



# LEWESTON

## SHERBORNE

### FIRST AID POLICY and RISK ASSESSMENT MEDICAL POLICY (with Nursery Addendum)

#### Introduction

The Health and Safety (First Aid) regulation 1981 requires the school to provide sufficient first aid personnel and facilities to:

- Give immediate assistance to casualties with both common injuries or illnesses and those likely to arise from specific hazards at work;
- This includes all Students, staff and on site visitors
- Summon an ambulance or other professional help

#### First Aid means-

(a) In cases where a person will need help from a medical practitioner or nurse, treatment for the purpose of preserving life and minimising the consequences of injury and illness until such help is obtained.

and

(b) Treatment of minor injuries, which would otherwise receive no treatment or which do not need treatment by a medical practitioner or nurse.

#### Aim

To provide swift and appropriate First Aid for any pupil, staff or visitor on school premises in the event of accident or illness.

- Whilst the school has a Health Centre with a nurse on duty, this facility is not a First Aid post and should be regarded as 'Second Aid'. The nurse in charge should only be called away from her duties to attend the most serious events, or because she is the nearest geographically.
- The school will ensure that there are persons adequately trained in First Aid skills throughout the school who can respond to provide First Aid when required at the scene of an accident or illness. The casualty will be assessed prior to transfer to the Health Centre, should it be necessary.

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- **WHEN TO CALL 999**

*Any accident which is beyond basic First Aid assistance, including serious head injuries, excessive bleeding or unconsciousness, must be treated as an emergency and a call to ambulance assistance must be made. Any member of staff can do this as haste is of the essence. The Head and HC should be informed as soon as possible. A staff member must accompany the person to hospital. The school will contact the parent/guardian after calling the ambulance and if it is not possible for them to reach the school before the ambulance leaves then they should meet their child at the hospital. The accompanying adult will remain with the child until then.*

- Normally, First Aid will only be administered by staff holding a First Aid certificate.
- The number of First Aid responders will be calculated by Risk Assessment by the Health Centre and Bursary.
- Leweston School has an automated external defibrillator on site which is placed in a highly visible position in the Reception area of the Senior School. Leweston has a contract with the provider South West Ambulance Service who will arrange annual training for staff. However, the defibrillator is designed to be used by anyone regardless of training. The nominated person , Alison Parnell and Reception will carry out daily checks of the defibrillator to ensure the “rescue ready” indicator is green and keep daily records. The nominated person also checks the alarm is patent each week and sends this record of information to South West Ambulance Service. The School Nurses are responsible for contacting the Trust in the event of the indicator being red, or if the defibrillator has been used.

The First Aid responders will be holders of current training certificates, renewable every three years. They will be trained to the standard of First Aid at Work (3 day course), Paediatric First Aid at Work (2 day course) or Emergency First Aid at Work (1 day course). All Staff working within the Nursery and EYFS hold current Paediatric First Aid certificates with the exception of work-based learners who are never unsupervised.

When a First Aider is requested to attend an incident, he/she will respond immediately. A record will be kept, and be forwarded to the Health Centre. All significant accidents are to be recorded on an Accident Form that should be prompted by the First Aider/Emergency Aider; the responsibility of completion lies with the adult in charge at the time of the accident, or the casualty herself/himself.

A list of First Aiders will be displayed in several locations throughout the School and published in staff handbooks so that it will be easy to identify whom to contact in the event of an emergency. A training record of First Aiders will be maintained by the Bursary and First Aid trainer, Alison Parnell. At least one qualified person will be on the school site/each department when pupils are present. All Junior Department staff are trained to paediatric first aid level, with the exception of work-based learners, who are not left in sole charge of pupils.

#### Policy on the Recording of Accidents

All accidents to school employees and pupils must be recorded in the Accident Book, as soon as possible after the accident occurs, whether there is any apparent injury or not. The Accident Book is held in the Health Centre during Term time and in the Nursery during the holidays. The Accident Report Form should be completed either by the person involved in the accident or by the person

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treating the accident (the School Nurse or a first aider) or by the member of staff with the pupil at the time of the accident, as appropriate. The completed Accident Report Form must be forwarded to the Bursary where it will be retained securely by the Bursar for a minimum of 3 years.

Notifying Parents or Guardians: Parents or guardians of pupils should be informed of any accident that takes place at school or while the pupil is in the care of the school. In the case of a serious accident resulting in a major injury, the parents or guardians will be contacted by the Headmistress, Deputy Head or other senior member of staff, by telephone. In the case of accidents resulting in minor or significant injury, the parents or guardians will be informed by the School Nurse, usually by telephone.

Reportable Accidents: Some accidents or incidents must be reported to the Health and Safety Executive (HSE) under the reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR). Under RIDDOR the following must be reported as they apply to employees: death or major injury, any injury resulting in the member of staff being unable to carry out their normal work for more than 3 days, any accident which requires admittance to hospital for more than 24 hours, reportable diseases as notified by a doctor. The Bursar, or in term time the Health Centre, is responsible for making the report to the Incident Contact Centre who will then forward details to the local HSE office. Details of RIDDORs will be retained by the Bursary for 3 years. Ofsted and local child protection agencies must be notified of any serious accident, illness or injury to, or death (Ofsted within 14 days).

Pupils and Visitors: Accidents involving students or visitors to the school will only be reported if they result in death or hospitalization as above or if the accident results from Leweston's work activity (eg condition of plant or premises).

#### Guidance for the dealing of illness and accidents in School and on Trips

##### **Serious Injury or Illness**

- If unconscious do NOT move the patient except to put in the recovery position. Keep patient covered.
- If conscious, make the patient comfortable and do not move unnecessarily, keep the patient warm.
- Call First Aider and send someone to telephone for the school nurse (ext 226) or Mobile (07377672037) who will come immediately and take over responsibility.
- If the nurse is unavailable (out of surgery hours) call 999 (see procedure for calling Emergency Services in all First Aid Boxes)

##### **Less Serious Illness or Injury**

- Call First Aider if needed.
- Ill or injured pupils can be sent to the Health Centre accompanied by another pupil, First Aider or member of staff.

##### **Illness and Accidents on the Sports Field and at the Swimming Pool**

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- If unconscious do NOT move the patient except to put in the recovery position and remove from danger (i.e., drowning).
- Keep patient covered.
- If conscious and fit to walk to Health Centre, send pupil accompanied by another pupil or member of staff
- If you consider the pupil's life is at risk Call 999 for Ambulance, then call the school nurse (ext 226) or Mobile (07377672037) to attend.
- Wait at agreed site to escort the nurse to the scene of accident so time is not wasted.
- Telephone Reception to arrange for someone to direct the ambulance to the injured person.
- Inform Headmistress, Deputy Head so they can contact parents

### Illness and Accidents on a School Trip

- If taking pupil's off site, ensure you have a school mobile phone and that it is charged and has enough credit.
- In the event of an injury/accident or illness, use mobile phone to get help.
- If pupil needs to go to hospital, contact the school and parents/guardians.
- A member of staff must accompany and stay with the pupil until someone else is available to take over.
- Guidelines on Protocols for School Visits must be followed. All staff are responsible for checking the pupils' medical conditions beforehand (seeking advice from the Health Centre or checking details on the Senior Staff Data, taking a First Aid Kit and any medication necessary.
- Member of staff in charge of trip should hold Emergency consent forms for all pupils on the trip and have completed a risk assessment

### First Aid Boxes

The school will keep statutory First Aid Boxes easily accessible in every building and for every activity. A list of their location will be displayed in several places throughout the school and published in the staff handbook, so that they will be easily found in the event of an emergency.

EACH FIRST AID BOX WILL BE THE RESPONSIBILITY OF A NAMED FIRST AIDER, who will regularly check and clean and restock the box as required, by obtaining stocks from the Health Centre.

First Aid supplies will be ordered and kept by the Nurses in the Health Centre.

If items are removed from any First Aid box for use, it will be the responsibility of the user to obtain a replacement from the Health Centre so that First Aid boxes always contain the statutory requirements.

**Stock takes for each First Aid Box will happen annually by the Named First Aider responsible. The School Nurses will keep a record of completion of annual stock checks.**

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<b><u>LOCATION</u></b>	<b><u>PERSONS/DEPT RESPONSIBLE FOR 1<sup>st</sup> AID KIT</u></b>
Health Centre	Nurses
Library	Mrs Day
Dining Room	Miss Hiscox
Foyer	Mrs Parnell
Manor House (functions only)	
Kitchen	Miss Hiscox
Art and Design	Jemma Lacey
Prep Art and Design Room	Mr McCloskey
Home Economics	Mrs Larkin
Science Labs	Mrs Philpott
Music	Duty Sister/ Dr Milestone
Hockey Pavilion	Sports Department
Swimming Pool	Mr Flaherty/Mrs Parnell
Sports Hall	Sports Department
Sports Prep x 2	Mrs Smith
Sports Travel Kits x 5 (Senior)	Mrs Crawley, Mrs Guy
	Spare kits (Mesh and Hockey Shed)
Travel Packs in Health Centre	Duty Sister
Maintenance Shed	Maintenance Dept
Grounds Shed	Maintenance Dept
Prep Department minibus	Nursery
Junior Department	Mrs Bowditch
Padua Hall	Mr McCloskey
Prep Department Reception	Mrs Gillett
Enchanted Wood	Mrs Gillett
Duke of Edinburgh Kit Bags x 6	Mrs G-D
<b><u>Boarding Houses</u></b>	
Rose House	Mrs Bruller
Glyn House x 2	Mrs Worrall
Hamilton House	Mrs Worrall

This policy should be read in conjunction with all other medical policies of Leweston School including

Appendix 3 - Blood and body fluid management policy 12

Appendix 11 – Policy on the recording of accidents

Appendix 5 - Allergy policy

Appendix 6 - Anaphylaxis policy

Appendix 8 – Acute asthma management policy

Policy for care plan policy and procedure –

Procedure for contacting emergency services/Procedure for dealing with illnesses and accidents in school and trips

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**And**

**The Medical Policy of Leweston School with Leweston Nursery Addendum\Pandemic Policy of Leweston School attached.**

Reference:

*Consulting employees on health and safety: A brief guide to the law* Leaflet INDG232(rev2) HSE Books 2013 [www.hse.gov.uk/pubns/indg232.htm](http://www.hse.gov.uk/pubns/indg232.htm).

<http://www.hse.gov.uk/pubns/edis1.pdf>

<http://www.hse.gov.uk/pubns/edis1.pdf>

<http://www.hse.gov.uk/services/education/>

<http://www.nhs.uk/Conditions/Accidents-and-first-aid/Pages/Introduction.aspx><http://www.nhs.uk/Conditions/Accidents-and-first-aid/Pages/CPR.aspx><http://www.hse.gov.uk/firstaid/assessmenttool.htm>

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### MEDICAL POLICY OF LEWESTON SCHOOL

Leweston Schools offer a high quality medical service to their Day and Boarding students by dedicated doctors and registered nursing staff.

- There is within the school, a designated and well equipped Health Centre which is staffed by a registered nurse during term time. The nurse's name is on the NMC register and she attends regular, appropriate training.
- Leweston School have two General Practitioners (GPs) who attend the School twice a week. Boarding pupil's always have access to a female general practitioner either at School or at the local surgery. Boarding pupils have access to the nominated GP's partners if they prefer.
- Boarding pupils can be seen at the local GPs' Surgery by appointment if they prefer.
- The doctors' holds surgery from 11.00am on Mondays and 8.30am Fridays; the nurses hold their own clinics from 8am – 6pm.
- It is recommended that Boarders register with the School Medical Officer.
- A medical questionnaire, outlining previous and current medical problems, including allergies and present treatment is sent to each parent for completion before the pupil commences at the school. (See Attached)
- Individual care plans are written and regularly reviewed to outline care needed for medical conditions of Boarding pupils. This care is given in collaboration with Houseparents.
- Complete and contemporaneous medical and nursing records are kept at the Health Centre. Boarders doctors/nursing notes are recorded on the GP's NHS database 'System One'. All Health Centre nurses have training on this system by the IT administrator from the GP's Surgery.
- Policies and guidelines for the referral of pupils to the Health Centre, communication between the Health Centre and the House, the administration of prescribed and non-prescribed medication by the nursing staff at the Health Centre and by the Houseparent, are available in each House and reviewed annually.
- The Health Centre has a suitable medical centre for the treatment and management of out-patients and has suitable accommodation with separate rooms for in-patients and for isolating infectious pupils. The Boarding House also has a suitable room with en suite bathroom facilities. Nursing staff will decide on need for student to stay overnight in the HC.

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- The strict confidentiality of medical and nursing information of the pupils is observed according to the Caldicott report 1997 and NMC Standards 2008.
- In accordance with School doctors' and nurses' professional obligations, medical information about pupils, regardless of their age will remain confidential. However, in providing medical and nursing care for a pupil, it is recognised that on occasion the doctor and nurse may liaise with the Head teacher, and other academic staff, parents and/or guardians, and that information, ideally with the pupil's prior consent, will be passed on as necessary. With all medical and nursing matters, the doctor and nurse will respect a pupil's confidence except on the very rare occasions when, having failed to persuade that pupil or his or her authorised representative to give consent to divulgence, the doctor or nurse considers that it is in the pupil's best interest or necessary for the protection of the wider School community to breach confidence and pass information to a relevant person or body.
- Consent to or refusal of medical or dental treatment is based upon the pupil's competency and not age (Gillick Competency and Fraser Guidelines 1985). Parental or Guardian consent is required, or in an emergency, consent by the Housemistress (in the position of) in loco parentis, for any pupil not deemed competent.
- Routine immunisations are administered as recommended by the Department of Health as soon as is practicable for the pupils' own protection and that of the wider School community
- The nurses provide health advice for pupils and staff. School staff visiting the Health centre will be given First Aid and treatment advice. A record is made of all staff visits and staff encouraged to seek further treatment as necessary from their own G.P.
- Arrangements for pupils with particular medical needs, ie., asthma, anaphylaxis, epilepsy, diabetes, etc., are met in liaison with the School Doctor or the pupil's GP. The Nursing Staff are responsible for ensure care plans are created, maintained and reviewed regularly.
- Health promotion is given informally or through the PSHE programme.
- Dental or other routine health care is advised to be provided at the pupil's home and should ideally be dealt with in the holidays. Private emergency dental/orthodontist/ophthalmic care is available locally. Consent for payment should be obtained by the parents prior to treatment except in emergency situations. Parent's have the option to join Denplan which provides emergency treatment for dental issues annually.
- Should the Health Centre become aware of a number of pupils displaying symptoms of any infectious disease or food poisoning, i.e., vomiting, diarrhoea and a temperature, their parents will be notified immediately. Day pupils will be asked to be collected from school. The School Doctor will be informed immediately and pupils remaining or Boarders will be isolated to contain any potential spread of infection.

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- Pupils from abroad may have different requirements and these needs are recognised by both teaching staff and the staff at the medical centre.

### References:

[https://www.gov.uk/government/uploads/system/uploads/attachment\\_data/file/277025/draft\\_statutory\\_guidance\\_on\\_supporting\\_pupils\\_at\\_school\\_with\\_medical\\_conditions\\_for\\_consultation.pdf](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/277025/draft_statutory_guidance_on_supporting_pupils_at_school_with_medical_conditions_for_consultation.pdf)

[https://www.gov.uk/government/uploads/system/uploads/attachment\\_data/file/180948/DFE-00126-2012.pdf](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/180948/DFE-00126-2012.pdf)

[http://www.nspcc.org.uk/Inform/research/briefings/gillick\\_wda101615.html](http://www.nspcc.org.uk/Inform/research/briefings/gillick_wda101615.html)

<https://www.wcppe.org.uk/sites/default/files/file/NES/CaldicottPrinciples-DataProtectionAct.pdf>

<http://www.nmc-uk.org/nurses-and-midwives/advice-by-topic/a/advice/confidentiality/>

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### ADDENDUM TO MEDICAL POLICY OF LEWESTON SCHOOL

#### Leweston Nursery - Health & Hygiene

Leweston Nursery and the Health Centre's aim are to provide a healthy and safe environment for all children attending the nursery. If the Head of Prep (or in her absence a senior nursery member of staff) considers the child to be unfit for nursery every care will be given to comfort them whilst the parents are contacted and asked to collect their child at the earliest opportunity.

#### Illness

- Parents are asked to complete a Health Centre folder which contains comprehensive information about the child's health and to complete emergency consent forms. The information on this form will only be shared with those who will be caring for your child.
- Parents have the opportunity to discuss health issues with the Room Lead staff and key workers in addition to the Health Centre nurses when they are available during the term time. The Nursery works closely with the Health Centre, and also gathers information from the Local Authority information services.
- It is expected that any child with an infection will stay at home to avoid the risk of spreading the infection. If any symptoms are contagious, parents are asked to inform the nursery in order for other users to be aware.
- If a child is on prescription medication the following procedures will be followed:
  1. If possible the parent / carer should administer the medicine. If not then the medicine should be brought into Nursery in its original packaging, clearly labelled with the child's name, dosage and any instructions.
  2. Parents will be asked to complete a 'Medication Form'. This contains clear instructions about the dosage that is to be given, administration of the medication and permission for nursery staff to follow the instructions
  3. All medications will be kept in a locked cupboard or a lockable fridge if it is necessary to do so.
  4. Life saving medication such as insulin / adrenalin injections or the use of nebulisers, parents / carers will be asked to complete a continued medication form, this will be signed each time the child is left at nursery

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### Medication

- Leweston will only administer the lowest dose stated on Paracetamol or infant Ibuprofen, will not administer these medicines together and will only repeat doses as stated on the bottle
- Leweston will only administer non-prescription medication for up to 3 days. If further medication is required it must be prescribed by the child's own doctor.
- Early Years Practitioners will administer medications rather than attending the Health Centre.
- Early Years Practitioners will receive annual training in the administration of medication and other common childhood illnesses from the Health Centre nursing staff.

It is nursery policy that that any child presenting the following ailments, be kept at home for the stated period. This is to ensure your child is fit and well on their return to nursery and to prevent further infection to nursery staff and children.

Ailment	Isolation Period
Chicken Pox	A minimum of 5 days from the onset of the rash or until the last spot that appeared is dry
Measles, Mumps or Rubella	5 days from onset of symptoms
Impetigo	1-3 days, or until sores are completely dry. If symptoms reoccur then the second incubation period is 4-10 days
Sickness & Diarrhoea	48 hours or 2 full days from last symptom
Conjunctivitis & Any Eye Infections	1-3 days as advised by the GP and once antibiotic treatment has commenced if necessary
Hand, Foot & Mouth	Children are not excluded from nursery unless they are unwell, or unable to eat or drink

### Accidents & First Aid

If your child has an accident you will be informed, either when you collect, or by telephone if nursery staff are concerned and do not feel that emergency treatment is necessary.

- All qualified Nursery staff will hold a certificate in Paediatric First Aid. Work-based learners will always work along side a qualified member of staff
- First Aid boxes are kept within the nursery
- Cuts or plasters will be covered with a hypoallergenic sticking plaster or other dressing if necessary

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- Nursery will ensure that First Aid equipment is kept clean, replenished and replaced as necessary. Sterile items will be kept sealed in their packages until needed
- All accidents will be documented on an accident form and countersigned by staff and parents / carers
- If the child needs hospital treatment, an ambulance will be called. Every effort will be made to contact the parents as soon as possible.
- Accidents that mark / bruise a child that occur at home must also be noted on an 'Existing Injuries' form and countersigned by staff and parents / carers
- All children and adult accident forms are kept on their individual files
- An Accident Record Book will be kept in the Health Centre during Term time and in the Nursery during the holidays. This is an official HSE document which records all significant injuries.

### Hygiene

To prevent the spread of infection, adults in the nursery will ensure that the following practices are carried out:

#### Personal Hygiene

- Hands are washed after using the toilet – staff and children
- Toothbrushes will not be shared
- Children's bed linen will be kept in their box, used for one week then washed. To be washed prior to one week if soiled
- Children with pierced ears are not allowed to try and share each others earrings
- Tissues are available and children are encouraged to blow and wipe their noses when necessary. Soiled tissues are disposed of straight away and children / staff will wash their hands if necessary
- Children and staff are encouraged to shield their mouths when coughing
- Paper towels are used and disposed of appropriately
- Staff are to ensure that their uniforms and children's clothing are kept as clean as possible, free from food and bodily fluids and all staff and children are advised to keep a spare set of clothes at nursery
- Hygiene rules related to bodily fluids are followed with particular care and all staff and volunteers are aware of how infections can be transmitted

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- Heavily soiled pants will be discarded
- Universal precautions should be adhered to at all times to prevent the spread of disease.

### Cleaning and Clearing

- Any spilt blood, vomit or excrement will be wiped up using antibacterial spray and flushed down the toilet
- Rubber gloves are to worn when cleaning / clearing up
- Floors and other surfaces are disinfected
- Toys and fabrics that are dirty or have been contaminated with bodily fluids are 'boil washed' in the laundry department
- Spare laundered underwear and clothing is available in case of accidents
- Soiled garments will be rinsed and wrapped in a polythene bag ready to go home although heavily soiled garments will be discarded

### Food Hygiene

All Hazard Analysis and Critical Control Points and Procedures will be followed as specified under the current legislation enforced by the local government Environmental Health Office in addition to this

#### Leweston Nursery will ensure that:

- There is no smoking on the premises
- All food purchased is from a reputable company. All items for consumption are purchased from EHO approved suppliers that have received a satisfactory quality inspection audit
- All hot food will be probed to ensure that it reaches 75 or above, temperatures will then be logged
- Any foods to be defrosted will be thawed completely in a refrigerator before use
- Food that is reheated will reach 82oc, the temperature is logged and food is cooled before given to children
- Food items will never be re-frozen after thawing or reheated more than once
- Thawed / partially thawed ice cream products will not be refrozen
- Food that needs to be kept cool will be placed in the fridge after the appropriate time for cooling. No hot food is to be cooled or refrigerated.
- Everyone must always wash hands before handling food and after using the toilet

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- Adults will not be involved in the preparation or service of food if suffering from any infection / contagious illness or skin condition
- Adults never sneeze or cough over food / taste or test temperature of food with fingers
- Adults wear aprons and gloves when preparing and clearing up
- Separate coloured cleaning cloths for washing up and wiping down (Green for wiping down and red for washing up)
- Separate coloured cloths for kitchen and bathroom areas (Blue for Bathroom, Red for washing up)
- Food is covered and labelled when refrigerated
- Waste is disposed of properly in a bin with a lid and out of reach of children
- Fresh fruit and vegetables are washed thoroughly before use and dried with a paper towel
- Adults wipe down tables etc with antibacterial wash before and after children have eaten
- All children will not share eating utensils
- Tea towels used are clean and washed after each session but where possible paper towels are used
- Cracked, chipped or worn crockery / cooking equipment is disposed of
- Floors will be swept and mopped and surfaces cleaned and sanitised after each use
- All staff involved with food production / service satisfactorily complete a level 2 Food Handlers

### Food Poisoning

- Should the nursery become aware of 2 or more children displaying symptoms of food poisoning, i.e., vomiting, diarrhoea and a temperature, parent's or guardian's will be called immediately to remove their child to avoid the spread of infection. It is the parent's responsibility to inform the School of any diagnosis of food poisoning/infectious disease. The Head of Prep will notify Ofsted and the local Environmental Health Office in such cases and will insist that the parents have their doctor's agreement that the child is fit to return to Nursery before being allowed to do so.

### Nappy Waste Procedure

- All nappy waste is disposed of appropriately following West Dorset County Council procedures
- These bins are emptied at least once a day
- The Wheelie bin is collected every week by West Dorset County Council

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### LEWESTON SCHOOL HEALTH CENTRE

#### Reaction to Pandemic

#### Priorities

**Medical Support:** Advice will be sort from the School Medical Officer (SMO) regarding treatment and isolation of pupils with the aim for any pupil affected to recover fully and any spread of infection to be limited immediately.

#### Flu outbreak

**Definition:** Fever 37.8 or above PLUS one or more of following symptoms:

Cough/ runny nose/ sore throat/ wheeze/chest pain/shortness of breath.

2 or more cases of flu-like illness within 48 hrs or 3 or more within 72hrs

Occur amongst boarders/ pupils/ staff with close proximity

**Have high index of suspicion: call local health protection team/ SMO for advice /support.**

Advice from Public Health England would be adhered to concerning any international outbreaks such as in the case of Ebola (07/2014) and any sick pupil who has a history of having travelled in the affected country would be hospitalised immediately.

**Staffing:** Numbers of nursing staff will need to be assessed in order to maintain high levels of nursing care (See attached table). Support would be accessed from other departments; i.e., caring, administration, cleaning, catering etc.

**Hygiene and Infection Control:** Maintaining high levels of hygiene will continue to be important and visitors to the health centre strictly monitored during a pandemic. Hand washing guidelines (Universal Precautions) must be maintained by all and prompt appropriate disposal of contaminated materials. A dedicated member of housekeeping should be on daily duty in the Health Centre to assist. The priority of the Health Centre is to assess and look after those who become ill, obtaining medical attention if necessary and limit spread of the infection.

**Sending Sick Pupils Home:** Pupils who are able to be sent home should be immediately after being seen by the SMO. International students should be sent to their guardians (flights are likely be suspended and this may cause distress and concern to parents of these pupils).

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**Maintain up to date and accurate record of parents/guardian/staff details.** The school will be short staffed. Staff may be ill themselves or have family members unwell.

**Staff /children at risk.** It may be necessary for health reasons for some not to attend school. We would be advised by parents and our School Medical Officer.

**The Health Centre** sleeps 8. We would have the most seriously ill in the Health Centre and the overflow in dormitories looked after by House Staff.

**Staffing** (See attached table) we would need help from the school staff for various work, caring, administration, cleaning, catering etc.

**Boarding** use of dormitories may be needed. **Extra staff** may be required

**The catering staff and maintenance staff** would help with supplies / deliveries. Extra rubbish and laundry collections would be required. It may be sensible to incinerate some of the rubbish e.g. tissues. It may be necessary to 'out source' support services such as clinical waste services.

**Food** - Provision of light, healthy food i.e., fruit, soups, sandwiches should be made readily available from Catering. These must be brought over to the Health.

#### Communications with Parents and the Media

Gatherings are likely to be restricted and schools closed. Managing the concerns and expectations of parents and pupils will be a crucial part of our response. Should we be directly affected media interest may be an issue. All calls to the Health Centre will be referred to the HM's office.

#### Pupils and staff believed to be at high risk from the pandemic

**Pupils with Compromising Conditions:** Pupils' medical conditions are maintained by the Health Centre and are available on the Schools' Senior Staff Data. The Health Centre will identify together with the SMO immediately those at risk.

**Asthmatic Pupils:** Lists of pupils with Asthma are available from the Health Centre and can be easily identified

**Diabetic Pupils:** A list of pupils with Diabetes is available from the Health Centre and can be easily identified

International pupils travelling extensively must be considered at risk if they are returning to their homes during holidays.

#### Staffing HC during Pandemic

School Nurses Mrs C Cole RGN, Mrs Cheleda RGN, L Worrall RGN

In the event of an emergency, other members of the school staff team should cover. We have several FA@W staff and the Junior Department has Paediatric FA trained staff.

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<b>Patient numbers</b>	<b>Staffing 24/7</b>	<b>Daygirls</b>	<b>Boarders</b>	<b>Overseas girls</b>	<b>Staff</b>	<b>Overseas staff</b>
1 – 8 possible 10	2 registered nurses	Rest in HC. Parents collect	Admit to HC. Parent/guardian Collect, when able	Admit to HC. Contact guardian Collect if possible	Rest in HC. Next kin collect	Admit to HC or stay in their accom.  Delegate caring to staff members
9 -40+	2 registered nurses plus one (to every 20 pupils) other supporting staff working as a team 24hr/7 if necessary	Relocate a room if necessary for day pupils waiting to be collected	Admit to a specific dormitory. Care for until parent/guardian collects	Priority for HC to those most ill. Plus overseas girls who may take longer to be collected	Rest in a specific room until collected	HC priority if no home/guardian in UK  Gap student House staff
As many as necessary	Volunteers, staff members					

### Other considerations

#### Number of patients / staffing limitations

- 8 in Health centre
- 10+ in dormitory
- Ill staff members
- Ill staff family members

#### Catering

- In Health Centre
- In Dormitory
- Food/beverages brought to HC
- Food/beverages brought to dormitories
- Possible special diets
- Implications on cross infection possible requirement for disposable cutlery, plates, beakers

#### Cleaning/Observation of Universal Precautions

- Training to staff if appropriate
- Prevention of cross infection

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- Deep Cleaning
- Disposable hand towels, use of gloves, possible gowns.
- Disposal of food and rubbish
- Laundry
- All clinical staff to change clothing before leaving building, uniforms to be cleaned in School Laundry

### Communicating

- Through school staff members
- Email\social medial
- Phone
- Mobile\text

Who is required?

Activity	Who is required	What is required	What effects these supplies?	Who else affects the supplies
School Nurses	2 Nurses + working full time	At least 2 nurses working full time (? Health Care Assistant)	Payment	Bursary
School Nurse	50% = 1 nurse	Extra help from staff within school	Payment	Bursary
Caring for boarders/staff	Nurses plus Female staff members	Nurses working full time Plus female helpers	Payment for overtime	Bursary
Pandemic needs	All fit members of staff	Emergency Health care supplies	Payment	Bursary
Catering	Catering staff	Possible special diet	Ordering	Bursary
Cleaning	Cleaning staff	Cleaning products	Ordering	Bursary
laundry	Laundry staff	Washing machines	Ordering	Bursary
Communication	All staff	IT skills	Computers	Bursary

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# LEWESTON

## SHERBORNE

Health Centre: C Cole RGN  
H Cheleda RGN

The Health Centre  
Tel: 01963 210834

Dear Parents

We look forward to welcoming your child to Leweston School and hope they have a happy and healthy time here as a Day pupil or Boarder.

The Health Centre team consists of 2 registered nurses and a male and female doctor who hold 2 surgeries each week. All of us consider each pupil as an individual and we use a holistic approach in planning their care and the treatment we give. All full and weekly boarders will automatically be registered with the School Doctor.

We would ask that you fill in the following forms accurately. Failure to disclose any details such as medical conditions and medication may result in the school medical officer reviewing your child's suitability if they are boarding.

All Medical information is treated as confidential but it may at times be necessary to disclose relevant information to Boarding or other school staff. This may be required for the safety of the Pupil or others in the school community. This would as far as possible be done with Pupil consent.

We are always pleased to meet, or talk on the phone to any parent about their child when they are ill or injured. Sometimes they talk to us in confidence and this is always respected, except where it puts their welfare at risk.

We would ask that routine dental, orthodontist and optician appointments are made during the school holidays. Outpatient appointments that are necessary during the term time may incur a cost for transport which will be added to the pupil's bill.

**Please place completed forms in the envelope provided labelled "Leweston Health Centre" and return to the Registrar.**

With best wishes

**Caroline Cole RGN/HV**  
**Helen Cheleda RGN**

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# LEWESTON

## SHERBORNE

### MEDICAL FOLDER FOR

Name : \_\_\_\_\_

Year : \_\_\_\_\_

Day Pupil/Weekly/Full Boarder (delete as applicable)

For admin staff only:

Copies:

Health Centre ☐  
Senior School File ☐  
Junior Dept File ☐  
Boarding Housemistress  
Hamilton ☐  
Glyn ☐  
Rose ☐

Please tick when copied and distributed

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# LEWESTON

## SHERBORNE

### MEDICAL FORM

Private and Confidential

**First Names**.....

**Surname**.....

Date of Birth.....Religion.....

NHS number.....

Address.....

.....

.....

Country of Birth.....

Previous UK School .....

#### **NEXT OF KIN DETAILS:**

##### **MOTHER**

Name.....

Tel Home.....Mobile.....

Tel Work.....

Email.....

##### **FATHER**

Name.....

Tel Home.....Mobile.....

Tel Work.....

Email.....

#### **CURRENT GP/ DOCTOR DETAILS:**

Name.....

Address.....

.....

Tel No.....

Do you have private health insurance? YES / NO

Who is your provider?.....

Does your health insurance cover Dental treatment ? YES / NO Physiotherapy ? YES / NO

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# LEWESTON

## SHERBORNE

### GENERAL HEALTH

	YES	NO	Please give further details
Does your child have any <b>ALLERGIES?</b> Food or Drug			
Does your child have any <b>existing</b> medical conditions? i.e. Asthma, Diabetes, Epilepsy, Migraine, Eczema, Hayfever			
Does your child take any regular medication?			
Has your child any Past Medical History or operations?			
Does your child wear glasses or contact lenses?			
Any hearing problems?			
Any urinary problems or Bed wetting?			
Any history of constipation or irritable bowel?			
Has your child ever had any mental health / anxiety / psychological illness or eating disorders? Have they ever been seen by a counsellor, psychiatrist or psychologist? Please inform of any social/ domestic situation you would like the school to be aware of.			
Has your daughter started her periods? Are they heavy or painful?			
Any special dietary requirements?			

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# LEWESTON

## SHERBORNE

<b><u>Immunisations</u></b> (All pupils should have protection against the following diseases BEFORE starting Leweston)	<b>YES</b>	<b>NO</b>	<b>Dates given</b>			
<b><u>Childhood vaccines</u></b>						
Diphtheria Tetanus & Polio						
Rotavirus						
Hib						
MMR						
Men C						
Men B						
Pneumococcal (PCV)						
<b><u>Other</u></b>						
HPV(human papilloma virus) (Yr8)						
Meningitis ACWY (Yr10)						
<b><u>Travel Vaccines</u></b>						
Typhoid						
Yellow Fever						
Hepatitis A						
Hepatitis B						
Other						
<b>TUBERCULOSIS</b>	<b>Date</b>	<b>Result</b>				
Mantoux or Heaf Test (for TB in the past)		Positive?				
		Negative?				
		Don't know?				
BCG injection against TB if Test was Negative						

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# LEWESTON

## SHERBORNE

### PARENTAL CONSENT

**NO PUPIL MAY HAVE IN THEIR POSSESSION ANY MEDICATION OR MEDICAL EQUIPMENT EXCEPT FOR PRESCRIBED ASTHMA INHALERS OR PRESCRIBED EPIPENS WHICH MUST BE CHECKED BY THE SCHOOL NURSE.**

1. Administration of First Aid by designated employees of Leweston School who are qualified First Aiders
2. Appropriate medical, dental and optical treatment.
3. For the administration of non-prescription medicines (**please list any drug allergies**).
4. The administration of prescription medications supplied by the GP/Doctor.
5. A routine medical check up on all Boarding pupils over 16 or if they have an existing medical condition when registering with the School Medical Officer.
6. Application of sunscreen to children in the junior dept when necessary, by School Staff
7. Height and weight checks in Reception, Year 7 to Year 13
8. All transport to and from appointments outside school will be added to the pupil's school bill

Signature (Parent/Guardian) ..... Date .....

#### Dental Consent (please sign A or B)

- A)** I consent to my child (name) ..... to undergo whatever private dental treatment is deemed necessary by the dentist, should a problem arise during term time. If the treatment is to cost more than £..... (please specify amount), I \*wish/do not wish to be informed before treatment is commenced.

\*delete as necessary

Signed ..... (Parent/Guardian) Date .....

OR

- B)** I have an easily accessible dentist for my child (name) ..... and will thus only require private emergency treatments

Signed ..... (Parent/Guardian) Date .....

**Please ensure that you also sign the separate EMERGENCY CONSENT**

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# LEWESTON

## SHERBORNE

### EMERGENCY CONSENT FORM

Pupil's Name .....

Parents' Name .....

Address .....

Contact Numbers

Mother: Home: ..... Father: Home: .....

Work: ..... Work: .....

Mobile: ..... Mobile: .....

Email: ..... Email: .....

Is your child allergic to any medication? If yes, please specify:

.....

When did your child last have a tetanus injection?

.....

#### Declaration

I agree to my child receiving medication as instructed and any emergency dental, medical or surgical treatment, including anaesthetic or blood transfusion as considered necessary. I understand that the member of staff in charge will make every reasonable effort to inform us of the actions and of the progress of any treatment by the medical authorities present.

\*GP Name .....

Address .....

.....

\*only applicable to flexi boarders/day pupils (boarders register with School Medical Officer)

I confirm that the information provided to the school in the Medical Folder is accurate at time of completing.

Signature of Parent/Guardian .....

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