



## SEDBERGH SCHOOL

<b>Medical Polices</b>	
Version	2020.2
Effective from	October 2020
Extent of Policy	Sedbergh International Summer School
Policy Owner	Gemma Newton
Review by	September 2021
Frequency of Audit	Annual
Circulation	Parents (by request) All staff
Publication	Website Staff Handbook

This document applies to Sedbergh International Summer School (“the Summer School”) and includes three areas of medical policy as follows –

1. Medicines Administration Policy
2. Self-Medication Policy
3. Infection Control Policy

These policies are reviewed annually.

## MEDICINE ADMINISTRATION POLICY

1. The philosophy of this policy is to ensure that all pupils at the Summer School have safe access to any medication they require to meet their medical needs in order that they can access the school curriculum. This is in line with “Supporting Pupils at School with Medical Conditions” published by the Department of Health and Department for Education and Employment ([www.education.gov.uk](http://www.education.gov.uk)).
2. Most pupils will at some time have a medical condition that may affect their participation in school activities. For many this will be a short-term illness requiring a short course of medication.
3. Other pupils have medical conditions that, if not properly managed, could limit their access to the curriculum. Such pupils are regarded as having **medical needs**. Most children with medical needs are able to fully participate in the curriculum with some support from the medical staff. Summer School staff may need to take extra care in supervising some activities to make sure that these pupils and others are not put at risk.
4. The medical staff will prepare individual health care plans for all pupils with medical needs. This will help identify the necessary safety measures to support the pupil and ensure that they and others will not be put at risk. A copy is held in the shared folder on the Summer School intranet (SharePoint).

### Liability

5. The prescribing doctor is responsible for the safety of prescription only medicines (POMs), such as interactions and side effects.
6. The School Governing Body is responsible, under the Health and Safety at Work etc Act 1974, for making sure that the Summer School has a Health & Safety Policy, which includes procedures for supporting pupils with medical needs, including managing medication.
7. The employer must also ensure that their insurance arrangements provide full cover for staff acting within the scope of their employment. In the event of legal action over an allegation of negligence regarding medicine storage or administration, the employer rather than the employee is likely to be held responsible. It is the Summer School’s responsibility to ensure that correct procedures are followed. Keeping accurate records in schools is helpful in such circumstances. Teachers and staff are expected to use their best endeavours at all times, particularly in emergencies. In general, the consequences of taking no action are likely to be more serious than trying to assist in an emergency.
8. Medical staff will ensure that house staff will have appropriate training to support pupils with medical needs. Any member of staff who is responsible for administering

prescribed medication will have appropriate training and guidance. He or she needs to be aware of possible side effects and what to do if they occur.

### Short Term Medical Needs

9. Many pupils will have short-term medical needs at Summer School. This may require, for example, a short course of antibiotics. In these cases the School Doctor will issue a prescription, which will be presented and dispensed by the chemist. New prescriptions will need to be collected by the Welfare Officer and pink short-term medication chart will be written up and signing by the duty nurse, which will include the following information:

- Medical condition
- Name of drug
- Strength of preparation
- Frequency of administration

Information about side effects must be read by the person administering the medication.

10. The chart will have boxes for the Welfare Officer to initial for each dose. These records must be kept in the house and not destroyed.

### Long Term Medical Needs

11. The medical team will prepare a written health care plan for such pupils, involving parents, Summer School staff and relevant health care professionals. This will include:

- Details of pupil's condition
- Special requirements e.g. dietary need, pre-activity precautions
- Medication and any side effects
- What to do, and who to contact in an emergency

12. One copy will be sent to the pupil's home, and the details retained on the Summer School intranet system (SharePoint). A copy will be kept in the Medical Centre.

13. The School Doctor will prescribe medication on a prescription form, which will be presented and dispensed by the chemist. The medication chart will need to be updated. The chart will also have boxes for the Welfare Officer to initial for each dose. These records must never be destroyed.

### Non-Prescription Medication

14. Over the counter (OTC) preparations are potentially dangerous and should be treated with caution. Pupils may ask for painkillers such as paracetamol or ibuprofen from time to time. Parents may also wish for some pupils to take herbal or vitamin tablets. All medication must be reviewed by the School Doctor prior to administration.

15. Pupils should not possess OTC medication. In exceptional circumstances permission may be granted following written confirmation from a parent and a risk assessment from the School Doctor.
16. The following medication can be administered from house supplies:
  - Paracetamol: Two x 500 mg tablets can be given from house supplies three to four times a day for pain or fever. The pupil should be referred to the Medical Centre if they do not respond to paracetamol or require taking more than six doses in 48 hours. Paracetamol is only dangerous if taken to excess, and the pupil should be asked if they have taken any other medication prior to administration.
  - Ibuprofen: Up to 800 mg in a 24-hour period for pain and fever. Ibuprofen should not be given to asthmatics without medical clearance. Side effects include indigestion.
  - Antihistamine: One dose of antihistamine each day for allergic symptoms such as runny eyes, nose, sneezing or urticaria (itchy rash that looks like nettle stings). Some antihistamines can make pupils tired.
17. **Aspirin must not be given to any pupil in any preparation unless prescribed by a doctor.**
18. These tablets should be recorded on record of administration of medication in houses.

#### Self-Medication

See following Self-Medication Policy.

#### Administering Medication

19. Any member of staff giving medicine to a pupil should check:
  - The pupil's name
  - Written instructions provided by parents or doctor
  - Prescribed dose
  - Expiry date
  - Allergy
  - Side effects
20. If in doubt about any of the procedures the member of staff should check with the parents or medical staff before taking further action.
21. Long term or short-term medication chart to be completed.

22. In some circumstances, such as pupils with attention deficit disorder, controlled drugs such as methylphenidate (Ritalin) is required. A controlled drug register should be completed by the Welfare Officer for every dose given to the pupil and this medication should be stored inside a locked metal container located in the Welfare Office. The Welfare Officer will be responsible for the safe storage of the keys.

#### Documenting the Administration of Medication

23. The medication charts must be kept updated daily by House Parents and the Welfare Officer by recording the administration of medication in the appropriate boxes corresponding to the appropriate medication.

In the absence of the Welfare Officer, all medication can be documented on a daily administration chart that should be made available to all staff covering the Welfare Officer to administer medication. The information will be transferred to the medication chart on the Welfare Officer's return to acknowledge that it was administered.

A list of all house staff that will be responsible for the administration of medication along with initials and sample signatures must be kept at the front of the medication file for reference.

#### Self-Management

24. Where it is safe to do so, being mindful of the safety of other pupils, pupils will be encouraged to self-medicate for their medical conditions. This applies for conditions such as asthma and diabetes. Pupils with these conditions will be allowed to carry their own inhalers or insulin (if contained in a pen device). The oral contraceptive pill will also be self-administered.

#### Refusing Medication

25. If pupils refuse to take medication, Summer School staff should not force them to take it. The staff should inform the Welfare Officer as soon as possible.

#### Parental Responsibility

26. Parents should inform medical staff in writing of any change in medical condition or medication that takes place out of term time in order that records can be amended as soon as possible.

#### School Trips

27. Pupils with medical needs should be encouraged to participate in Summer School trips where safety permits.

28. Staff supervising such trips should identify those pupils with medical needs and meet with medical staff to identify any risks associated with the trip. Arrangements may be necessary for additional medication.
29. On the morning of excursions, the Welfare Officer and Group Leader should ensure that any pupil with reported travel sickness has taken a travel sickness pill 30 minutes prior to the journey, ideally with breakfast. Sick buckets/bags and tissues/wipes should be taken on each bus/coach along with first aid kit(s) and pupil medical records.

### Sporting Activities

30. Most pupils with medical conditions should participate in all sport activities. Physical activity can benefit their overall social, mental and physical health and well-being. Any restrictions on a pupil's ability to participate in activities will be included in individual health care plans, as will appropriate emergency procedures.

### Storing Medication

31. Some medication may be harmful to anyone for whom they are not prescribed. The Summer School has a duty to ensure the risks to the health of others are properly controlled.
32. Medication stocks in houses should be kept to a minimum – ideally all medication will be locked within the Welfare Office. Prescribed medication should be in a container, which is labelled with the name of the pupil, name and dose of the drug and frequency of administration. Where a pupil requires two or more prescribed medicines, each should be in a separate container. With the exception of self-administered medicines, medication should be kept in a locked cupboard. Controlled drugs should be kept in a locked metal container within this locked cupboard. Pupils should know where their medication is stored and who has the key. All house staff should know where to obtain keys to the medicine cabinet in case of emergency.
33. Some medicines, such as insulin, need to be refrigerated. These medicines should be kept in a pharmacy fridge, with temperature gauge and lock. Daily temperature readings should be recorded and the fridge locked, with the key kept by the pupil and the Welfare Officer. A pharmacy fridge is available in the Medical Centre if required.

### Monitoring of Medication

36. In addition to regularly updating individual medical charts for pupils, the nursing team will also review and update the whole medication file once a term in each house. The drug cupboard will also be checked to ensure the contents adhere to prescribed medication and listed OTC medication. This will be documented at the front of the medication file.

### Disposal of Medicines

34. There should be ongoing review of medicine stocks and any medication that has been changed and no longer in use should be returned to the chemist. The stocks should be checked at the end of every course and expired medicines identified and returned to the chemist. An inventory should be taken at the end of the course.
35. There should be a monthly review of medicines in the medical centre by nursing staff and expired medication returned to the chemist.
36. School staff should not dispose of medicines. These should be returned to the chemist for disposal.

### Emergency Procedures

37. In case of emergency contact the Medical Centre direct on 07799 696 897.
38. Also call an ambulance on 999. Be ready with the following information:
  - Your telephone number
  - Give your location as Casterton, Sedbergh Prep School and the building or sports field.
  - Give the name of the approaching road, e.g. Busk Lane and the exact entrance to use.
  - Your name
  - Brief description of pupil's symptoms
  - Any rendezvous point to meet the ambulance.
39. Speak clearly and slowly and be prepared to repeat the information if requested.

### Prescriptions

40. Repeat prescriptions can be ordered through the Medical Centre and will be ready in the chemist usually 48 hours later.
41. If a patient is prescribed a new prescription the School Nurse will contact the Welfare Officer to inform him/her that it is to be collected from the Medical Centre. He/She can at that point bring the medication chart to the Medical Centre to be written up.

### **Asthma, Diabetes and Anaphylaxis – common concerns**

#### Asthma

42. People with asthma have airways that narrow as a reaction to various triggers. The triggers vary between individuals, but common ones include viral infections, cold air, grass pollen, animal fur and house dust mites. Exercise and stress can also precipitate

asthma attacks in susceptible individuals. The narrowing or obstruction of airways causes difficulty in breathing and can be alleviated with treatment.

43. Asthma attacks are characterised by coughing, wheezing and difficulty in breathing, especially breathing out. The affected person may be distressed and anxious and, in severe attacks the pupil's skin and lips may become blue. In these cases the pupil will not be able to talk in sentences and will only be able to speak a few words between breaths.
44. About one in seven children have asthma diagnosed at some time and about one in twenty children have asthma, which requires regular medical supervision.
45. There are several medications used to treat asthma administered by inhaler. Some are for long-term prevention, usually brown in colour (which will usually be kept in the house) and others to relieve symptoms, usually blue in colour. Reliever medication may be used in anticipation of a trigger such as exercise.
46. Most people with asthma will relieve their symptoms with medication using an inhaler. Children on the Summer School should arrive already educated in the use of their inhalers and should take charge of and use their inhalers as required.
47. Pupils with asthma will have access to their inhalers at all times. They should be allowed to carry inhalers with them, especially during games periods.
48. The medication of any individual pupil with asthma will not necessarily be the same as the medication of another pupil with the same condition. Major side effects are extremely uncommon for asthma medications, but they can sometimes be made more severe if the pupil is taking other medication
49. Pupils should not take medication that has been prescribed for another pupil. If a pupil took a puff of another pupil's inhaler there are unlikely to be serious adverse effects. However the Summer School should take appropriate disciplinary action if the owner or other pupils misuse inhalers.
50. Pupils with asthma should be encouraged to participate as fully as possible in all aspects of Summer School life, although special considerations may be needed before undertaking some activities. They must be allowed to take their reliever inhaler with them all off-site activities. Physical activity will benefit pupils with asthma in the same way as other pupils. They may, however, need to take precautionary measures and use their reliever inhaler before any physical exertion. Pupils with asthma should be encouraged to undertake warm up exercised before rushing into sudden activity, especially when the weather is cold. They should not be forced to take part if they feel unwell, but referred to the Medical Centre.
51. The health care plan will identify the severity of a pupil's asthma, individual symptoms and any particular triggers, such as exercise or cold air.



52. If a pupil is having an asthma attack, the person in charge should prompt them to use their reliever inhaler if they are not already doing so. It is also good practice to reassure and comfort them whilst, at the same time, encouraging them to breathe slowly and deeply. The person in charge should not put his/her arm around the pupil, as this may restrict breathing. The pupil should sit rather than lie down. 2 – 10 puffs of their reliever inhaler can be given and repeated at 10-20 minutes if necessary whilst medical assistance is being sought

### Diabetes

53. Diabetes is a condition where the person's normal hormonal mechanisms do not control blood sugar levels. About one in 700 school-age children has diabetes. Children with diabetes normally need to have daily insulin injections, to monitor their blood glucose level and to eat regularly.
54. The medical staff and community diabetic nurses will educate pupils to administer their own insulin and staff would not be expected to perform this procedure.
55. Children with diabetes need to ensure that their blood glucose levels remain stable and may monitor their levels using a testing machine at regular intervals. They will be able to perform this duty themselves, but may require a suitable place to do this.
56. Pupils with diabetes must be allowed to eat regularly during the day. This may include eating snacks during class-time or prior to exercise. If a meal or snack is missed a hypoglycaemia episode (a hypo) during which their blood sugar level falls to too low a level. Staff in charge of physical education classes or other physical activity should be aware of the need for pupils with diabetes to have a sugary drink to hand.
57. Staff should be aware that the following symptoms, either individually or combined, may be indicators of a hypo in a pupil with diabetes:
- Hunger
  - Sweating
  - Drowsiness
  - Pallor
  - Glazed eyes
  - Shaking
  - Lack of concentration
  - Irritability
58. Each pupil may experience different symptoms and this should be identified in the health care plan.
59. If a pupil has a hypo, it is important that a fast-acting sugar, such as glucose rich gel, a sugary drink or a chocolate bar is given immediately. Slower acting starchy food such as a sandwich or two biscuits and a glass of milk should be given once the pupils has

recovered, some 10-15 minutes later. If the pupil's recovery takes longer, or in cases of uncertainty call the Medical Centre, or 999.

60. Greater than usual need to go to the toilet or to drink, tiredness and weight loss may indicate poor diabetic control and this should be drawn to the attention of the medical staff.

### Anaphylaxis

61. Anaphylaxis is an extreme allergic reaction requiring urgent medical treatment. When such severe allergies are diagnosed, the children concerned are made aware from an early age of what they can and cannot eat and drink and in the majority of cases they go through the whole of their School lives without incident. The most common cause is food – in particular nuts, fish, and dairy products. Wasp and bee stings can also cause allergic reaction. In its most severe form the condition can be life threatening, but it can be treated with medication. This may include antihistamine, or adrenaline injection depending on the severity of injection.
62. In the most severe cases of anaphylaxis, people are normally prescribed a device for injecting adrenaline. The device looks like a fountain pen and is pre-loaded with the correct dose of adrenaline and is normally injected into the fleshy part of the thigh. The needle is not revealed and the injection is easy to administer. It is not possible to give too large a dose using the device. In cases of doubt it is better to give the injection than to hold back. Responsibility for giving the injection should be on a voluntary basis and will be undertaken with appropriate training from health professionals.
63. For some children the timing of the injection may be crucial. This needs to be clear in the health care plan and suitable procedures put in place so that swift action can be taken in an emergency. In severe cases the pupil may be able to carry his or her medication, but if not a suitable safe yet accessible place for storage should be found. The safety of other pupils should also be taken into account. If a pupil is likely to suffer as severe allergic reaction all staff should be aware of the condition and know who is responsible for administering the emergency treatment.
64. Parents will often ask for the Summer School to ensure that their child does not come into contact with the allergen. This is not always feasible, although the Summer School should bear in mind the risk to such pupils at break and lunch times and in certain lessons. It may also be necessary to take precautionary measures on outdoor activities or school trips.
65. Symptoms and signs will normally appear within seconds or minutes after exposure to the allergen. These may include:
- A metallic taste or itching in the mouth
  - Swelling of the face, throat, tongue and lips
  - Difficulty in swallowing

- Flushed complexion
  - Abdominal cramps and nausea
  - A rise in heart rate
  - Collapse or unconsciousness
  - Wheezing or difficulty breathing
66. Each pupil's symptoms and allergens will vary and will need to be identified in the health care plan.
67. Call an ambulance immediately (and the Medical Centre) if there is any doubt about the severity of the reaction or if the pupil does not respond to treatment.

## **SELF-MEDICATION POLICY**

1. This policy refers to pupils who have been prescribed medication and are self-administering their own medication.
2. There are several conditions where a pupil should self-administer their own medication. These include inhalers for asthma, topical preparations for acne/eczema, insulin injections for diabetes and oral contraceptives.
3. The prescribing doctor will consider risk factors during a consultation before suggesting a particular drug. This will include possible allergic reactions, effect of overdose and the potential danger to other pupils in the house should they gain access to the medication.
4. All children who self-administer medication should have access to a private lockable space where medication can be stored. The medication should only be removed from this space for administration (with the exception of blue asthma inhalers) and returned for safe storage. Any adult who normally enters a study/bedroom must report any medication left outside the lockable space to the House Parent/Welfare Officer, and the pupil referred to the Medical Centre for further education and risk assessment.
5. Medication for asthma and contraception would be of low risk of serious harm if taken by a third party. The risk of this occurring should be prevented by having medication locked up at all times unless it is being taken at that particular time.
6. Injections of insulin for diabetes should be kept in a lockable fridge with a thermometer. Temperature readings should be taken on all weekdays and the Welfare Officer should have a spare key. The pupil may carry a pen with insulin, which may be required during the day.

## **INFECTION CONTROL POLICY**

### Aims

This policy aims to provide the Summer School community with guidance in the event of an outbreak of infection such as influenza or norovirus.

It is recognised that infections such as influenza or norovirus are likely to spread through a school community quite quickly and it is the responsibility of all staff and pupils to take prompt and appropriate action to minimise the spread.

In the event of an outbreak of an infectious disease it is the responsibility of the Sedbergh School Medical Centre to liaise with Public Health England to seek advice. Pupils will be assessed on an individual basis and cared for in an appropriate isolation setting either in the school medical centre or in-house sick bays.

### Infection Control

Infections are usually spread by

- Droplets when coughing or sneezing
- Direct contact with an infected person – ie shaking hands
- Touching objects such as door handles that have previously been touched by an infected person without washing hands.

### Reducing the risk of infection

Wash hands/use hand gel

Regularly especially after coughing or sneezing

Minimise contact between hand on mouth or nose

Cover your mouth / nose when sneezing or coughing

Welfare Officer and domestic staff are to ensure a high level of cleanliness throughout the School

Appendix

[http://www.hpa.org.uk/webc/HPAwebFile/HPAweb\\_C/1194947358374](http://www.hpa.org.uk/webc/HPAwebFile/HPAweb_C/1194947358374)