MEDICAL POLICY

Reviewed and adopted June 2021
To be reviewed June 2023

Mission Statement

'To educate young people to meet the challenges of life courageously, to use their talents to the full and to live the values of Christ's Gospel'

This Policy is applicable to all students and staff at Thornton College and is relevant to parents and guardians of students at Thornton College.

In accordance with the guidance laid down in the National Minimum Standards for Boarding Schools and National Care Standards Commission Children's Home regulations, all schools are required to have written policies and procedures on the health care arrangements and administration and control of medicines in the school.

CONTENTS

1. Health Care Arrangements
2. Roles and Responsibilities in the Provision of Medical Care
3. Health Centre Records
4. Medications in School
5. Administration of Medications
6. Immunisations
7. Student Consent to Treatment
8. Confidentiality, Child Protection and Communication
9. Emergencies/First Aid
10. Accident Reporting
11. Infectious Diseases/Illness in School
12. Health Education

APPENDICES

A. Emergency care of medical conditions: asthma, anaphylaxis, diabetes and epilepsy
B. Medical questionnaire
C. Request to administer medications form and request for student to carry medication
D. Administration of own medication protocol and assessment form
E. Homely remedies
F. Instructions for boarding staff to administer medication
G. Medication charts
H. Controlled drugs record form
I. List of First Aiders
J. Pandemic Flu/Infectious Disease Pandemic – Policy and Procedures.

Reviewed and adopted June 2021
To be reviewed June 2023

1. Health Care Arrangements

The Thornton College Health Centre is staffed by a Health Care team of Qualified Nurses, First Aiders and Boarding Staff who receive ongoing training and appraisal and provide medical care for the boarding and day students as well as staff and visitors who may need medical assistance during the school day.

Health Centre Accommodation

The Health Centre has a surgery with a day bed and an adjacent office and is staffed from 08.30hrs until 16.30hrs. Boarding and Day students requiring care for a short time will be looked after in the Health Centre until they are either fit to return to class or arrangements have been made for them to be transferred to the boarding house or collected from school by parents / guardians. All information will be recorded via the Medical Records System (MRS).

Health Centre Team

School Medical Officer/GP: - Dr Tracey Largent
Senior School Nurse: - Mrs Juliet Dixon

- Medical care of all students at Thornton College is provided under the NHS by a General Practitioner from Swan House Practice in Buckingham. Dr Tracey Largent is the School Medical Officer, who visits the school once a week on a Tuesday morning as required. Other appointments can be made at the GP surgery.
- All students are offered personal accident and dental insurance cover when they join the school
- Students, both day and boarding, may attend the Health Centre for routine health advice or treatment between the hours of 08.30 – 16.30 but attempting to avoid lessons or school activity time. If they need urgent or emergency treatment they can attend at any time.
- Staff may attend the Health Centre during school hours for medical advice and/or treatment.

Students with Medical Conditions/Disability

Most students will at some time have a medical condition that may affect their participation in school activities and learning. For many this may be a short-term condition. Other students have medical conditions that, if not properly managed, could limit their access to education. These students are regarded as having medical needs. Most children with medical needs are able to attend school regularly and, with support from the school and the Health Centre staff, can take part in most normal school activities. However, school staff may need to take extra care in supervising some activities to make sure that these students, and others, are not put at risk.

Students with a medical need may require a risk assessment and will have an individual health care plan to identify the necessary safety measures to support individual students and ensure that they and others are not put at risk. A Health Care Plan will be completed by the Health Centre staff with information from the student's parents. A meeting, if possible, would be made with any condition

that may require the school to make adjustments for the student to participate in the school's activities.

Parents or guardians have prime responsibility for their child's health and should provide the school with information about their child's medical condition. Parents should give details in conjunction with their child's GP or Paediatrician, as appropriate. The School Doctor, Health Centre staff and specialist health bodies may also be able to provide additional background information for school staff. This information would be confidential and only shared with other members of staff after discussion with parents, in order to ensure the safety and wellbeing of the student.

All staff should be aware of such medical conditions as asthma, anaphylaxis, diabetes and epilepsy and the emergency care that they may require (Appendix A). The Health Centre staff can be contacted for any information or advice on these specific conditions and any other conditions a student may have. Medical conditions that are shared for the wellbeing of the students whilst at school and on trips can be viewed in brief by only relevant staff on the medical trip forms. Further details can be requested and given if appropriate for the student's care. This is updated as soon as we are informed of the condition and as and when the Health Centre staff are informed of any changes / updates.

Medical Information

Medical information, whether it is a student's condition or any care given whilst at school, is documented on the Medical Records System (MRS) and Health Centre log book. This system is restricted for use by designated users only to ensure confidentiality. It is invaluable for accurate communication between the Health Centre staff and the boarding houses.

Care of Boarding Students

When boarding students feel unwell out of school hours, they should contact their boarding house staff or other adult on duty. The member of staff on duty will assess and give the appropriate care to the boarder. A sick room is available, including a toilet and washing facilities. The accommodation is adequately staffed by appropriately qualified personnel, and adequately separated from other boarders

During the day, boarding house staff are informed of any admission to the Health Centre. Parents/guardians will be informed of their daughter's condition and kept up to date with any care and treatment as well as progress of their recovery. In an emergency, arrangements would be made to escort the student to A&E or the GP surgery as appropriate.

- During the day, boarders may be permitted to rest in the boarding house if unwell. The house staff will be informed and will observe and monitor the student.
- New boarding students are asked if they wish to register with the School Medical Officer's practice and this registration will take place as soon as possible in the September of their joining academic year. If a student is registered with the school doctor, this will replace any registration at another GP surgery. It is advised that all full boarders register, whilst weekly boarders can choose depending on convenience. All registered boarders will have a medical with the doctor to discuss any past medical history, whether they are taking any medication

and to have base line recordings of blood pressure, height and weight, vision and hearing tests. If a student is seen by another doctor or other healthcare professional during the holidays, or at any other time, they should inform the school Health Centre with details. They can see another GP during the holidays as a temporary resident. If they complete a full registration form, their notes will be transferred from the school doctor. Students are entitled to register with another local doctor and arrange their own appointments and transport, but the school Health Centre must be informed with whom the student is registered, and the school informed if a student will be absent.

- A doctor's clinic for boarding students takes place in the Health Centre on Tuesday mornings as required. If a student needs an urgent appointment outside of these times, they can be seen at the Practice Surgery after assessment by the Health Centre staff and transport and an escort will be arranged or Dr Largent may be able do a home visit to the school.
- All boarders have access to medical, dental, optometric and other specialist services. This will be arranged via the Health Centre and with referrals arranged from the Doctor and parental consent where required. Appointments will be arranged where possible around lessons. Transport will be arranged by Boarding staff, Health Centre staff or a taxi with an escort where necessary. All under 16s must be escorted and the Health Centre staff will assess whether older students would require an escort or not depending on the appointment attended. When arranging an escort, any member of staff may be asked to accompany students on external visits. All Thornton staff have DBS clearance and they will be instructed to brief the Health Centre on their return with any information.

Medical Arrangements for Sports Activities:

Sports staff are trained in first aid and have 3 sports first aid kits in their department which are checked and re-stocked by the Medical Team. There are three defibrillators on-site based in the Health Centre, Reception and the Sports Hall. For away matches sports staff have access to medical information and parent/guardian contact details in case of emergency. Emergency medication packs, such as inhalers and adrenalin pens, are collected prior to departure from school. For home matches a member of the Medical Team will aim to be present at the match to provide first aid and medical assistance should it be needed. The Nurse will have a walkie-talkie and mobile phone in case additional assistance or an ambulance is required. For home sporting activities the medical team are readily contactable by sports staff in the Health Centre, via phone or by walkie-talkie if assistance is required or in the event of an emergency. A member of the medical team will attend the pupil as soon as possible to assess, treat and take any further necessary action.

Medical Information for School Trips

Any relevant medical information that can be shared will be given to the trip organiser about the students attending the trip. A copy of the Medical Trip form will be given with a note of those students attending the trip. This information can be found on iSAMS under Health Record. The Health Centre staff will arrange first aid kits for all trips and any other homely or prescribed medications needed. They will give instruction to the trip organiser about the medications. It is the teacher/trip organiser's responsibility to inform the Health Centre in advance what students will be attending so that medical provisions and any concerns they may have with regards to medical advice can be given.

2. Roles and Responsibilities in the Provision of Medical Care

Parents

Parents should provide the Medical Officer with sufficient information about their child's medical needs and any changes in health or treatment. Ideally a Doctor's letter listing treatment, special needs and current medication should be provided. They should ensure that their child's immunisations are up to date, according to the UK Department of Health schedule and give dates of when administered.

Parents should, jointly with the Health Centre, reach agreement on the school's role in supporting their child's medical needs, in accordance with the school's policy and sign the appropriate records (Appendix B).

It only requires one parent to agree to or request that medicines are administered. As a matter of practicality, it is likely that this will be the parent with whom the school or setting has day-to-day contact.

The Health Centre staff will always seek students and parental agreement before passing on information about the student's health to other staff. Sharing information is important if staff and parents are to ensure the best care for a student.

The School as Employer

It is the Employer's responsibility to make sure that the correct procedures are in place and that staff are aware of these procedures and are fully trained to support the medical needs of the students.

The Employer will provide appropriate training for all relevant staff and ensure regular updates are given.

Health Centre Staff, Boarding Staff, Teaching and relevant support staff.

All staff must be aware of the contents of this document and their likely/possible role in providing care for the student, e.g. administration of medicines. They must seek any advice from the Health Centre staff.

Health Centre Staff.

The Health Centre staff are responsible and accountable for the day to day medical care of day and boarding students in the Health Centre. This includes the maintenance of records, communication with relevant staff and parents.

The Health Centre staff have overall responsibility for the management of the Health Centre and all activities connected to the care of the student including administration of medicines.

Boarding Staff

Boarding staff have responsibility to work according to these guidelines. They are responsible for providing basic medical care/treatment with instructions from the parents and Health Centre staff, e.g. giving medication and monitoring of a mild illness. They are responsible for maintaining records in the boarding house and communicating to the Health Centre and parents of any changes or causes for concern. They will seek advice from the Health centre when necessary.

Teaching Staff and other Staff

Non boarding staff have occasional involvement and responsibility to work according to these guidelines, for example, in an emergency or when accompanying students on a school excursion away from school premises.

Medical Officer

The School Medical Officer has overall responsibility for advising the School on Health Care for students. This includes liaison with the Health Centre staff and authorising appropriate homely medication or prescription medication and its use within the terms of this policy.

3. Health Centre Records

The Health Centre maintains secure medical documentation about any students seen. The Health Centre staff record all consultations with students on the Medical Records System, in the Health Centre log book and consultations with the doctor during clinic times. To ensure continuity of care and patient safety, the boarding staff and specifically identified other individuals have limited access to information stored on the electronic medical records system that the Health Centre staff have not marked as restricted or confidential. The Doctor's notes are strictly confidential unless the Doctor and / or student give permission for it to be shared to those in loco parentis of their care.

There should be an individual Health Care Record (in the form of the Medical Questionnaire) and individual health care plans where necessary, containing relevant information provided by parents and recording significant health and welfare needs and issues. This will be held in conjunction with shared electronic records (MRS), which can be accessed by Health Centre staff, boarding staff and other key designated persons.

A Health Care Plan will be kept for each student with a chronic/notable condition, whether or not regular medication is required and it should be updated on at least an annual basis or as appropriate if circumstances change as identified on their individual Health Care Record. This will be held on the MRS and in a Care plan file stored in the Health Centre.

4. Medications in School

Thornton College does not allow students to carry or administer any medications in school with the exception of emergency medication and / or where Sixth Form boarding students have been deemed competent to self-administer. The Health Staff will make decisions about self-administering

medication and this will be based on individual assessment. The Health Centre has a stock of some homely medications that can be given after assessment e.g. Paracetamol. The Health Centre staff will be responsible for documenting all medication given to students, any other information relating to their medication ensuring the appropriate maintenance of records and use of the Medical Records System (MRS) within the Health Centre and advise other members of staff. They can appoint other members of staff to be the "designated person" to oversee medication procedures on a day to day basis with appropriate instruction.

All records should be properly completed, legible and current and be available for inspection at all times. Records should provide a complete audit trail of medication. A list of specimen signatures should be kept by the senior member of the Health Centre staff, of all staff who are deemed competent to be involved in the administration of medicines, and/or first aid, following relevant training and/or induction.

Medicine records should be kept for at least 15 years from the date of the last entry.

There is a statutory requirement to record information on all medicines in boarding schools. Records of current medication must be kept for each student. The following records relating to all medicines must be kept:

- All medicines received by the school
- All medicines prescribed for students
- All medicines administered by the school
- All medicines transferred out of the school or returned to the pharmacy for disposal

Receipt of Medicines

All medicines brought into school from whatever source should be formally received by the Health Centre staff and the following information recorded on the students shared electronic health record on the MRS.

The records should show:

- Date of receipt
- Name and strength of medicine
- Quantity received

A 'Permission to Administer' form and 'Permission for Student to Carry Medication' (e.g. epipen) should be completed by the parent or Health Centre staff if a boarding student and uploaded to the MRS so that it may be viewed by all parties permitted to administer medication (Appendix C).

Recording of Medicines Administered to Students

All medication administered to students must be recorded on the MRS. This will include prescribed medication and non-prescribed medication administered by boarding or Health Centre staff.

All records relating to an individual student are held electronically on the MRS, which can be accessed by the Health Centre staff, boarding staff and other key designated persons.

The MRS should be consulted at the time of administering medication to observe the time of the last administered dose. The reason for its administration must be recorded including any medication refused, missed doses, date discontinued and reason.

Details of any medication errors should be recorded on the MRS as a note and the Health Centre be notified as soon as practicable.

Self-Administration Assessment

A comprehensive risk assessment will be undertaken to ensure that an individual student can self-medicate without risk to self or possible risk to other students and be signed by the member of staff assessing and the student. The type of drug to be taken must also be part of the assessment. The majority of students will only be allowed to self-administer emergency medicines in the case of Asthma, Allergies, Diabetes or Epilepsy. On occasion, where a student is deemed mature and competent, a decision may be taken to permit a student to self administer non-emergency medication in the boarding house. All risk assessments must be conducted by the Health Centre staff following discussion with boarding staff/parents and it should be recorded on the MRS and the self-administration assessment form (Appendix D), which should then be uploaded to the MRS patient record.

Self-Administration by Students of Medicines

When a student is responsible for self-administering medication, an entry must be kept with information of the medication and the times of administration which will be documented on the MRS patient record. The medicine must be kept in a lockable cupboard or safety box with one set of keys with the student and the other with a member of Boarding or Medical Staff.

Boarding staff must undertake regular checks if a student has taken the medication and document such a check on the MRS. They must ensure that any spare medication is locked away so that it cannot be taken by other students.

When necessary, discussions should be undertaken by boarding staff with the student to encourage compliance in taking medication. Tactful support or timely reminders must be given to the student if necessary to aid compliance. If they are unable to comply the right to self-medicate may need to be reviewed.

Any problems should be reported to the Health Centre nurses.

Obtaining Supplies of Medication

The supply of medicines to boarding schools in the UK comes under the remit of the Medicines Act 1968. This legislation identifies medicines into 3 categories

- GSL or General Sales List: may be purchased from any retail outlet

- P or Pharmacy Only: may be purchased within a community pharmacy when a pharmacist supervises the sale
- POM or Prescription Only Medicines: may only be obtained by presentation of a written prescription signed by an authorised prescriber.

Homely Remedies or non-prescribed medication (Appendix E)
Medicines in the P or GSL category may be purchased by the Health Centre staff to use as stock for treatment of minor ailments. The boarding houses will keep a small stock of homely medicines and a table of instructions will be easily accessed (Appendix F). This will be monitored by the health centre staff who will check the boxes every term. Boarding House staff must record when they receive medicines from the Health Centre (Appendix G).

An agreed list and quantity has been compiled in conjunction with the School Medical Officer as General Practitioner of students.
These medicines must not be labelled for an individual if they are to be administered to several students. Receipt and stock balance must be recorded in the appropriate log. Where non-prescribed drugs are bought by a student or parent, they should be recorded and stored appropriately.

Complementary Medicines
Most complementary treatments, including fish oils, homeopathic treatments etc, are considered as over the counter medicines within the terms of the Policy and parents are similarly requested to notify their child's boarding staff or the Health Centre of their use. This is particularly relevant with international students who may bring powders or tablets for health with no clear labelling. If such supplements are brought into school, they must be presented to the Health Centre for assessment as to their suitability for use in the UK. Vitamins may be kept in the Boarding house in the care of the Boarding staff and be administered as required.

Sports Supplements
Sports supplements (also called ergogenic aids) are products used to enhance athletic performance that may include vitamins, minerals, amino acids, herbs, or botanicals (plants) — or any concentration, extract, or combination of these. These products are generally available over the counter without a prescription.

Sports supplements have become increasingly popular among gym-goers, and not just a small number of serious athletes. People who are interested in fitness and improving their physique may opt for supplements that can enhance their muscle growth when combined with exercise such as weightlifting. They may also look for ways to control their appetite when they're trying to lose weight, as part of a bodybuilding diet.

Young elite sportswoman may be required by their clubs to take these supplements. Therefore, to ensure the safety of Thornton students there are strict guidelines on the use of sports supplements at school.
The Schools position regarding sports / dietary supplements is as follows:

- Students at Thornton College do not need to take any form of dietary / weight training supplements.
- All students are recommended and encouraged to follow a healthy diet.
- No student under the age of 16 should be taking any form of protein or other supplementation. If any such supplements are found by staff, they can expect them to be confiscated and students will be reprimanded.
- Should a senior student be part of an elite academy, or under the supervision of the Director of Sport, they are permitted to take Whey Protein only. In both circumstances, written permission from the parents and an agreement from the school has to be in place.
- Senior players are not permitted to take any other form of supplementation e.g. Creatine, HMB etc.

Should any student or parent wish to discuss the school's position on any of the above or discuss their own personal situation, please contact the Director of Sport.

International Medicines

Medicines that are brought into school by students from abroad must be taken to the Health Centre by the students so that an assessment can be made and it can be discussed as to why they are taking them. An appointment can then be made to see the School Medical Officer to ensure that the medications are licenced in the UK. The Doctor will then prescribe either the same medication or an equivalent.

Prescribed Drugs

Written prescriptions, both NHS and private may be provided for individual students for medicines in all categories.

The Medicines Act clearly defines that prescribed medicines must only be administered to the person for whom they have been prescribed, labelled and supplied. Medicines supplied for individuals are the property of that individual. These medicines may not therefore be used as "stock" by the school.

Staff must not tamper with supplies of prescribed packs of medicines or decant from one container to another for the purpose of storage. This includes remains of the current supply when a new supply is received. The original supply should be finished first. Stock levels of medication should be kept at an appropriate level for each student dependent on need.

Before it can be administered a prescribed medicine must have a printed label showing:

- Student's name
- Date of dispensing
- Name and strength of the medicine
- Dose and frequency of the medicine

Multiple containers should be labelled individually. Where items have an inner container, (e.g. eye drops, creams, etc.) the label should be applied to the item instead of, or as well as the outer

container. If the label becomes detached, damaged or illegible the advice of the pharmacist should be sought before the product is used.

It is good practice to record that a request for a repeat prescription has been made. This should be documented on the MRS. If medicine is supplied which is unexpectedly different from that received in the past, the staff must check with the pharmacist and/or the prescriber before formally receiving or administering the medication.

If the GP changes the dose of a medication, then they must inform the Health Centre. The container must then be clearly re-labelled by the pharmacist or the GP. The health Centre staff must not alter any information on medication labels.

Verbal Order Record for Change of Dose of Prescribed Medication by GP or other prescriber
No verbal orders are to be accepted for a change in dose or frequency of an already prescribed drug unless an accompanying fax, email or written instruction onto the MRS is available before administration takes place.

Controlled Drugs
The Misuse of Drugs Act 1971 is the legislation governing controlled drugs. Controlled drugs will only be supplied on an NHS or private prescription for individual students.

The school is not permitted to hold controlled drugs as "stock items". The above information relating to prescribed drugs also applies to this group.

Storage of Medicines
All medicines should be stored in secure designated areas.

These include:
- The Health Centre
- Boarding Houses (in a safe or locked drawer)
- Personal safe, locked drawer or cupboard, for spare medicines if student is permitted to self-administer or any emergency medication.

Medication access keys or codes should only be held by authorised designated members of staff.

Non-prescribed stock medication must be stored separately from prescribed medication, in a locked cupboard that is securely fixed to a wall in the Health Centre or in the boarding house.

Prescribed medicines should be stored in a locked cupboard or safe that is securely fixed to a wall in the Health Centre or boarding house. There should be sufficient space to store individual students' medication.

Controlled drugs should be stored in a double locked cupboard securely fixed to a wall, in a secure location in the Health Centre. The cupboard should be reserved only for the storage of controlled

drugs and other items such as money or jewellery. All other classes of drug should not be placed in the cupboard. Only Health Centre staff are authorised to hold the keys to the controlled drugs cupboard. All controlled medicine must be checked by two members of Health Centre Staff and a log of medicines, stock levels and administration times be kept in the CD drug book.

Storage of Self-Medication Medicines

Those students assessed as competent to self-medicate may store their own individual spare emergency drugs (not controlled drugs) in their safe, locked drawer, or locked cupboard, to which they personally have access. It must not be accessible to other students. The school must have a contingency plan for staff to access this, with the permission of the student, in case of a problem or emergency arising. It is the responsibility of the boarding staff to ensure the security of this medication at all times when in the areas for which they have responsibility.

Cold Storage

A separate and secure dedicated refrigerator is available to be used exclusively for stock and prescribed medicines requiring cold storage. It should be kept locked at all times. It should be cleaned and defrosted regularly. The temperature should be measured and recorded daily on a record sheet using a maximum/minimum thermometer. The normal range is 2-8 degrees C.

Staff should contact the Health Centre staff on duty if temperatures are recorded outside of the normal range and adjust if necessary. Pharmaceutical advice should be taken regarding the stability of the contents of the fridge in such circumstances. Prescribed short and long term medicines requiring cold storage should be kept in the Health Centre fridge. If a refrigerated medication is required by a boarder in the evening when the Health Centre is closed, arrangements should be made for access to storage.

5. Administration of Medicines

Administration of medicines is undertaken only by staff designated as competent who have been given appropriate training / instruction. Prescribed medicines should be administered strictly in accordance with the instructions stated by the prescriber. They should only be used for the stated purpose and not administered to anyone other than the student stated on the label. Administration should be made at an appropriate time in order to maximise benefit from the medicine (e.g. may be necessary to take before or after meals or last thing at night). It is an individual's right to refuse medication. Steps should be taken to explain the benefit of taking the prescribed medication. However, persistent refusal should be recorded on the MRS and reported to the Health Centre for further discussion with the student and the Doctor. Record on the MRS any refusal of medication and the reason and that it has been reported to the doctor. Record any advice received from the prescriber. Only a Registered Nurse may administer medication requiring specialised or invasive technique after receiving consent. These may include:

- Subcutaneous injection of insulin
- Medicines administered by the rectal route
- Giving Oxygen and nebulisers.

In exceptional circumstances this may be delegated to another member of staff who will receive suitable training.

- The student/parent must have given consent for this delegation.
- Details of support and accountability to be included in the individual Health Care Plan.

Procedure for the Administration of Medicines:

- Check the identity of the student.
- Check the medication chart on the MRS, dosage instructions, noting any recent changes and ensure that the medication has not already been administered.
- Check that the student is not allergic to the medicine before giving it.
- Check the expiry date of the medicine.
- Administer the medicine following the prescribed instructions.
- Chart the administration immediately on the MRS after the medication has been given.
- Where there is a choice of dosage (i.e. 250mg or 500mg) record the amount given.
- Where a drugs is to be given "as required" record whether given or not and reason as a note on the MRS.
- Homely remedies should not be administered for longer than 48 hours without obtaining medical advice from the Health Centre nurses.
- For controlled drugs, appropriate entry must be made on the student's MRS record and in the Health Centre Controlled Drug Book. The balance should be checked and maintained by staff after each administration. In the boarding house environment, the administration should be recorded on the MRS and also on the paper administration of controlled drug book supplied with the medication when given to the boarding staff by the Health Centre staff. This form will have amount received signed in and a decreasing total of stock as they are administered.
- A record should be made of doses irretrievably lost (dropped or spilled) during administration in case further supplies are then needed to finish the course.
- Crushing tablets or opening capsules to aid administration should be avoided, advice about alternative formulations should be sought from the GP.

Administration of Medicines Away from School

When away from school the parent of the student would receive the balance of the prescribed medication. For occasional days out a separate supply may be organised.

Details of medicines taken out should be recorded and the administration supervised by the staff responsible for the student whilst away from school. The administration guidelines above should be followed. A record of any administration of medicines whilst on the trip should be communicated back to the Health Centre.

A first aid kit containing authorised homely remedies, will be provided in the event of excursions off the school premises. This would usually only be Paracetamol, Chlorphenamine etc. Any other student medications would be given to the trip organiser with instruction on administration and information on any medical conditions.

The Medical Policy should be followed at all times when off the premises.

Drug Administration Errors

- If an error is realised, clinical advice must be sought immediately, no matter how trivial it may seem.
- Appropriate line manager and Health Centre staff must be informed.
- The School Medical Officer must be informed, even if advice is initially sought from a different source, and a record made on the student's NHS record.
- An Incident Form should be completed to enable a review to take place into how the error occurred to prevent a similar incident happening again.

Disposal of Controlled Drugs and Other Medicines

All controlled drugs that are out of date or no longer required should be returned to the local pharmacy for destruction. A record of receipt, signed by the receiving pharmacist should be obtained and retained by the school Health Centre. All other unwanted drugs are to be returned to the pharmacy for destruction.

Prescribed medicines for an individual student are their property and should be returned to the student, parent or member of staff as appropriate when leaving the school for any period. Failure to collect them will result in them being destroyed at the Pharmacy. Consent, verbal or written is required before the medicine can be returned to the pharmacy for disposal. This consent should be recorded by the Health Centre staff, on the MRS for the relevant student.

Disposal of medicine should occur when:

- The expiry date is reached.
- A course of treatment is finished or is discontinued.
- When a dose of medicine has been removed from the original container but then not taken by the student. It should be kept by the Health Centre staff and returned to the pharmacy for safe disposal.
- Positive consent has been obtained if the medicine is not a stock item but belongs to a student.
- If a student has left the school and the medication has not been collected by the parent or student within 14 days of contacting them.
- In the event of death of a student, keep for 14 working days in case needed by Coroner's Office or Courts.

Controlled drugs obtained on individual NHS prescriptions may be disposed of by returning to the supplying pharmacy.

Boarding house staff should sign the drugs out by documenting such on the MRS. Medicines should only be disposed of through the Health Centre.

Return of medicines for destruction should be authorised by the senior member of staff working in the Health Centre, who should ensure that the record of return is completed.

The record of disposal should include:

- The student's name (for prescribed, controlled drugs and individual homely remedies)
- Name, strength and quantity of medicine
- Date of return
- Consent of student
- Signature of nurse authorising the return

The Handling of Non-Prescribed Controlled Drugs

A licence is required to possess a Schedule 1 controlled drug. If a circumstance arose, where a member of staff was required to remove a substance from a person, they may only take possession of the substance for the purpose of handing it over to the Police for destruction. A written statement should be produced as soon as practicable but in any case before handing the time to the police, which must include the time, date, location and circumstances in which the item was seized. The actions taken should, whenever possible, be witnessed by another member of staff and the statement by the person seizing the item be countersigned by the witness. A record must also be made of the time and date the item is passed to the police and the details recorded of the officer to whom it was given, who should also sign the record. Any items seized must be passed to the police as soon as practicable, but in any case within 24 hours of seizure.

Medicines Information and Pharmaceutical Advice

Staff should have access to appropriate information about medicines. They should contact the local community pharmacist if additional information is required concerning individual medicines. A current copy of the British National Formulary is available on line at https://bnf.nice.org.uk/

Hazard Notification and Drug Alerts

In the event of a medicine being recalled or alert being issued ty the MHRA (Medicines and Healthcare Regulatory Agency), the Health Centre should notify the Boarding Staff as appropriate and take the necessary action detailed within any alert document or communication. A record should be kept of any action taken. The senior member of the Health Centre staff is responsible for processing and acting upon the information at the time. Alerts and re-calls for drugs are accessed via https://www.gov.uk/drug-device-alerts

Adverse Drug Reactions

Any adverse drug reaction (ADR) or suspected ADR should be discussed with the School Medical Officer and/or the pharmacist, before any further administration of that drug. If appropriate the reaction should be reported to the Medicines and Healthcare Regulatory Agency (MHRA) via the yellow card scheme. Yellow cards are available via the BNF, where information about the types of reaction to report is also given. It is possible to report such incidents via the BNF website (www.bnf.org). The senior member of the Health Centre staff is responsible for dealing with and acting upon the information at the time.

Staff induction and training for giving medicines

- If the employee is employed as a nurse, they must have current registration status with the Nursing and Midwifery Council (NMC)

- All Health Centre staff should, as part of the Health Centre induction, be instructed on procedures for:
    - Obtaining medication
    - Storing medication
    - Administering medication
    - Recording activity
- All staff must receive training/information on any current policies and procedures for the management of medicine within the school.
- Nursing and Boarding Staff should not be responsible for administering prescribed or controlled medication until they have been given full instruction.
- Staff required to administer First Aid should be appropriately trained and regular updates provided.

Management of Medication for Staff

Staff may also need to take medication or be given medication whilst on the school premises. For most, this will be for a short period to allow them to finish a course of antibiotics or apply medicated lotion / creams. In some cases, there may be a long term need for staff to take medication.

Staff should notify Health Centre staff if medication needs to be taken whilst on the school premises. It is vital that any medication is stored securely. Medication should not be left in bags or anywhere that students may have access to it. It is therefore recommended that medication is taken to the Health Centre unless it can be locked away in a locked cabinet or draw.

Any staff taking medication that could cause drowsiness should be mindful of this if operating machinery. Advice should be taken if in any doubt from a qualified member of staff.

6. Immunisations

Information about immunisations and vaccines can be obtained from: www.immunisation.nhs.uk.

National Child Health Programme

It is school policy to immunise children within the National Child Health Programme. Diphtheria, Tetanus and Polio (DTP) and Meningitis ACWY vaccinations are given to Year 9 students, where eligible. The Human Papillomavirus (HPV) vaccine is offered to all year 8 students. Parents must consent to, and are notified of vaccinations given, as well as students' GPs via the Bucks immunisation nursing team. Any identification of an incomplete course of MMR or single dose Meningitis ACWY should be discussed with the School Medical Officer

Influenza

It is school policy to offer identified groups of students an annual vaccination against seasonal influenza. Current recommendations in 2020/21 are for all pupils in years Reception to year 7 to be offered the vaccination via nasal spray. Older students in Boarding with a chronic or long term medical condition will be offered the vaccination free of charge in line with the NHS guidelines. Other students in the Boarding Houses may be offered the vaccination at a cost to parents.

Travel Vaccinations

Students requiring travel vaccinations for overseas trips will be discussed with the travel vaccination nurses or the doctor from Swan Practice. Boarding students registered with the School Medical Officer will be administered travel vaccinations by the nurses or doctor at the Swan Practice or in the Tuesday morning surgery in school.

7. Student consent to treatment.

Legally students over the age of 16 years can consent to treatment on their own behalf as they are presumed Gillick competent, those under that age can only do so if they are deemed Gillick competent after a thorough assessment by a professional. If not Gillick competent, consent would need to be obtained from someone with parental responsibility unless in an emergency. Emergency treatment can be given without consent to save the life of, or prevent serious deterioration to the health of a child.

If a young person who is Gillick competent asks professionals not to share information about treatment, their wishes will be considered. In the majority of cases, such wishes will be honoured, with the exception of requests for contraception and where there are safety issues or safeguarding concerns that require the sharing of information in the student's best interest.

Gillick competent means for a particular decision, that the young person:

- Understands the problem and implications
- Understands the risks and benefits of treatment
- Understands the consequences if not treated
- Understands the alternative options
- Understands the implications on the family
- Is able to retain the information
- Is able to weigh the pros and cons
- Is able to make and communicate a reasoned decision about what their wishes are

8. Confidentiality

In accordance with doctors and nurses' professional obligations, medical and nursing details about students, regardless of age, will remain confidential. Ideally in providing medical and nursing care there will be consultation and liaison with a parent or guardian, boarding staff and, when necessary, other staff. This will be with the student's knowledge and consent. There may be occasions, however, where the doctor or member of the Health centre considers that, in the individual student's best interest, or for the protection of the wider school community, information should be shared without the student's consent. This is most likely to occur if there are child protection concerns. Any sharing of information will be with the student's knowledge, if appropriate, and they will be informed and involved in the process and their views sought.

To ensure a student's safety and welfare during lessons, games and school trips, an electronic list of students with asthma, allergies and significant illnesses is available to the teaching and games staff.

The Health Centre maintains secure medical documentation about any students who have been seen. The Health Centre staff record all consultations with students on this system and consultations with the doctor on their Medical Records. This is confidential. To ensure continuity of care and patient safety, the boarding staff and specifically identified other individuals have limited access to information stored on the electronic medical records system that the Health centre staff have not marked as restricted or confidential.

Child Protection

All staff are attentive to child protection and safe-guarding issues and any concerns must be documented on a Cause for Concern and passed immediately to the school's Designated Safeguarding Lead. All staff will follow school procedures as set out in the Safeguarding Policy found in the staff handbook.

Communication

We aim to maintain effective communication with parents and other key members of staff where consent and confidentiality allow, but not hindering the safety of the student in school

9. Emergencies / First Aid

As well as the Health Centre staff, there are a number of teaching and resident staff who are trained and qualified as First Aiders. They can give first aid treatment if students or staff are injured or become unwell. In the event of an emergency during the normal school hours, the Health Centre staff should be contacted immediately. If out of school hours, the boarding staff will administer first aid and will call for further assistance if necessary.

First aid boxes are located all over the school and in specific areas where accidents more likely. First aid kits are available for trips and other events and can be collected in advance from the Health Centre. All staff should be aware of where their nearest first aid kit is located. Thornton College has Automated External Defibrillators (AED), which are located in the Health Centre, Front Reception and Sports Hall. Health Centre staff and Teaching Staff are trained to use it.

Should a student be diagnosed by a member of the Health Centre team or a Doctor with concussion after a head injury, strict guidelines are in place to ensure that they are safely treated, monitored and have gradual return to exercise (see Head Injury Policy)

Calling an ambulance

If an ambulance is required, the person requesting the ambulance must stay with the emergency. They must inform reception that an ambulance is on its way and where it is needed so that someone can meet the ambulance on arrival. Reception will inform the Health Centre to ensure that they have been contacted and will also inform one of the Senior Leadership Team.

For emergency care for Asthma, Anaphylaxis, Diabetes and Epilepsy **(Appendix A).**

External Out of House Contacts:

Dr T Largent, Swan Practice, Buckingham 01280 818600

Milton Keynes Hospital, Eagleston, Milton Keynes MK6 5LD

NHS Direct: 111

Emergency out of hours dentist: 111

10. Accident Reporting

All accidents necessitating medical attention require completion of an accident form, so that accidents can be monitored and action taken if required to prevent any recurrence. A copy of the form should be held in the Health Centre and Estates Department, where the Health and Safety Manager will keep a record.

The first aider should assess whether the person should go to the Health Centre, whether a member of the Health Centre staff should attend or an ambulance called. The Health Centre staff should always be contacted to attend even if an ambulance is already on its way.

If possible give the name of the injured person, place of accident, what has happened and if a first aider is present until the Health Centre staff arrives.

Reportable accidents include: death, major injuries to staff, and injuries that require time off work, or taken to hospital must be reported to the Health & Safety Executive under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR).

11. Infectious Disease/Illnesses in School

Boarding schools have a legal duty to the health, safety and welfare of the students in their care and the staff they employ. The steps taken in boarding school to protect students and staff from infection are an important element in the quality of care they provide.

Infectious diseases occur naturally and commonly in school settings. This is a result of the degree of close contact between students and between students and staff, and the difficulties in maintaining a perfect state of hygiene. Infections acquired in the school may spread to staff, family members and the community. Outbreaks of infection may lead to disruption of the school routine and costly control measures. Where possible, the school will prevent the increase in an outbreak of infection into the school and limit its spread. Exposure to an infectious disease is not normally a reason for medical

exclusion from school. If an infectious disease is present at school then the local Public Health, England advisors should be contacted so that appropriate control measures can be discussed.
It is school policy following advice from Public Health, England that to prevent the spread of gastro-enteritis illness, that student's **must** stay at home or be isolated for 48hours after their last episode of vomiting and/or diarrhoea.

Special consideration must be made during the Covid-19 pandemic for the spread of infection. Face masks/visors must be worn on school transport, pupils and staff must wear masks in school corridors. Hand hygiene, social distancing and best infection control practice must observed. Pupils must remain in their year group and boarding bubbles at all times. Any child or member of staff that exhibits symptoms while in school must present to the Health Centre staff and be removed from school without delay and seek a CV-19 test as soon as possible. Strict quarantine and self-isolation must be observed and school kept informed of test results and symptoms. Pupils in Boarding will be managed by the Boarding staff and Health Staff. UK Boarding pupils will be asked to return home, International pupils will be isolated and Guardians and Parents contacted. The school will continue to seek up to date guidance from Public Health England and NHS 111. See Covid-19 policy for further information.

Care of the Infectious Boarder
A boarding school has a duty of care which extends beyond the classroom and the school day. The Director of Boarding should be informed of any outbreak. If a student is diagnosed with an infectious disease a number of options should be considered

- They return to the care of the family
- They go to the care of the guardian
- They remain at school with additional support required

Isolation for the Infectious Boarder

- They will be isolated and cared for during the infectious period of the particular disease/illness, e.g. 48 hours after the last vomit and/or diarrhoea in gastroenteritis
- They will not be in close contact with any other students during this time
- They will have their own wash and toilet facilities
- In the event of an outbreak where more accommodation may be required for isolation of boarders, a contingency plan would be made, whereby other isolated accommodation would be located and staffed in the event of this need. This decision would be made by the Head Teacher and Director of Boarding.
- Provision is in place for isolation of multiple students should an outbreak occur.

Care of the Infectious Day Student and Staff
They should stay at home until after they are no longer infectious and a risk to the school community

Hygiene Procedures for Dealing with the Spillage of Body Fluids:
Spillage of body fluids is a biohazard which must be handled safely to protect staff and pupils from risk of infection. Staff dealing with a spillage must take the necessary precautions to avoid any contact with body fluids by wearing personal protective equipment (PPE) and using the biohazard equipment

provided in the Biohazard Clean Up Kits. Correct usage of this equipment also ensures containment of any infectious or hazardous body fluids and safe disposal. Soiled clothing will be placed in soluble red laundry bags or a bag suitable for sending items home safely. All equipment used for dealing with the spillage, including PPE will be disposed of in yellow biohazard bags. Once the spillage has been dealt with and area cleaned staff must wash their hands thoroughly with soap and water, dried with paper towels and disposed of in a pedal bin. Further advice on dealing with spillages of body fluids can be provided by the Medical Team if required. Particular precautions and strict adherence to these guidelines must be observed during the Covid- 19 pandemic. Any known hazardous spillage or splashes should be reported according to the accident reporting procedure in school.

12. Health Education

Throughout the student's school life, through the PSHEE programme and specific curriculum areas such as Biology, Theology and other educational lessons, the student will be informed about the importance of being healthy. The Health Centre supports this education in class and on individual requirements.

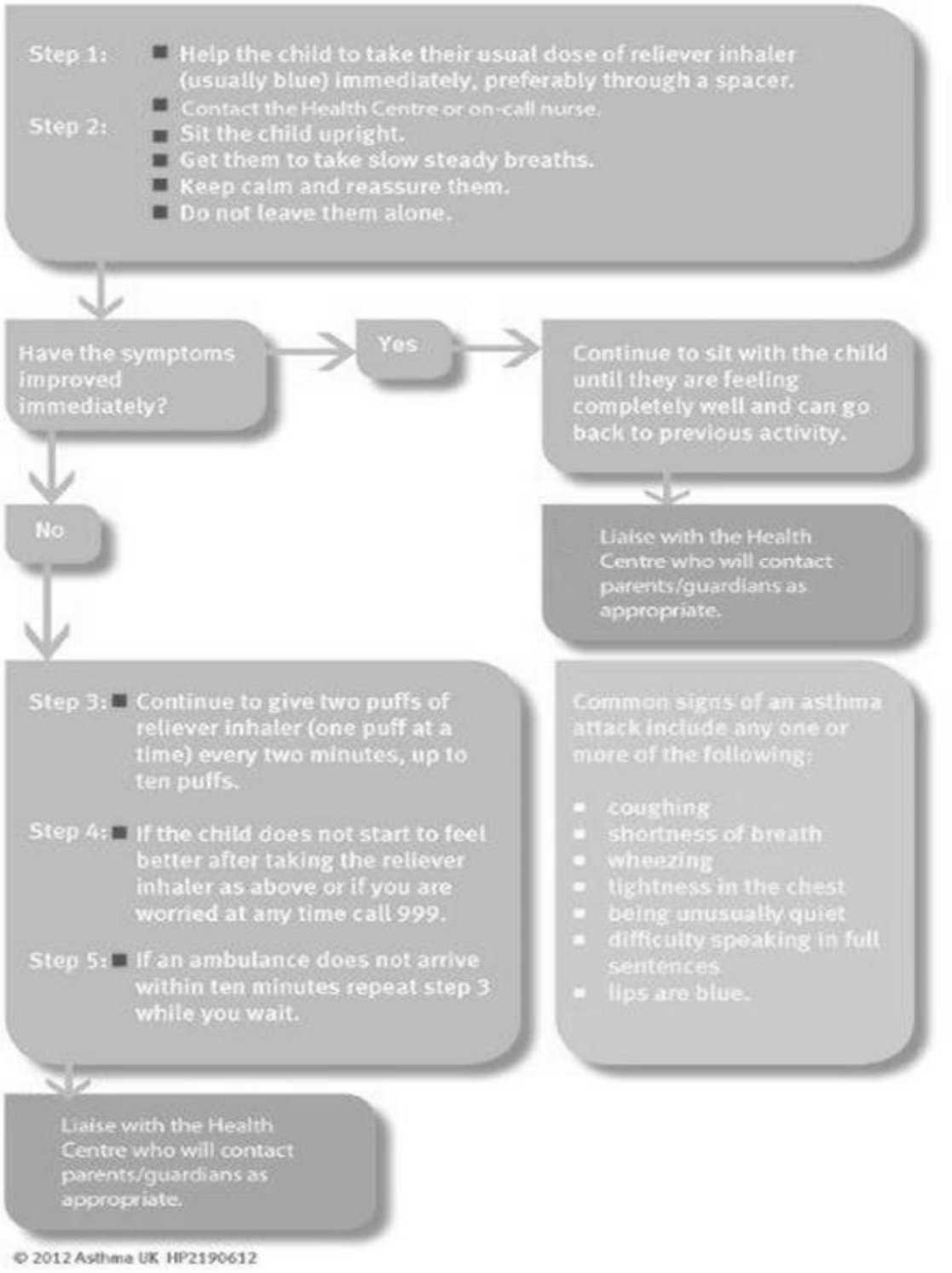
- Healthy eating
- Hygiene
- Mental health – e.g. stress, depression
- Puberty
- Sleep
- Friendships
- Sexual relationships

If a student needs support or advice with any of the above concerns, then they should be directed to the Health Centre nurses. It is important that confidentiality is maintained wherever possible, but the student must be made aware that the school has a duty of care and may need to contact parents, speak to other members of staff or get specialist advice, preferably with consent. (See Student Consent to Treatment, page 17.)

If there are any mental health concerns with a student, it is important for any concerns to be raised as soon as possible. Detailed information and guidelines can be found in the school Emotional Wellbeing Policy.

Appendix

How to deal with an asthma attack

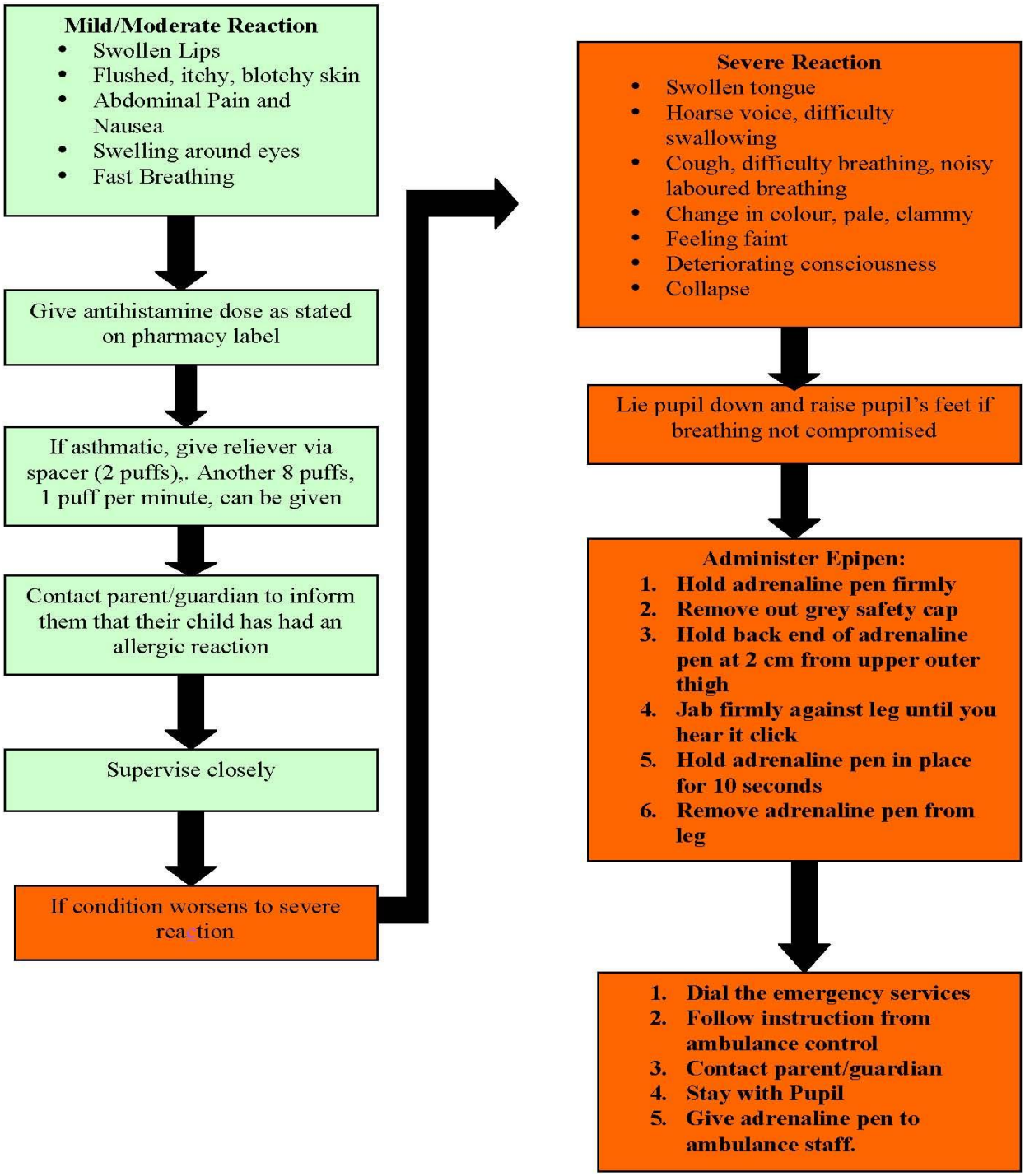


© 2012 Asthma UK HP2190612

Appendix

Anaphylaxis Algorythm (for severe allergic reaction)

There are different types of adrenalin pen in use. They are Epipen, Emerade, or Jext pen.



Appendix

Emergency Treatment of Hypoglycaemia in Diabetes

Hypoglycaemia (Hypo) means low, blood sugar of less than 4mmol/l.

Symptoms

Mild – tingling, feeling hot and sweaty, light headed, headache, blurred vision, hunger and dizziness
Moderate – Disorientated, lack concentration, change in personality, irritability and confusion.
Severe-unconsciousness

Treatment

- Call Health Centre staff
- Ask student to take their blood sugar if able to. If the student has symptoms of Hypo but cannot test, treat as a hypo.
- If blood sugar below 4, ask student to take a sugary drink, glucose tablets or jelly babies. These are fast acting sugars. If the blood sugar is below 3 they will need to take a larger dose.
- If the blood sugar rises above 4mmol/l after 10 mins then they will need to take a slow acting sugar eg 1-2 digestive biscuits.
- If the blood sugar is still below 4 after 10mins then repeat by taking fast acting sugars.

In the rare even of a student becoming unconscious, do not put anything in the mouth, place in the recovery position, DIAL 999 and state that the student is diabetic and unconscious.

Appendix

Emergency Procedure during an Epileptic Seizure

- send someone to get the Health centre staff
- time the seizure
- cushion head
- do not move unless in a dangerous place
- do not hold student down
- do not put anything in student's mouth
- put student in recovery position after seizure has stopped
- stay with student until recovered and breathing back to normal

Call **999** if

- seizure lasts longer than 5 minutes
- if another seizure starts straight after the first
- if breathing is difficult after the seizure stops
- if student is injured

Appendix

Pandemic Flu/Infectious Disease Pandemic

Policy & Procedures

(This document is applicable to all those involved in responding to a classified flu pandemic or an infectious disease pandemic. Pandemic flu or Pandemic infectious diseases are different from ordinary flu or infectious diseases, as they occurs when a new flu virus or disease emerges into the population and spreads rapidly from person to person worldwide. As a new virus or disease it is unlikely that there would be immunity to it or that there would be a vaccine available. Public Health England ("PHE") advice forms the basis of this guidance.)

Policy Objectives:

- To ensure that the health of pupils and staff is appropriately considered and action is implemented during a pandemic
- To have appropriate procedures in place for managing such an incident
- That suitable communication is maintained during an incident

Thornton College will expect always to implement the highest of standards in term of Health & Safety for our pupils and employees. We will follow all the appropriate recommendations from Public Health England, paying due regard to advice given by the World Health Organisation, the Department for Education and DEFRA (Department for Environment Food and Rural Affairs). We will aim to keep the school open where possible.

The Bursar and Headteacher will be responsible for the implementation of this policy. In the event of a Pandemic being declared by PHE, a Crisis Management Team will be formed and will hold regular reviews of the situation, listen to parents and research and implement preventative action as recommended by official bodies. The Crisis Management Team will consist of: Senior Management Team, School Doctor, School Nurse, Assistant Head, Office Manager, Head of Housekeeping and Catering Manager; in consultation with the Chair of Governors, Chair of F&GP and Vice Chair of Governors.

Our catering contractor will provide a satisfactory statement about their procedures if appropriate, which can be distributed to parents; this will be reviewed as the situation develops.

Reviewed and adopted June 2021
To be reviewed June 2023

Procedures

1. The symptoms of pandemic flu are similar to those of seasonal flu, but are likely to be more severe, these being:

   - fever, cough / shortness of breath
   - aching muscles, sore throat, headache, loss of appetite, malaise, chills sneezing

   The symptoms of an Infectious Disease Pandemic will be identified following advice given by PHE.

2. The incubation period will be identified from the guidelines given by PHE. The school reserves the right to refuse students entry to school following holidays to countries where the infection is rife until the incubation period has passed. Guidance from the Boarding Schools Association will be followed. This may include insisting boarders remain with their Guardians until the recommended incubation period has passed. In any of these such cases school work will be available via Firefly and email.

3. Thornton College recognises that children are efficient "spreaders" of respiratory infections and that plans are required for both school closure and the school remaining open. Bodily fluid infection is minimised through efficient hygiene procedures.

4. The Headteacher will decide on whether to close a school after taking advice from PHE. The Government may decide to close schools through the Civil Contingencies Committee and would communicate with the school where necessary

5. Children with symptoms of severe flu or an infectious disease will be isolated from other children (making use of the Surgery or another appropriate isolation area) until a parent arrives to take them home (unless otherwise advised). Where children or members of staff exhibit symptoms of severe flu at home they should not come into school. Where children or members of staff exhibit symptoms of an infectious disease they should not come into school. Staff and children should not return to school until they are clear of all symptoms and advice of infection period should be determined and followed with advice from PHE. Boarders will be isolated within the boarding house and arrangements will be made to send the children home where possible.

6. If a pandemic is declared by PHE and that schools are closing, where applicable, the school will normally expect parents to collect their children as normal at the end of the school day. Any variation to this parents will be contacted by text and email. Further correspondence will be sent by email or text.

7. Where a school stays open during a pandemic, the school will:

   - follow good hygiene practice and isolate staff / children experiencing flu like symptoms/symptoms of the infectious disease.
   - have an emergency supplies box and parental contact is available via iSams.

8. To reduce the risk of spread, hygiene measures will include:

- staff training in this guidance and in infection control
- Appropriate PPE will be provided. Face masks will only be provided if recommended by PHE.
- regular hand washing; during a pandemic, special hand cleanser will be available in every classroom and at the main school entrance, with staff ensuring regular use.
- additional tissues will be provided within all school areas and children encouraged to use and dispose of them carefully.
- the housekeeping team will be asked to provide additional cleaning of hard surfaces
- the sharing of pencils, crayons and pens will be discouraged. Communal soft toys will be removed.
- musical instruments will be carefully cleaned, with no sharing of wind / brass instruments.
- avoiding bringing children together in large crowds in enclosed spaces, where possible.
- curriculum and assembly time will include education to children regarding personal hygiene.
- posters on hand washing, etc will be displayed prominently within the school
- after school clubs, lettings to external organisations, school trips and pre-school facility usage will be discouraged.
- the Surgery will be used as an isolation room.
- Within boarding there is a separate sick room for isolation if the student does not have a single room accommodation.

9. Reopening the school:

- following a closure of the school, update information will be shared with parents, using the Clarioncall text messaging programme and via email. School work will be provided using Firefly as appropriate.
- prior to reopening, the school will take advice from PHE regarding the level of cleaning required throughout the school
- once reopen, staff will keep a close check on pupils and report any concerns to the Headteacher who will liaise with PHE.

10. Support:

Thornton College recognises that, in particular Overseas Boarders, may be concerned or troubled by serious concerns for their family back home. Appropriate care and pastoral support will be put into place if required.

11. Information to be communicated will include:

- Staff / Governors
  - infection control guidance
  - use of personal protective equipment when supervising an ill child
  - familiarisation with any school Flu & Infectious Disease Planning documents and recommendations
  - display of Department of Health posters on hand washing and coughs & sneezes or preventing the spread through bodily fluid exposure.
- Pupils
  - guidance on personal hygiene
  - guidance on display of Department of Health posters
- Parents

- Thornton College recognises that the risk of infection is not just from our Overseas boarders but can also be from students coming into contact with family/friends who have recently been travelling – a reminder of this will be sent to all parents.
- global email message

Appendix

Thornton College Diabetes Guidance

1) STATEMENT

- Thornton College is an inclusive community that aims to support pupils with diabetes, ensuring they participate fully in all aspects of school life.
- It recognises that diabetes is a long-term medical condition where the amount of glucose in the blood is too high because the body is unable to use it properly
- Thornton College is aware that diabetic pupils need immediate access to their medicine, monitoring devices and hypo packs at all times and therefore appropriate steps are taken to ensure easy access to these items.
- All staff are aware of what to do if a diabetic pupil becomes unwell.
- Thornton Staff understand that pupils with diabetes may be embarrassed about their condition and may suffer bullying because of it. Procedures are in place to prevent this.
- Staff will work in partnership with other stakeholders, such as medical professionals, parents, pupils, etc. to ensure this policy is planned, implemented and maintained successfully.

2) DIABETES MEDICATION

2.1 Storage

Thornton College has a comprehensive *Administration of Medicines Policy*, which covers all aspects of medicine storage, administration and monitoring and should be read in conjunction with this policy.

It may be necessary for insulin to be stored in a fridge. Therefore, the school will ensure that diabetic students and staff have easy access to a controlled medical fridge specifically for this purpose.

Pupils are advised to carry their insulin with them at all times, within appropriate storage devices.

2.2 Administration

Any oral medication is either kept in the Health Centre in a locked cupboard as per *Thornton College Storage and Administration of Medication Policy.* In most cases Diabetic Students will administer their own medication, any student who requires support with this will attend the Medical Centre.

If the pupil uses an insulin pump a supply of short acting insulin will be kept in the Health Centre and in the boarding house (if boarding) for emergency use.

Medication is only to be given by a trained member of staff to the person named on prescription.

2.3 Off Site

Diabetes should not prevent a pupil from going on school trips or residential. Careful planning is essential, and the Trip Leader should liaise with the students' Parents and School Nurses prior to any trip.

Staff must ensure that they have completed a Risk Assessment before any student is taken off site. Each Diabetic student should only leave the school site once the Trip leader has accessed and retained a copy of their individual care plan and has checked that all control measures are in place (e.g. medications, blood glucose monitoring equipment etc.)

2.4 Supplies

Pupils are advised to ensure they have adequate supplies of their medication. They need to request a repeat prescription via their Parents or the Health Centre. It is the parent's responsibility to ensure their insulin is in date.

2.5 Sharps

Diabetic medication and monitoring necessitate the need for the use of Sharps. All Sharps should be disposed of following the school's Clinical Waste Risk Assessment. Any incidents where this has not been followed should be immediately reported to the Health and Safety Compliance Manager.

3) RECORD KEEPING AND CARE PLANNING

When a pupil starts at Thornton College a diagnosis of diabetes is usually identified on the Health History Form, which is completed by a parent/guardian prior to arrival. It is important that Parents keep the school and the Health Centre informed of any changes to the pupils' care.

All boarding diabetic pupils will have a Doctor and School Nurse appointment within the 2 weeks of admission. They are followed up regularly by the School Nurse.

The MO will contact the student's parents and Specialist (Team) as soon as they are alerted to the condition (i.e.: preadmission) so that liaison and meetings can take place as soon as possible.

3.1 Care Plan

A care plan is devised and agreed, sent to parents for approval then uploaded onto the MRS and Isams for school staff to access as necessary.

A hard copy is also kept in the Medical Centre.

The Individual Care plan should describe the responsibility of all parties, address the pupil's specific needs and provide clear instructions for ongoing and emergency care. It should be regularly reviewed and updated.

4) EXERCISE AND ACTIVITY

Pupils are encouraged to manage their diabetes to enable them to be involved in all school activities.

Pupils must have access to medication and hypo packs during times of activity. It is the responsibility of the Activity Leader to ensure that this is in place.

It is important to recognise it is potentially just as dangerous to exercise with glucose levels TOO HIGH as low and therefore it is important that blood glucose testing is performed before and after activities and before any snack is eaten

Staff should all know of any diabetic pupils they teach and should ensure that they have a working knowledge of their care plans.

Any member of staff can ask for diabetes training either through the School Nurses or via the Health Centre.

5) SCHOOL ENVIRONMENT

Thornton College does all it can to ensure the school is favourable to pupils with diabetes.

The school will display first aid information on how to deal with Diabetic emergencies.

6) ROLES AND RESPONSIBILITIES

Thornton College works in partnership with all relevant and interested parties including School Governors, all Staff, Parents, Pupils and the Health Centre Staff to ensure the policy is planned, implemented and successfully maintained.

6.1 The School:

Employers have a responsibility to:

- ensure the health and safety of their employees and anyone else taking part in school activities. This responsibility extends to those staff leading activities off site e.g., field trips, outings, etc. Therefore, employers need to ensure an appropriate diabetes policy is in place and trips are adequately risk assessed.
- develop, implement and monitor a Diabetes policy.

- provide indemnity for teachers who volunteer to administer medicines to pupils with diabetes who need help.
- offer training and support via the School's Health Centre.

6.2 School Staff

All school staff have a responsibility to:

- Understand Thornton Colleges Diabetes Policy
- To attend a First Aid Training Course
- When required to attend Diabetes Information Training provided by Health Centre.
- Know which pupils they come into contact with have Diabetes.
- Know what to do should a diabetic student become unwell.
- Allow pupils with diabetes immediate access to their required medication/treatment.
- Inform Health Centre immediately if a pupil is unwell.
- Ensure diabetic pupils have their medication/treatment with them.
- Allow pupils who have been unwell time to catch up on missed work.
- Advise a pupil to seek advice from Health Centre if symptoms cause tiredness or interfere with their work.
- Look out and report any episodes of bullying.
- Liaise with Health Centre and Head of Year if a pupil is falling behind on work due to becoming well.

6.3 Medical Professionals

The Medical Professionals have a responsibility to:

- Monitor, treat and educate.
- Develop/update/review individual diabetes care plans and share with parents, pupil and school staff.
- Devise/update as necessary the school Diabetes Policy (Senior Nurses). This process is overseen by the Medical Officer and is in line with local and national guidance.
- Offer training to staff as required, to ensure all educational needs are met.
- Provide medical assistance.
- Ensure pupils with diabetes know when they need to seek medical help with managing their condition.
- Conduct regular medication reviews (Medical Officer/School Nurse).
- See all new boarding pupils with Diabetes within the first half term of school (Medical Officer and School Nurse)

6.4 Pupils

Pupils have a responsibility to:

- Treat other pupils with and without diabetes equally.
- Let any diabetic pupil with symptoms use their medication and ensure a member of staff is informed when the pupil is not well.
- Treat all medication with respect.
- Know how and when to take their diabetes medication.
- Ensure a member of staff and Health Centre are contacted if someone with diabetes becomes unwell.

6.5 Parents

Parents have a responsibility to:

- Inform the school if a diabetes diagnosis has been made and what medication is taken as soon as possible and with adequate information.
- Inform the Health Centre of any changes to treatment plan or any problems with diabetes when a pupil is not at school.
- Update the school after any Consultant/Hospital visits
- Give consent for the pupil to have an annual influenza vaccination.
- Ensure pupil has medication and it is in date when they return to school after holidays/breaks.

Sources of Reference:

- https://www.diabetes.org.uk/Guide-to-diabetes/Schools/Diabetes-in-schools-legalinformation/
- http://medicalconditionsatschool.org.uk/

Reviewed and adopted June 2021
To be reviewed June 2023