

Chelsea Independent College Medical Care and First Aid Policy

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Approved by I certify I have reviewed this policy and verify that to the best of my knowledge it reflects current legislation and is in accordance with the wishes of the Principal and Governors.

Applies to: All students in college and boarding premises

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Medical Care & First Aid Policy

Rationale

The Medical Care & First Aid Policy aims to ensure that every student, member of staff and visitor to the Colleges and/or boarding facilities, receives appropriate first aid (and if a student, Medical Care) in the event of illness or an accident.

First aid within college is administered by qualified first-aiders or the Nurse. In the event of an accident all members of the college community should be aware of the support available and the procedures available to activate this. All Resident Boarding Tutors working within the boarding houses, who act 'in loco parentis', are trained in first aid and the college's medical procedures.

Definitions of First Aid:

The arrangements in place are to initially manage any injury or illness suffered at work. It does not matter if the injury or illness was caused by the work being carried out. It does not include giving of any tablets or medicine to treat illness.

Full First Aider: A person who has completed a full (3-day) course of first aid training with a training establishment approved by the Health and Safety Executive, and holds a current certificate.

Full Paediatric First Aider: A person who has completed a full (2-day) course of first aid training with a training establishment approved by the Health and Safety Executive, and holds a current certificate.

Appointed Person: A person who has completed a 1-day course of emergency first aid from a competent trainer and holds a current certificate.

Nurse: Qualified medical personnel who can administer first aid, medication and provide advice and treatment.

All College staff should have at least a simple knowledge of basic first aid, so that they are able to recognize a situation where medical advice and expert attention are required. All staff are expected to act in a way that a responsible parent might when an accident occurs, but this does not require them to have any special medical knowledge or training, any more than would be expected of a reasonable parent. However, the nurse will provide

some basic training for dealing with simple health care needs. All staff also have access to on-line basic first aid training via the college web based training package supplied by EduCare.

Students may need medical care during their stay at College. This policy ensures that there are clear guidelines and boundaries in the following areas:

- Medical Care offered by the colleges
- Confidentiality and Gillick competency
- Documentation
- Working with parents
- Procedures for students reporting sickness
- Procedures for the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013
- Storage, disposal and recording of administration of medicines
- Health care plans
- Designated first aiders

Aim

To work in partnership with parents/guardians/agents, students and fellow professionals to ensure that students who require medical treatment are able to undertake treatment in a safe and secure environment, which allows the student to continue to make progress with their education.

This policy contains the following appendices:

- First aid guidance
- Individualised care plan template
- Homely remedies guidance
- Medical emergency flow chart
- Cardiopulmonary resuscitation (CPR) guidance
- Resuscitation flow chart and the Chain of Survival
- Hand washing and good hygiene
- Mental health and wellbeing guidance
- Useful organisation contact details

Confidentiality

In accordance with the Nurse's professional obligations, medical information about our students, regardless of their age, will remain confidential, unless there is a safeguarding concern, in which case the Nurse would follow the college safeguarding policy.

Gillick competency helps to balance children's rights and wishes with our responsibility to keep children safe from harm. Gillick competency refers to a case which looked specifically at whether doctors should be able to give contraceptive advice or treatment to under 16-years olds without parental consent. But since then, it has been more widely used to assess whether a child has the capacity to make their own decisions and understand the repercussions of those decisions. This type of assessment can be used when risk assessing students to keep and administer medications or to consent to treatment.

In providing medical care for a student, it is recognised that on occasions the Nurse may liaise with senior staff, Resident Boarding Tutors and parents/guardians/agents, and that information, ideally with the student's prior consent, will be passed on as necessary.

Matters which pass between a student and the Doctor/Nurse are treated in confidence, although every effort is made to include parents. There are two important exceptions:

1. A list is made available to school and boarding staff regarding students with ongoing medical conditions which might affect their well-being, safety or academic progress.
2. The Nurse may disclose to a responsible member of the school/boarding staff, any matter which in their judgement seriously affects the well-being of a student, or of the boarding house.

Documentation

Each contact and communication with a student/or member of staff regarding a student will be documented on SIMS contemporaneously by the Nurse, Resident Boarding Tutors and College staff email any medical issues to the Nurse to be added to SIMS by the Nurse. The nurse will also document any medication that has been given. The student's medical file and any other relevant medical documentation will be kept in a locked filing cabinet in the Medical Room in the boarding house. Access to these records is available to the Nurse and named members of staff only. This is in accordance with General Data Protection Regulation, 2018.

When students join the College they complete a college medical questionnaire including significant past and current medical problems, any on-going treatment, allergies and the dates and details of all immunisations, if known. This information is also included in the NHS surgery medical questionnaire.

Working with Parents

The College and parents/guardians/agents should work together to ensure that all relevant information with regard to a medical condition which may affect a student, is passed on to all concerned. Information will only be requested from parents when it is necessary to ensure the health and safety of the individual student and/or his/her peers at College. The confidentiality of a student's medical records will be respected.

Parents/agents/guardians should provide the College with adequate information about the student's medical condition, treatment, or any special care needed at College. They should, in partnership with the Nurse/Pastoral

Team, reach an agreement on the College's role in helping to address the student's medical needs. Only Doctor prescribed medications will be administered.

Medical history forms should be filled in accurately, honestly and disclose all medical conditions. All medical information provided is necessary to ensure students receive the best level of medical treatment whilst at Chelsea Independent College. Any information that is knowingly withheld could cause a delay in receiving appropriate medical attention. It is the responsibility of parents/guardians/agents to inform the college of any conditions that may develop before the start of college or during the current academic year and to make sure emergency contacts remain up to date at all times.

The cultural and religious views of families will always be respected.

Parents/agents/guardians will be asked for the following information about medication:

- name of medicine
- reason for medicine
- dose
- method of administration
- time and frequency of administration
- expiry date
- other treatment which may involve College staff or affect the student's performance during the college day
- side effects which may have a bearing on the student's behaviour or performance at College

Parents should advise the College of any changes in the medication administered to their son/daughter at the earliest opportunity.

The College Medical Service

The College uses a local GP surgery and a private doctor for its medical needs along with the College nurse. Students studying with the College are registered with the College GP when they arrive.

The college supports students with medical conditions. Those who come into contact with the student will be apprised of the nature of the condition, and any actions with regard to medical care, when appropriate. The student's parents/guardians/agents and health professionals will be asked to provide support and information. All staff members who have contact with the student, will be informed of the possibility of an emergency arising and the action to take if one occurs. If in doubt about any of the procedures, the member of staff should check with the Nurse/Pastoral Team who may in turn contact the parents or a health care professional before deciding on a course of action.

Procedures for students reporting sickness

In accommodation time

The College Nurse is based within the boarding department and available to staff via a dedicated mobile phone number. Each morning the Nurse will hold a surgery in Princess Beatrice House for boarding students. Students are asked to report to a Resident Houseparent first, who will then advise the nurse that they will need to be seen. All Resident Boarding Tutors are trained First Aiders. In order for any student absences to be authorised, boarding students are asked to report sickness by 08.00.

In school/ college time

If students feel unwell during the school/college day they must report to the school/ college reception who will contact the Nurse or a First Aider. If the Nurse authorises it, residential students may be allowed to return to the accommodation to be supervised/monitored by the Nurse/Medical Assistant or Resident Boarding Tutors.

Sick compulsory school age (CSA) students will need to be escorted to the accommodation by college staff/ Resident Boarding Tutors / Nurse depending who is available. The College reception staff would need to lead on identifying the staff member. If deemed suitable, a taxi could be used by college to transport a student to the accommodation who will then be met and supervised by a Resident Boarding Tutor.

General Procedures for Students Reporting Unwell

The Nurse/First Aider will assess the student's medical condition and arrange appropriate medical care for the student. In the Medical Room, the student will be assessed and either:

- return to class – if considered well enough.
- stay in the accommodation – teaching and house staff will be informed.
- GP appointment – arranged by the Nurse/ Resident Boarding Tutors.
- private doctor appointment – this will be booked by the Nurse. As costs may be incurred, written consent must be received from the parent / guardian or agent before booking.

The College reserves the right to insist that boarders or non-boarders attend an NHS Doctor to enable proof of sickness if their condition is such that they may be absent for longer than three days. Any other alternatives provided by a student may not be accepted when not reinforced with a valid NHS Doctor's certificate. Therefore, ALL students should ensure they are registered with an NHS Doctor or are able to pay privately.

Procedures for reporting student accidents during an Extracurricular/Visit/Event/Out of college activity

The lead Staff member should, on return to college, report the accident to Head of Pastoral care during college hours (or by email if after college hours), any student who has an accident during an extracurricular/visit/event/out of college activity. The Parent/Guardian (Resident Boarding Tutors if a boarding student) **must** be contacted to be made aware of the event/situation. It is then up to the Parent/ Resident Boarding Tutors to decide how the student should get home i.e. the Parent/ Resident Boarding Tutors themselves will collect them, arrange for a responsible adult to collect them or they will make their way home by public transport/taxi. An accident form should be completed as soon as possible after the event.

Procedures for the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013