



Health Policy

This policy has been developed in order to provide an environment that supports the health and well-being of all our pupils, day and boarding, with the additional “COVID-safe” measures advised by the government becoming integrated into our daily lives and practice.

School Nurses

Registered nurses (RN) with specific paediatric training (RSCN/RN Child) provide nursing care to both day and boarding pupils on site from 08:00-20:00, Monday to Friday and 08:00-17:30 on Saturday. First aid cover is provided by qualified teaching, boarding and duty staff as appropriate or when the RN is unavailable or off site.

In order to maximise class time, pupils with health concerns that are not urgent are asked to visit the RNs during surgery times (before school, during breaks, after school and after supper). Urgent concerns will be addressed as they arise. If surgery times are inappropriate for a pupil's concerns, an appointment may be made out of surgery time. A Highfield pupil is likely to be unaccompanied by a member of staff and therefore will be given a written note for the pupil to give to the class teacher. Brookham pupils must be accompanied by a member of staff.

Visits to the RNs are confidential and pupils will be asked for their assent/consent (depending on maturity) before information is shared with teachers, boarding staff and/or parents. The pupil will be informed when the RNs decide that confidentiality cannot be kept because of the possibility of harm to the pupil or others.

The RNs have access to medical services via Liphook & Liss Surgery (L&LS), a member of the Swan Medical Group. The allocated school doctor, who is a general practitioner (GP), provides primary medical assessment and guidance along with possible referral to secondary medical care. They work with the RNs in consultation about issues affecting boarders who are registered with them and about general public health issues.

Local Doctor's Surgery

Overseas and long-distance boarding pupils are required to be registered with and receive primary and emergency care from the GPs at Liphook and Liss Surgery, Station Road, Liphook, GU30 7DR. Other, more local boarders may not be registered with the school doctor. However, if the pupil is not registered, the parent will need to take responsibility for their child's non-emergency medical care.

When registered boarders are home during the holidays, they will be able to see their local GP as a temporary patient.

If a boarder requests to see a same sex doctor, this will be honoured if at all possible.

Boarders can request to see a doctor privately without having to explain the reason to boarding or nursing staff.

Overseas parents – please note

While at Highfield and Brookham school the medical care of all pupils registered with the school doctor is prescribed within National Health Service (NHS) protocols and guidelines. Medical summaries and information from a pupil's medical team in their home country is welcomed. Overseas treatment plans, if they differ from or are in conflict with, NHS guidelines may be discussed with the school doctor. Ultimately the responsibility for a pupil's medical care will rest with the school doctor who can clinically assess and refer a pupil to appropriate secondary medical services. Liaison with overseas medical professionals is possible but all treatment will be led by the school doctor and, if necessary, the paediatric team based at the Royal Surrey County Hospital or other NHS medical centres.

School Health Centre (the "HC")

The HC comprises a treatment room; a separate three-bedded "Resting Room" (RR) for day and boarding pupils that need to be out of class/activities because of illness or injury; a toilet, shower and wash hand basin. The RR can serve as an isolation room for boarding pupils. If more than one pupil needs to be isolated and they are not of the same sex, other arrangements will need to be made. This might include a request for the parent/guardian to take the ill pupil home (see Infection Control Policy).

Entry to the School

Parents are requested to complete the medical information sections on the Schoolbase parent portal and an Emergency Contact and Medical Consent form (ECMC). This is **required** before a pupil joins the school. Any condition requiring medical/nursing care may need to be discussed with the prospective pupil's GP or consultant. Parents can request that certain information is kept confidential. Otherwise, the RNs will discuss with parents what information is necessary for the staff to know (for example: allergies, asthma, diabetes or epilepsy) and seek permission for this information to be shared. In some cases, such as for Anaphylaxis kit ID badges, permission is sought for use of a photograph. If appropriate, medical information will be summarised in an Individual Health Care Plan (IHCP) and developed/approved in consultation with the parents. Lists of Essential Medical Information can be generated using Schoolbase for an individual, class, year group or sports team as needed. There is also a summary of "Significant Medical Issues" (SMI) available as a Pupil Medical Condition report on the school database.

All new Highfield pupils will be seen by a RN for an entry medical. This includes measurement of height and weight and a colour vision (Ishihara) test. Known asthmatics will be asked to do a peak flow test. Regular weighing in school is not recommended unless there is a significant cause for concern.

NB: Parents of pupils who are attending Highfield or Brookham on a trial basis are asked about any allergies or medical conditions that may be relevant to ensure we can keep them safe during their stay/visit.

Healthcare Visits

Highfield boarding pupils registered with L&LS that need to be seen by the school doctor for an illness or injury will usually be seen at the practice. Parents will be notified and may want to accompany their

child, especially if medical confidentiality is a concern. If the parent is unable to take the child, boarding staff will do so. The school doctor may also attend school, usually on a Thursday, to see registered boarders (NB: see information under “Local GP Surgery” for boarders who will be at Highfield less than 12 weeks). The pupil may ask to see the GP without the RN being present, but in practice, this is a rare request.

Parents will always be informed if the RN has assessed their child as needing an appointment with the school doctor. Permission is also sought for any new medications that may be prescribed.

In an emergency, an ambulance will be called for both day and boarding pupils and parents will be notified as soon as possible. Usually the ambulance takes the child to the Royal Surrey County Hospital. A member of staff will accompany the pupil if parents are unavailable.

If the boarding pupil is referred by L&LS to a consultant or another health care professional, parents will be notified and parents or a member of the boarding team will accompany the pupil.

Record Keeping & Accident Reporting

Adequate and contemporaneous medical and nursing records will be kept and are separate from school/boarding house records. They are only accessed by the school doctor and the RNs and are confidentially stored in a locked file cabinet in the nurses’ office or on the school database, Schoolbase. Keys to this cabinet and the medicine cabinets are kept by the RNs when on duty and in a combination key safe when off duty.

A confidential Day Book is kept in the nurses’ office as a record of individual problems seen and treated. The Day Book records names and presenting concern only. Details of the visit are recorded on the pupil’s electronic computer record, which is stored on Schoolbase, with limited access to protect confidentiality. All medications given are recorded on the Highfield pupil’s Drug Administration Record Sheet (DARS) **Appendix 2**. See “Medicines” below. After the pupil leaves the school, all medical/nursing forms will be securely stored until the pupil’s 25th birthday when they will be confidentially destroyed. Parents will be advised by email, whenever medication has been given, with a copy of the interaction that has been recorded on Schoolbase.

Significant accidents, especially those that might have been preventable, will be documented in an Accident Report on Schoolbase. If the RN did not deal with the accident, the staff member involved needs to complete a report. The purpose of this is to identify avoidable risks so that appropriate action can be taken by the schools’ Health and Safety committee, which meets termly.

Medicines

Handling and Storage

Medicines are stored in locked cupboards or in the lockable medication refrigerators in the HC or Brookham Staff Work Room. Small locked cabinets for prescription and non-prescription medications are also located in the junior boarding house and in the senior girls’ boarding house for use when the RNs are not on site.

All medicines (prescription, non-prescription, herbal, homeopathic, vitamins, supplements) brought into school must be in their original containers and given to the RNs by the parent.

The exception is a reliever inhaler for asthma that can be kept with the pupil at all times. Brookham children keep inhalers in medical bags stored in a central location and this is collected by their teacher if coming up to Highfield or off-site. Parents of Highfield pupils who have a reliever inhaler are expected to provide a spare that is kept unlocked in the HC office.

Anaphylaxis kits are stored in the unlocked HC office or in an individual child's medical bag stored in centrally at Brookham. RNs document the location of reliever inhalers and anaphylaxis kits. These are checked termly and parents advised when expiry dates are reached. At all other times Parents are expected to monitor their child's medication for expiry dates and replace as needed.

Senior Boarders (in years 7 & 8) on long-term medications are allowed to self-administer provided parents agree and they have been assessed as competent to do so (**Appendix 4**). They will need a suitable lockable container (e.g. tuck box) in their dormitory. Day pupils may self-administer provided they have been assessed as competent to do so, but medicines must be stored in the HC for safe keeping with the exception of reliever inhalers as mentioned previously.

Medications sourced from overseas

These must be accompanied by an English translation and an explanation as to why they are being taken. All such medicines must also be licensed for use in the UK otherwise they will not be allowed to be given in school. Any medications not on our permissions list will need a prescription. For overseas boarders, a suitable alternative medication that is UK licensed can be arranged in consultation with the school doctor. If the RNs are unavailable, medications can be given to the boarding staff, but written instructions signed by the parent need to be provided.

Administration & Record Keeping

As previously mentioned, completed consent on the parent portal and an ECMC form is needed before any medication can be given in school. (**Appendix 2**). Even if parents/guardians do not want their child to receive medications, the form should be returned with that information.

Parents of day children wishing any prescription medication to be given during the school day can complete a medicine administration request form from Highfield reception or Brookham office. This ensures that the medication is delivered to the school by the parent and is not brought in by their child and forgotten at the bottom of a school bag. The form includes all relevant information for safe administration of the medication in school.

When the RNs are not on duty or when pupils are on school trips, boarding and teaching staff who have completed the school's medication administration training (via Opus Pharmacy) will give medications that are not self-administered. (See **Appendix 5**).

There are separate ring binders in the HC office for each boarding house and for day pupils (girls and boys) with every pupil's ECMC and DARS. The binders for the junior boarders and girl senior boarders are taken to the boarding houses when the RN is not on duty. The binder for the senior boy boarders is left in the HC office for staff to use.

When paracetamol and ibuprofen tablets are given to either pupils or staff, an entry is made in the audit book (one in the HC office & one in the senior girls' boarding house) by the RNs and boarding staff.

Off-site School Trips (away matches, day outings, overnight trips)

The RNs will supply a basic medicines bag (Paracetamol, Ibuprofen, and Cetirizine, bite and sting cream, sun cream and insect repellent) and first aid supplies for residential trips. The lead staff member is then responsible for their safe storage and administration. The RN also prepares a trip binder that contains instructions for asthma attacks, allergic reactions, medication administration, and an Essential and Medical report, for the participating pupils. A DARS for each pupil on daily medication is also included for accurate documentation. **See Appendix 6.**

Controlled Medications

Controlled medications that are individually prescribed on a named basis are kept in a locked cupboard bolted to the wall within another locked cupboard. A record is kept of all controlled medications received from the pharmacy or parent, together with each dose administered to the pupil and a running balance is maintained. If a dose has to be “wasted”, an entry is made with the reason given. Any unused controlled medicines are to be returned to the parents or pharmacy.

Health Education

The school has a dedicated PHSE teacher and curriculum and First Aid is taught to Year 6 as part of the Highfield Keys programme.

RNs supplement this with the following:

- The RNs endeavour to teach children basic health self-care whenever interacting with them during one-to-one consultations.
- Health promotion by way of a colourful and informative display board and leaflets is available.
- RNs visit Brookham to share with year 1 what an RN can do to help them when ill or injured.
- RNs encourage participation in the government vaccination programs and ensure parents and children have access to all relevant information to enable an informed choice.

Policy: SD. September 2023

(For review September 2024).

Appendices (Available on request – AOR)

Appendix 1: Medicines Questionnaire (for those not completed via Parent Portal).

Appendix 2: Emergency Contact and Medicines Consent Form. **AOR**

Appendix 3: “Drug Administration Record” **AOR**

Appendix 4: Highfield Self-Administration of Individual Pupil Medication policy **AOR**

Appendix 5:

- 5a: Procedure for Administration of Medications by Non-Medical Staff: **AOR**
- 5b: Procedure for Administration of Medicines by Non-Medical staff. – Prescription only medicines. **AOR**
- 5c: Medication Administration – additional information. **AOR**
- 5d: Brookham EYFS Medication Administration Policy

- 5e: Brookham School Medication Administration Form
- 5f: Highfield School – Parent Request for School to Administer Medication Form

Appendix 6:

- 6a: Protocol for Medical Coverage for Highfield Pupils on School Outings **AOR**
- 6b: Highfield trips consent and medical form. (Online versions also available).
- 6c: Brookham Trip Email Template

Appendix 7: First aid kit collection and SMI handover procedure. **AOR**

Appendix 8: First Aid Bag Sign Out Checklist. **AOR**

Appendix 9: Disposal of Clinical Waste policy. **AOR**

Appendix 10: Highfield and Brookham Schools swimming pool policy.

Appendix 11: Highfield Boarders Access to Medical Services Policy. **AOR**

Appendix 12: Highfield Care of Boarders who are Unwell at the Weekend Policy

N.B.: Other policies available on request include Highfield and Brookham policies covering:

Severe allergy/anaphylaxis management.

Diabetes

Epilepsy

Asthma

Enuresis/encopresis.

Headaches and migraines.

Management of chronic skin conditions.

Wound Management

Food allergy

Intimate care.

Foreseeable Crisis Management.

References & Cross References

- ▶ National Minimum Standards for Boarding Schools (DOE, 1 Sept 2022)
- ▶ UK Government document: Supporting pupils at school with medical conditions. 2017
- ▶ Highfield & Brookham First Aid Policy
- ▶ Highfield & Brookham Infection Control Policy

- ▶ Highfield & Brookham School Anaphylaxis Policy
- ▶ Highfield & Brookham School Asthma Policy
- ▶ Highfield & Brookham Schools Management of Health and Safety in Schools Policy



HIGHFIELD SCHOOL

MEDICAL QUESTIONNAIRE ON ENTRY OF PUPIL

Name of pupil (BLOCK LETTERS), surname first (include name by which known at home):

.....

Date and Place of Birth:

NHS Number:

Current GP Name, Address and Telephone Number:

.....

.....

Overseas and long-distance boarders will be registered automatically with the school doctor, one of the general practitioners based at Liphook and Liss surgery (Swan Medical Group). They visit the school every Thursday to run a clinic for our boarders.

For those boarders who live closer to the school we will expect their parents to take them to see the GP unless they opt to have their child registered with the school's GP.

Please indicate your choice below:

- ☐ Please register my child (overseas/long distance boarder).
- ☐ Please register my child, (local boarder).
- ☐ No thank you, I do not want my child registered, (local boarder) as I would prefer, in the event, to take my child to the GP myself.
- ☐ Not applicable (day pupil).

CONSENT FORM

I understand that in an emergency every effort will be made to obtain my consent to an operation and/or administration of an anaesthetic, but if this proves impossible I hereby authorise the headmaster, senior deputy or registered nurse on duty to act in loco parentis.

I give my consent for the school nurses to examine and treat my child within their area of expertise. I understand they will use their professional judgement to decide when I need to be notified of my child's visit to the nurses.

Signed: (Parent/Guardian)

Date:

We want to be able to give the best possible health care to your child while they are in school. The completion of this confidential form would help us achieve this goal. Please use the reverse of the form or another page if needed.

If there are issues you would rather discuss in person, we would be happy to meet with you.

Thank you,

Highfield School Nurse

Has he/she received the following ROUTINE immunisation?

	1st (date)	2nd (date)	3rd (date)	4th (date)
DTP (Dip/Tet/Pertussis)				
Polio				
HIB				
Pneumococcal (PCV)				
Meningococcal C (Men C)				
MMR (2 required)				
HPV (given to girls usually in Yr 8)				

NB: Pertussis is also known as whooping cough.

Has he/she had any of the following "AS NEEDED" immunisations?

Immunisation	YES	NO	DATES
Typhoid			
Yellow Fever			
Hepatitis A			
Hepatitis B			
Varicella (Chicken Pox)			
Influenza			
BCG (for TB)			
Other:			

Has he/she had any INFECTIONS? If so, please give approximate dates:

Chickenpox:

Rheumatic Fever:

Measles:

Hepatitis

Glandular Fever

Other

German measles (Rubella).....

Present Health: Is he/she at present under any form of medical treatment?

(If yes, copies of the letters you receive from the Specialist or Family Doctor would be useful)

Past significant illnesses, operations or hospital investigations?

List all regular medications, vitamins, herbal or homeopathic remedies:

Medication Allergy? (If yes, describe reaction)

Other Allergies or Food Intolerances? (If yes, describe reaction)

Does your child have asthma? Please tick (...)

If so what is their usual trigger? Please tick

Seasonal (...)

Viral induced (...)

Allergy induced (...)

Other (...)

Does your child experience hay fever?

Has he/she lived overseas? (If so, which countries?)

Name of dentist & date of last check-up: (If applicable, name of orthodontist)

Name of optometrist/optician & date of last exam: (Glasses worn for games must have shatterproof lenses. If boarders have a spare pair, they may be given to the nurses for safekeeping)

Any hearing tests? (If so, date & result)

Does he/she wet the bed or have poor bladder or bowel control?

Do you consider that he/she is fit to take part in all the normal school games and activities?

Is she/he prone to travel sickness?

Any significant family medical history (affecting parents, siblings or grandparents, such as cancer, sudden death, coronary heart disease, high blood pressure or diabetes?)

Please give details of any family history of mental health issues, especially in the immediate family.

Please give details of any social or emotional/mental health issues the school needs to be aware of so they can better care for your child?

Any specific religious requirements affecting your child's diet, e.g. no pork, requiring Kosher?

Emergency Contact Details	
Mother's name:	Father's name:
Home telephone:	
Mother's mobile:	Father's mobile:
Mother's work:	Father's work:
Mother's email:	Father's email:
Guardian's details:	

March 2021.

APPENDIX 2: Emergency Contact and Medicines Consent Form.

To be Updated by Charlotte Cottrell



Emergency Contact and Medical Consent

Pupil name:

Pupil date of birth:

In March 2019, the regulations around administration of medicines by staff in Independent Schools, including registered nurses, were tightened. Any medication normally sold in a pharmacy from the section behind the counter is classified as a Pharmacy drug (P) and is only sold to the public under the advice and supervision of a pharmacist. These are the medications we no longer give in school unless prescribed by a GP or other qualified medical practitioner. You may be able to buy it but we can no longer give it unless prescribed by a GP or other qualified medical practitioner. However, any medication that is normally sold in a supermarket and therefore classified as on the General Sales List (GSL) can be given. All other medicines need to be prescribed and are called prescription only medicines (POM).

The following list of medicines and treatments may be given to pupils with parents' permission (via the parent portal) and the child's verbal assent. Also, they will only be used after an assessment by the School Nurse or other school staff who have undergone a training programme in medication administration. Parents of day children will be notified when any medication is given.

- Paracetamol
- Ibuprofen
- Cetirizine
- Hydrocortisone 1% (not to be used on the face)
- Jungle Formula Bite / Sting Spray
- Plasters
- Sun Cream
- Teething Gel
- Throat Pastilles (Years 4-8 only)

We ask that parents of any child on regular medication provide the school with the medicine as prescribed by the GP (POM in original packaging, displaying the expiry date and with prescription label including the child's name and dosage) or as a GLS medication. The only Pharmacy medication (P) the nurses would be happy to give is travel medication as supplied by parents in a named box for their own child's personal use. This will particularly affect those using any antihistamines other than Cetirizine. All Piriton must be prescribed (POM) unless the child is known to suffer from severe allergy and has an AAI in school.

CONSENT

I give my consent for the School Nurses or First Aider to examine and treat my child within their area of expertise. I understand the School Nurses will use their professional judgement to decide when I need to be notified of my child's visit to the Health Centre.

I also give permission for my child to receive any prescription medications that I bring into the school. I agree that:

- I will give the medication directly to either my child's form teacher (Nursery-Year 3) or the School Nurse/boarding staff if the School Nurse is not on duty (Years 4-8)
- I will ensure that the medication is in its original container and it will be clearly named; any prescription medication will have the pharmacy label attached. Information must be provided and translated into English if the medication is from outside the UK. The medicine must be licensed for use in the UK. Unlicensed medicines will NOT be given.

I also agree to the school's policy that, except for asthma reliever inhalers, my child will not keep any medication including vitamins and medicated creams with them at school or in the boarding houses, without prior discussion with and permission from the school nurses. If, in the case of an emergency, we are unable to contact you, please give a name and telephone number/s of a third party who would be able to take responsibility for your child:

Third party name:

Third party relationship to child:

Third party Landline:

Third party Mobile:

I understand that in an emergency, every effort will be made to obtain my consent to medical investigations such as blood tests/x-rays and administration of anaesthetic for the purposes of an emergency operation. If this proves impossible, I hereby authorise the Headteacher/Deputy Head or Registered Nurse on duty to act in loco parentis.

Parent name:

Signature:

Date:

APPENDIX 5d

Medicines administration (incl. EYFS) at Brookham School

Introduction

When necessary Brookham staff will agree to administer prescribed medication in school as part of maintaining the health and well-being of a child or when they are recovering from an illness.

General information

- The first dose of any prescribed medication should be given at home in case of any reaction to the medication.
- In many cases, it is possible for a child's GP to prescribe medicine that can be taken at home in the morning and evening. As far as possible, administering medicines will only be done where it would be detrimental to the child's health if not given in school.
- If a parent requests staff to give any prescription medication other than an antihistamine or a course of antibiotics, the school nurses need to be informed. They can then discuss the medication and the reason for its use with the parents and ensure appropriate measures are in place for the safe administration and storage of the medicine. N.B. All controlled drugs will be stored and administered by the school nurses unless staff have completed the Opus Pharmacy online training in Medicines Awareness in Schools course and have been assessed by the school nurses as competent in the administration and the documentation required. Adequate and safe storage for controlled drugs must also be available.

Parental responsibilities

- Children taking prescribed medication must be well enough to attend school.
- Parents give prior written permission for the administration of medication by agreeing to complete a Brookham School Medicines Administration Permission form.
- All prescribed medications supplied must be in their original packaging, individually named, in date and for the current condition.
- Parents of children keeping medication in school such as inhalers and AAI's are expected to check expiry dates often and provide replacements as needed.

Brookham staff responsibilities

- The class teacher (key person), in partnership with the class TA, is responsible for the correct administration of prescribed medication to the children in their class.
- This responsibility includes ensuring that the Brookham School Medicines Administration Permission form has been completed, that medicines are stored correctly and that medications given are recorded correctly.
- The school nurse may assess a child and give non-prescription medication as needed.
- On their child's admission to Brookham, parents complete a medical questionnaire via the school database – Schoolbase. They also sign an Emergency Contact and Medical Consent form (ECMC) indicating their consent for Paracetamol, Ibuprofen, Cetirizine, throat lozenges, plasters and sun cream.

- The school nurse will complete a parent advisory note and follow up with an email giving details of assessment and medication given.
- All medication is stored in accordance with product instructions. Medicines are placed in a secure cupboard or locked refrigerator.
- The child's class teacher/TA are responsible for ensuring medicine is handed back at the end of the day to the parent.
- For some conditions, medication may be kept in school (i.e. asthma inhalers and Epipens). Nurses aim to check termly that any medication held is in date and return any out-of-date medication to the parent. As per medicines administration training, staff giving medication are expected to check expiry dates.
- Emergency medicine such as asthma inhalers or Epipens will be stored centrally in a personal thermally insulated medical bag with photo ID, in a place that is easily accessible and known to all staff. Children may be required to carry their medicine with them when leaving the Brookham building, such as when going to the dining hall, theatre or swimming pool.
- Staff ensure that the medical bag goes with the child whenever they leave the school site for away matches or trips.
- A spare emergency Salbutamol (Ventolin) inhaler is stored in the Brookham front office for the sole use of children who have already been prescribed such an inhaler. This is used when their own inhaler is not available, out of date or empty. Any administration of this is recorded and parents are informed.
- If the administration of prescribed medication requires medical knowledge, individual training is provided for the relevant member of staff by a health professional, e.g. a specialist epilepsy nurse or the school nurse.
- No child in EYFS may self-administer. Where children are capable of understanding when they need medication, for example with asthma, they should be encouraged to tell their class teacher/TA what they need. However, this does not replace staff vigilance in knowing and responding when a child requires medication.

Children who have long-term medical conditions and who may require on ongoing medication

- A risk assessment is carried out for each child with long term medical conditions that require ongoing medication.
- Other medical or social care personnel, such as the school nurse, may need to be involved in the risk assessment.
- Parents will also contribute to a risk assessment. They should understand the routines and activities and point out anything which they think may be a risk factor for their child. If appropriate they may also be shown around the school to identify any possible issues.
- For some medical conditions key staff will need to have training in a basic understanding of the condition as well as how the medication is to be administered correctly. Staff training needs forms part of the risk assessment.

- The risk assessment includes vigorous activities and any other school activities that may give cause for concern regarding an individual child's health needs.
- A separate risk assessment is written if taking medicines on outings outside of the school grounds and advice sought from the child's GP's or the school nurse if there are concerns.
- A health care plan for the child is drawn up based upon information from the parent and advice from the child's doctor. A copy of this information is kept by the school nurse and also shared on the staff intranet and in the child's medical bag.
- The health care plan should include the measures to be taken in an emergency.
- The health care plan is reviewed annually or more if necessary. This includes reviewing the medication, e.g. changes to the medication or the dosage, any side effects noted etc. Any changes to the health care plan are discussed with parents.
- A list of children needing AAls can be found under the Severe Allergy (anaphylaxis – AAI prescribed) medical condition tag on the school database.
- A list of children's medical information, along with Parent and GP details can also be generated as an Essential Medical Information list via Schoolbase. This information is shared with parents' permission.

Managing medicines on trips and outings

- If the child is going on outings, staff accompanying the child must include the class teacher for the child with a risk assessment, or the class TA who should be fully informed about the child's needs and/or medication.
- Medication for the child and the Brookham School Medicines Administration Permission form are the responsibility of the class teacher/TA and need to accompany the child on the trip. Documentation will be completed at the time any medication is given.
- If a child on medication has to be taken to hospital, the child's medication and permission form is also taken to be handed to hospital medical staff.

Resources.

Medicines Act (1968)

Government document: Statutory Framework for the EYFS.

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/974907/EYFS_framework_-_March_2021.pdf

Health

Medicines – Section 3.45-7

EYFS Administration of medicine policy

Please see below: Brookham School Medicines Administration form

SD: April 2019.

Reviewed by SD Sept 2023. Next review due Sept 2024.



BROOKHAM SCHOOL MEDICAL ADMINISTRATION FORM

Name of Child

Name of Parent/Carer.....

I hereby give permission for the staff at Brookham School to administer the following medicine or apply the following medical treatment to my child.

I have supplied the medication in the original packaging, it is named, in date and has been prescribed for the current condition.

Name of medicine/cream.....

Dosage..... Timings.....

Route (i.e. eye drops, ear drops, oral)

Length of course of treatment.....

Does the medicine need to be stored in a refrigerator?

Parent/Carer signature..... Date.....

CONFIRMATION OF MEDICINE GIVEN

Name of medicine.....

Date..... Dosage Given Time Given.....

Staff Signature

Name of medicine

Date..... Dosage Given Time Given

Staff Signature.....

Name of medicine

Date..... Dosage Given Time Given

Staff Signature.....



HIGHFIELD SCHOOL MEDICAL ADMINISTRATION FORM

Name of Child

Name of Parent/Carer.....

I hereby request the School Nurses or other staff trained in “Medicines Awareness in Schools” to administer the following medicine or apply the following medical treatment to my child.

I have supplied the medication in the original packaging, it is named, in date and has been prescribed for the current condition.

N.B: Please do feel free to call or email to discuss the medication with the school nurses.

Email: nurse@highfieldschool.org.uk.

Direct line: 01428 728005

Name of medicine/cream.....

Reason for the medication.....

Dosage..... Timings.....

Route (i.e. eye drops, ear drops, oral)

Please circle: Regular/daily medication / Give only when needed / One off dose only.

Does the medicine need to be stored in a refrigerator?

Please return any unused medication to me. (Please circle) Yes/No

Parent/Carer signature..... Date.....

Staff Signature.....

Protocol for Medical Coverage for Highfield Pupils on School Trips

School Outings Responsibilities

- **Teaching Staff**
 - Will familiarise themselves with the following policies: First Aid, Health, and Head Injury (all available on the computer in School Policies (M)/School Policies/Health Care Policies)
 - Will ensure parents complete a Trip Consent form to include any medical updates.
(Appendix 6b or by way of an online form, now available)
 - The lead teacher will ensure that on the trip there will be qualified first aiders and at least one staff member who has completed the Opus Pharmacy online course - Medicines Awareness in Schools.
 - At least one week in advance of outing:
 - Will familiarise themselves with the pupils' significant medical issues (SMIs) and any individual health care plan(s)
 - Information is available on Schoolbase as a List and Report – Essential and Medical information to include parents contact details and GP information as well as medicines permissions, conditions and vaccinations.
 - Lists of pupils with prescribed AAls, asthma medication and special diet are also available as hard copies alongside the sign out folder for First Aid bags in the Health Centre (HC).
 - Will discuss needs of pupils with the RNs
 - Pupils on medication
 - Non-prescription medications & medical supplies that may be needed
 - Will collect the medications/supplies/First Aid kit/Trip Folder from the RNs
 - Will check other medications brought in from home on the day of the trip, such as inhalers, are present.
 - Will ask parents to complete a Request to Administer Medication form for any other medicines that parents bring in on the day for their child to be given on the trip and not previously discussed with the RNs.
 - Will ensure medications are safely stored, administered and are appropriately documented in the Trip Folder
 - Will return the unused medication and medical supplies to the Health Centre (HC)
 - Document return/use of First Aid kit on sign out sheet in the HC
- **RNs**
 - Will ensure that Trip Folders, Health Care Plans and the Essential and Medical list on the school database are kept up to date.
 - Will provide an Essential Medical Information list for all children on the trip.
 - Will ensure medication and supplies are in date and are ready for collection by teaching staff prior to the trip
 - Will provide a medicines prompt chart to help staff monitor all medicines to be given
 - Will provide a First Aid Kit.

Away Matches

- **All Games Coaches**

- Will familiarise themselves with the following policies: First Aid, Health, and Head Injury (all available on the computer in School Policies (M)/School Policies/Health Care Policies).
- Will familiarise themselves with the pupils' significant medical issues (SMI) and any individual health care plan(s)
 - Information is available on Schoolbase as a List and Report – Essential and Medical information to include parents contact details and GP information as well as medicines permissions, conditions and vaccinations.
 - Lists of pupils with prescribed AAls, asthma medication and special diets are also available as hard copies alongside the sign out folder for First Aid bags in the Health Centre (HC).
 - If additional information is needed, they will contact the RNs
- Will have a current qualification in First Aid/Concussion recognition and management and will be confident in the administration of emergency anaphylaxis and asthma medication
- Will collect a First Aid Kit.
- Will ensure that pupils who have asthma or severe allergies have their medication with them before leaving the school.
- Will document any accidents on Schoolbase as soon as possible and handover to the RN if the child is a boarder
 - See Head Injury Policy for additional information
- Will return the First Aid kit to the HC and document if any supplies were used
- Will ensure they have access to a mobile phone
 - This includes Home matches so that the RNs can be contacted to assist in the administration of First Aid as needed
 - Enter the numbers for the RNs below in the mobile phone
 - HC: 01428 728005 (internal 8005)
 - RNs mobile: 07870 465603

- **RNs**

- Will ensure that Health Care Plans on the school intranet and medical information on Schoolbase
- Will ensure that Essential and Medical lists relevant to non-residential trips are published as hard copies in the HC for reference.
- Will be available to check and discuss team lists and any relevant SMIs
- Will ensure First Aid Kits are kept stocked.
- Will ensure they have their mobile with them at all times
- Will ensure that staff have access to First Aid Training.
- Will liaise with the Head of Sport to ensure coaches are trained in concussion recognition and management.

SD: September 2023

Review due September 2024

HIGHFIELD SCHOOL TRIPS
CONSENT OF PARENT/GUARDIAN

Pupil: Form.....

School trip to:

Dates of trip:

Name of Parent/Guardian:.....

The parents/guardians are required to complete and sign this form and return it to the relevant member of staff/school office by the date stated in the accompanying letter.

Nothing in this form excludes the legal rights of the parent or pupil in the event of negligence by the school causing personal injury or death.

Transport – I/We consent to the pupil travelling by any form of public transport and/or in a correctly insured motor vehicle driven by a suitably qualified adult.

Accident/illness – I/We consent to all such emergency or other medical or dental treatment including inoculations, surgery or blood transfusions, which in the opinion of a qualified medical practitioner is necessary for the safety and well-being of the pupil.

Health/Passport – I/We certify that to the best of our knowledge and belief the pupil is in good health and **(if applicable)** has a current passport and all necessary visas, inoculations and other entry requirements.

Personal effects of the pupil – I/We acknowledge that the pupil will be responsible for the safety of his/her money and personal effects and we will not hold the School responsible for losses or damage unless caused by negligence of the School. Mobile phones are strictly forbidden. If they are found they will be confiscated. Messaging between electronic devices is forbidden. There will be random spot checks. Any inappropriate content will result in the device being confiscated for the duration of the trip.

Payments made by the school – If the School is required to lay out money to pay fines or compensation for damage caused by the pupil (whether alone or with others) or in consequence of the pupil's carelessness or misconduct or any accident to or illness of the pupil I/We will within 30 days of request refund such money in full to the School on the understanding that the School will assist in pursuing any insurance claim that may be available.

SignedDate.....

Parent/Guardian

PUPIL INFORMATION (Please answer ALL the questions).

SCHOOL VISIT TO:

DATES OF VISIT:

THIS FORM IS CONFIDENTIAL

CHILD'S NAME as it appears on their passport:

DATE OF BIRTH:

For Overseas trips only:

PASSPORT NUMBER:.....COUNTRY OF ISSUE:

NATIONALITY if not British:.....

HOME ADDRESS:

.....

.....

.....

TELEPHONE NUMBER.

EMERGENCY ADDRESS AND TELEPHONE NUMBER (IF DIFFERENT TO ABOVE)

.....

.....

DOCTOR'S NAME, ADDRESS AND TELEPHONE NUMBER:

.....

.....

My child **IS/IS NOT** protected against tetanus. (**Delete as appropriate**)

Please list any known allergies or other medical conditions, e.g. **asthma, bed-wetting, hay fever.** (NOT FOOD ALLERGIES)

.....

Is your child on regular/as needed medication? E.g. **asthma inhalers, antihistamines.** YES/NO

If 'YES' please specify and **make sure the medication has been packed.**

(Staff trained in safe medicines administration will be taking a basic medicines bag with them containing Paracetamol, Ibuprofen, and Cetirizine. Please provide staff with a named box of travel medication for your child if needed.)

.....

Self-administration of medicines.

Only asthma inhalers are to be self-administered unless previously discussed with the school nurses. All other medications need to be handed to the nurses or staff prior to travelling.

Please contact the School Nurses if you have any questions (01428 728005).....

Does your child suffer with travel/seasickness? YES/NO

(Please give your day child their travel sickness medication before they leave for the trip, boarders will be given their own, named, travel sickness medication at breakfast)

I agree that the medicines permission form already held in the school Health Centre will remain relevant for the purposes of this trip. YES/NO

Do you have private medical insurance that covers your child for this trip? YES/NO

If 'yes' then please give details.

.....

Is your child allergic to any food? (This does not include what they don't like!) YES/NO

If 'yes' please specify.....

Does your child have an AAI? (EpiPen/Jext/Emerade pen?) YES/NO

If yes, please ensure your child has two (within expiry date) with them for the trip and a covering letter from your doctor if the trip involves an international flight.

Does your child have any essential or religious food requirements? YES/NO

If 'yes' please specify.

Is your child vegetarian? YES/NO

Parent signature. Date.

Polite reminder: Please ensure ALL medications are handed into staff unless permission to self-administer has been given. A basic medicines kit is carried on the trip.

SD: September 2023

APPENDIX 6c

Brookham Trip Email Template

Dear Parents,

SCHOOL TRIP TO {INSERT DESTINATION}

On {insert date}, Year {insert year group} will be travelling by coach to {insert destination} for the day.

The children will need to bring a **healthy packed lunch in a small backpack**. Please remember to make sure the lunches are nut, sweet and chocolate free, and if possible, to use packaging that is reusable rather than one-use plastic. The children will wear their school uniform and for the trip and should have their coat with them.

If your child is receiving prescription medication, please complete the usual medicine administration form and give this and the medication to the class teacher.

We will be leaving at {insert time} and will be back at school for normal pick up.

Kind regards,

The Year {insert year group} team

Highfield & Brookham Schools

Swimming Pool Policy (Guidelines: To swim or not to swim).

At Highfield & Brookham we are fortunate to have the use of a lovely swimming pool. It is carefully maintained to ensure the water is as clean and safe as it can be. However, it only stays this clean if the users adopt healthy swimming behaviour.

Recreational Water Illness

Recreational Water Illnesses (RWIs) usually occur when a swimmer swallows pool water contaminated with faecal matter or an open wound comes into contact with a water-borne staphylococcal infection. These are the most common RWIs. The chlorine in the pool keeps it safe but some organisms can survive a few hours in the water before the chlorine can kill them. Others, such as cryptosporidium can last for several days. It is therefore very important that we do **not** swim if we have had diarrhoea within at least 48 hours or if we have an infected wound. Even waterproof plasters float away in pools, I am sure you have spotted a few!

Molluscum contagiosum and verrucae are **not** spread through pool water but by sharing towels or clothing. Head lice are caught by sharing hairbrushes and combs. It is therefore very important to teach our children effective pool and changing room hygiene.

Use of Goggles

Due to the high levels of chlorine needed to keep the pool safe it is recommended that all users wear appropriate swimming goggles. Neglecting to do so will inevitably cause eye irritation which, although temporary, is not pleasant. If this happens frequently, it is not good for the long-term health of your eyes.

Summary

To prevent recreational water illnesses and to maintain a healthy pool and changing room environment:

- No one should swim within 48 hours of an episode of diarrhoea.
- No one should swim who has an open /bleeding wound or a wound that is infected.
- You will be able to swim if you have molluscum contagiosum (a skin condition) and head lice.
- Users need to learn good changing room hygiene with no sharing of towels or hairbrushes.
- It is recommended that goggles be worn by all users.

Please refer to the ASA (Amateur Swimming Association) Swimming Pool Policy (2008) for other guidelines in the running and use of the swimming pool.

Appendix 10a: Cryptosporidium – Special measures (see below).

September 2021. Reviewed September 2023.

APPENDIX 10a

Cryptosporidium - special measures

Prevention is always better than cure, especially when it comes to cryptosporidiosis. The school gives clear instructions to swimmers that they should not use the swimming pool when they are ill with diarrhoea, and for at least 48 hours afterwards.

If swimmers have been diagnosed with cryptosporidiosis, they should stay out of the water for at least 2 weeks after they start to feel better, this is because the oocysts can survive even after they have recovered from the illness.

If the school suspects an outbreak of cryptosporidiosis, regular swimmers with diarrhoea symptoms will have their ban from the pool extended to two weeks, even if they haven't received a formal diagnosis.

Other simple measures will also help to prevent Cryptosporidium getting into swimming pool waters, and these include:

SHOWERING

It is recommended that all swimmers shower before entering the pool.

TOILET BREAKS

Teachers and parents are encouraged to take children to the toilet before getting into the water, and make sure that during swimming activities there are regular loo breaks to avoid unwanted accidents.

GOOD HYGIENE

The school provides plenty of facilities for effective hand washing, and somewhere safe and hygienic to dispose of children's nappies. Swimmers should not to drink/swallow pool water if at all possible

SWIMMING NAPPIES

Ensure that only purpose made swimming nappies are used by toddlers and babies. Parents of children wearing swim nappies should check them regularly and change them if required in a dedicated nappy changing area. Parent and child must wash before re-entering the pool.

ACCIDENT PROCEDURES

The school has a system for identifying, reporting and cleaning up any accidents in the pool involving faecal contamination. Swimmers need to know the importance of reporting any "accidents", they or their children have, to pool staff, as soon as possible, as this will help protect the health of the other pool users.

Pool operators can also keep any Cryptosporidium risks to a minimum by adhering to the latest guidelines on disinfection, pool management and effective water treatment.

Resource:

Duncan Keir - Environmental Protection Technical Officer
Health Protection and Environmental Management
Chichester District Council

<https://watertreatmentservices.co.uk/environment/cryptosporidium-swimming-pools/>

SD: September 2021. Reviewed September 2023.



Care of boarders who are unwell at the weekend policy.

If a boarder is unwell over the weekend and is unable to go home then certain arrangements are to be made to ensure the child receives appropriate care in an environment that will promote recovery and reduce distress at being unable to take part in usual weekend activities.

Handovers

Saturday afternoon: @ 17.30. Nurse to handover to boarding staff.

The handover will include:

- A description of the child's illness, its onset and future management.
- The last time the parents/carers were updated about their child.
- The last time the child spoke with their parents/carers.
- The last time the child was given any medication and what it was.
- How well the child is eating and drinking.
- If the child has diarrhoea or vomiting, when was the last episode?
- Whether the child has had or still has a fever.
- The mood of the child and any particular concerns the nurse may have.
- How the child has been usefully occupied and encouraged to rest since feeling unwell.
- Specific instructions in relation to the child's condition to include:
 - Isolation arrangements if needed and for how long?
 - If the child does not need isolating, would they be better sleeping in the Health Centre or their dorm i.e. if they have a troublesome cough?
 - Allocation of single person use of bathroom facilities as needed for infection control. A sign to be posted on the door to alert staff and children.
 - Medications.
 - Diet and fluids.
 - Rest/exercise and sleep.

Boarding staff will ensure that the child is subsequently cared for as instructed by the school nurse and will be supervised at all times. The child will know how to call a member of the boarding staff during the night. The nurse on call may be contacted for advice at any time.

Junior boarders will be looked after by the Junior House parents, Charlie and Jessie Millsom or Fraser Murphy. The child will have access to their own bathroom facilities and able to easily ask for help in the night.

Monday morning @ 07.45. Boarding staff to handover to nurse.

The handover will include:

- An update with regards to all of the above.
- Are they well enough to fully return to activities?
- If not, arrangements to be made to stay in the Health Centre for assessment and continued care.
- Breakfast to be organised.
- Nurse to update parents/carers as soon as possible after morning clinic.

SD: September 2021. Reviewed September 2023