carers, pupils and other professionals are all involved in ensuring that students’ medical needs are met and effectively supported. It is the responsibility of parents / carers to inform the school about student medical conditions. Matron must be informed if conditions change or new medical conditions arise so that school records can be updated.

An Individual Healthcare Plan will be made in consultation with parents / carers and health care professionals for students with medical conditions such as diabetes, epilepsy, severe allergies, severe asthma or any medical conditions requiring medication / treatment at school. Matron and parents review the Individual Healthcare Plan yearly and it is updated more frequently if health needs change. A summary of all students’ medical conditions and Individual Healthcare Plans will be produced for teaching staff on school trips. This information is held in the T drive/ Medical folder.

No boy is allowed to leave school if he is unwell or injured unless Matron has spoken to a parent/carer. He must then be collected by a parent, carer or named delegated adult and signed out in the main reception.

## **MEDICINES**

A list of students on prescription and non-prescription drugs issued daily at school e.g. Ritalin, migraine, allergy and other specific medication tablets can be found in Section 7 on SIMS, on the T: drive \ Medical File and listed under the name of the student in their Individual Healthcare Plan in the Medical Room. Matron is responsible for maintaining this list.

Matron (or in her absence) designated members of office staff can only administer medication to students if it is provided by a parent / carer in the original package, clearly labelled with the student’s name, method of administration, dose and a letter giving written permission to do so.

Parents will be contacted, unless specific arrangements are made for an individual boy in line with the Individual Healthcare Plan. All medication given in school is stored in the Medical Room or at the New Field upon request

### **A record of any medication administered to students at school for emergency or daily use is kept in the Medical Room with the Individual Healthcare Plans.**

Parents / Carers are responsible for ensuring all student medication kept at school is within date and replaced when expired.

Students who require emergency medication to manage their condition in school should carry their own medication- e.g. Asthma inhalers, Epipen / Jext kits. If a student is prescribed an Epipen / Jext, he should carry one in his bag and give a second one to Matron (clearly named) A passport-size photograph is also requested for boys with an Epipen / Jext.

Parents are advised to provide spare medication to be kept in Matron’s office at school, where it is easily accessible in an emergency.

Essential **emergency prescription medication** for a complex or long term medical condition may be carried by a student during the school day and where it is essential that the dose must be administered during the school day.

Students are encouraged to manage and be responsible for this and Matron must be made aware of this by parent letter or email. If a student cannot self-manage then Matron or another designated member of staff will supervise. Written consent from the parent / carer will be required for this.

**Non-emergency prescription medication** should only be brought into school if it is essential that the dose must be administered during the school day. This should be handed into Matron at the start of the school day and the parent / carer will be consulted before administration.

**Non - prescription** medication should **not** be brought into school by students at any time.

**Ritalin medication** can only be issued in line with the 'Controlled Misuse of Drugs Act 1971. It must be stored in a locked, static cupboard in the Medical Room. No more than one week's supply can be kept for students. All Ritalin medication received must be recorded. Only named staff, Matron and designated members of office staff may have access and each dose administered and any spare medication must be recorded and countersigned.

**The School does not keep or issue any medicine for pain relief unless previously arranged and provided by parents for specific conditions.**

### **Asthma**

The School has an Asthma Emergency Procedure for the administration of a spare school Asthma inhaler in an emergency for boys diagnosed with Asthma only. This can be found in the Medical Folder on the T drive and should be followed by all staff.

Students who are not diagnosed as Asthmatic and develop breathing problems must NOT be given the School Emergency inhaler. Urgent assistance must be arranged by calling an ambulance and the ambulance workers will decide if the inhaler or more urgent attention / medication is required.

Asthmatic students at the School must carry their own inhalers always; Matron will only keep a spare inhaler for a student if specifically requested by parents.

### **Emergency Antihistamine Medication**

Matron keeps a stock of Antihistamine medication (PIRITON or CETIRIZINE) which may only be administered to prevent an EMERGENCY ANAPHYLACTIC ALLERGY REACTION. This can be issued by Matron or the designated member of office staff, Mrs Sylvester, Mrs De Lucia and only after consultation with any member of the Senior Leadership Team and Parents / Carers. This is in line with the instructions in the Asthma Emergency Procedure above and in the Medical Folder on the T drive

### **ILLNESS AND INJURIES**

The Medical Room available for treatment for students who feel ill or sustain injuries in school. Students reporting ill or injured should be sent (or if appropriate accompanied) to Matron who will apply basic First Aid or, if necessary, make arrangements for a parent or carer to collect the student.

For a student with a medical need requiring emergency support, teaching or non – teaching staff should immediately arrange for the student to be escorted to Matron (or in her absence the designated member of office staff). If the student cannot be moved then Matron can be called upon to attend to the student. Where a student is clearly immobile or moving him would be dangerous, Matron and a member of the Senior Leadership Team should be notified and an ambulance will be called.

**Details of all students who are unwell, sustain injuries and accidents must always be entered on the Medical Room Daily Attendance Sheets. The Accident Book kept by Matron must be completed if a Student requires Hospital treatment or a member of staff is injured at school.**

If a student is unwell and cannot attend school, then parents are asked to contact the School Reception as soon as possible to inform the School that he will not be able to attend. On the day he returns to school, he **MUST** bring in a letter to his Form Tutor explaining the reason for his absence. **ANY BOY THAT HAS BEEN VOMITING AND / OR HAS DIARRHOEA MUST BE FREE FROM THIS FOR 24 HOURS BEFORE THEY RETURN TO SCHOOL.**

### **Head Injuries**

If any student hits their head at school for whatever reason, parents or carers will be informed. and reminded about possible symptoms, as listed below.

Headache / Visual Disturbance  
Dizziness / Confusion  
Vomiting / Loss of balance  
Loss of consciousness

When a student suffers a Concussion related injury during sporting activities, in or out of school, the Concussion Protocol in the Medical Folder on the T drive will be followed.

### **Ambulance and Hospital Procedure**

Staff should never take students to hospital in their own car; it is safer to call an Ambulance.

A member of staff should accompany a student taken to Hospital by Ambulance. During school office hours (normally 08.30 to 17.00) Matron or the designated member of office staff, (or Reception) will make all necessary calls for the ambulance and to inform parents and carers and the Senior Leadership Team. The designated member of office staff will accompany the student to hospital; depending on the circumstances, parents will be asked to go directly to the hospital or may be asked to come to the School first.

When an Ambulance is needed for a student out of school office hours or where the event is offsite, such as a school sporting fixture, staff should ensure that Parents / Carers and a member of the School Leadership Team is informed.

Where there is doubt about parents coming to the hospital to assume responsibility, the member of staff should stay at the hospital with the student, or bring him back to school for collection by parent later. A member of the School Leadership Team will be available to assist in these circumstances.

### **Calling an Ambulance**

#### *Section One*

In normal circumstances, Matron or a member of the School office staff should call an ambulance. In an extreme emergency, however, all staff should know how to call an ambulance. When you have dialled 999 you will be asked the following information:

- Telephone number: (01923) 208900.
- Location: Watford Grammar School for Boys, Rickmansworth Road, Watford, Hertfordshire, **WD18 7JF**.
- 
- Or,
- The New Field (Pavilion), Coningesby Drive, Watford, Hertfordshire, **WD17 3PB**.
- 
- Your name: Give your name.
- Students name:
  - Give name of student and brief description of pupil's symptoms.
  -
- Best location: - Inform Ambulance Control of the best entrance to the School

and that the crew will be met and taken to the location of the accident.

### *Section Two*

In the majority of situations within normal school hours (8:30 – 17:00) staff should call Matron on Ext 206 or the Front Desk on Ext 200 who will assess the situation first to see if an ambulance is required. They will also arrange for someone to meet the ambulance at the relevant entrance and direct the ambulance crew to the emergency location.

### **New Field / Pavilion**

The above procedures should be followed if an emergency happens at the New Field / Pavilion and staff should also inform the person in charge of games of the situation. The school office or Matron should also be informed, to advise the School about what has happened. Parents and carers may need to be contacted, if this has not already happened.

### **Serious accidents**

In the event of a serious accident, ensure that an ambulance is called immediately: using the School's 'phone system, dial 9 and then 999.

### **Defibrillator**

There are three Emergency Defibrillators at the School / Pavilion.

#### LOCATIONS –

Phillips Defibrillator - Ground Floor of the MUSE (by the First Aid Box and Evacuation Chair)

Physio Lifepak Defibrillators – 1) Sports Hall Corridor 2) First Aid Room at the Pavilion / New Field.

Instructions for Defibrillators are with equipment and in the Medical Folder on the T drive, all three Defibrillators are checked by Matron on a weekly basis in term time.

### **First Aid**

There is a list of staff trained as first aiders in both the Medical and Health & Safety folders on the T drive, including those trained to administer first aid in the event of a serious accident. Staff receive regular training as required to maintain their first aid qualifications.

The School Safety Officer has responsibility for appointed staff qualified to administer first aid and their training, and will liaise with Matron to ensure that the First Aid Boxes contain the appropriate supplies. Where there are deficiencies in the First Aid Boxes, individual departments are responsible for restocking them in consultation with Matron. A list of first aiders amongst staff can be found in the Health & Safety folder of the T drive.

### **First Aid Boxes**

#### ***Location of First Aid Boxes***

Biology/Chemistry/Physics

CDT/Technology

English Block/James Theatre

/Main Block/Muse/

Sports Hall /New Field /

Minibuses

**The minimum contents of First Aid boxes (as described in DfE publication 'Guidance on first aid for school 1998) should be:**

- a leaflet giving general advice on first aid
- 20 individually wrapped sterile adhesive dressings of assorted sizes

- 2 sterile eye pads
- 4 individually wrapped triangular bandages
- 6 safety pins
- 6 medium sized (ca 12cm x 12cm) individually wrapped sterile un-medicated wound dressings
- 2 large (ca 18cm x 18cm) individually wrapped sterile un-medicated wound dressings
- 2 pairs of disposable gloves
- Eyewash solution

## **RIDDOR**

RIDDOR is the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013. These regulations require reporting of specified workplace incidents although reportable accidents, dangerous occurrence or cases of disease are comparatively rare events in the School community. If a reportable incident occurs, it should be entered in the School's Accident Book and the Headmaster and Health & Safety officer must be immediately informed by Matron.

Colleagues need to report where someone has died or has been injured because of a work-related accident. The School Safety Officer or Matron will ensure that where needed, a formal report is immediately filed online (the form is available at [www.riddor.gov.uk](http://www.riddor.gov.uk)). Matron will call HSE for any reportable injury in consultation with the Headmaster and the School Safety Officer. The Accident Book is kept by Matron in the Medical Room.

### **Types of reportable incidents**

#### **The death of any person**

All deaths to staff and non-staff, with the exception of suicides, must be reported if they arise from a work-related accident, including an act of physical violence to a worker.

#### **Specified injuries**

Specified injuries are (regulation 4):

- fractures, other than to fingers, thumbs and toes
- amputations
- any injury likely to lead to permanent loss of sight or reduction in sight
- any crush injury to the head or torso causing damage to the brain or internal organs
- serious burns (including scalding) which:
  - covers more than 10% of the body
  - causes significant damage to the eyes, respiratory system, or other vital organs
- any scalping requiring hospital treatment
- any loss of consciousness caused by head injury or asphyxia
- any other injury arising from working in an enclosed space which:
  - leads to hypothermia or heat-induced illness
  - requires resuscitation or admittance to hospital for more than 24 hours

#### **Over-seven-day incapacitation of a worker**

Accidents must be reported where they result in an employee or self-employed person being away from work, or unable to perform their normal work duties, for more than seven consecutive days as the result of their injury. This seven-day period does not include the day of the accident, but does include weekends and rest days. The report must be made within 15 days of the accident.

#### **Over-three-day incapacitation**

**Accidents must be recorded, but not reported where they result in a worker being incapacitated for more than three consecutive days.** If you are an employer, who must keep an accident book under the Social Security (Claims and Payments) Regulations 1979, that record will be enough.

### **Non-fatal accidents to non-workers (eg members of the public)**

Accidents to members of the public or others who are not at work must be reported if they result in an injury and the person is taken directly from the scene of the accident to hospital for treatment to that injury. Examinations and diagnostic tests do not constitute 'treatment' in such circumstances. **There is no need to report incidents where people are taken to hospital purely as a precaution when no injury is apparent.**

### **Occupational diseases**

Employers and self-employed people must report diagnoses of certain occupational diseases, where these are likely to have been caused or made worse by their work: These diseases include (regulations 8 and 9):

- carpal tunnel syndrome;
- severe cramp of the hand or forearm;
- occupational dermatitis;
- hand-arm vibration syndrome;
- occupational asthma;
- tendonitis or tenosynovitis of the hand or forearm;
- any occupational cancer;
- any disease attributed to an occupational exposure to a biological agent.

Further guidance on [occupational diseases](#) is available online.

Specific guidance is also available online for [occupational cancers](#) and [diseases associated with biological agents](#)

### **Dangerous occurrences**

Dangerous occurrences are certain, specified near-miss events. Not all such events require reporting. There are 27 categories of dangerous occurrences that are relevant to most workplaces, for example:

- the collapse, overturning or failure of load-bearing parts of lifts and lifting equipment;
- plant or equipment coming into contact with overhead power lines;
- the accidental release of any substance which could cause injury to any person.