Nurses Department & First Aid Policy Statement

This document sets out the policy for the provision of medical cover and first aid within Bedford Modern School site, during term time and in the holidays.

Nursing Confidentiality

In accordance with the nurses’ professional obligations, medical information about students, regardless of their age, will remain confidential. However in providing medical care for a student it is recognised that on occasions a nurse may liaise with parents or guardians, the Headmaster or other academic staff and that information, ideally with the student’s prior consent, will be passed on as appropriate. With all medical matters, the nurse will respect a student’s confidence except on the rare occasions when, having failed to persuade the student or their representative to give consent to divulgence, the nurse considers that it is in the student’s best interests, or necessary for the protection of the wider school community, to breach confidence and pass information to a relevant person.

The Nurses Department

The Nurses Department is open from 08.15 – 17.30 Monday–Friday during term time. The department is staffed by a team of 3 registered nurses, (1 full time and 2 part time).

During the Autumn term and Spring term sporting fixtures are covered by nurses based at the playing field First Aid room.

During holiday courses there is a Registered Nurse on site to provide first aid/treatment.

The Role of the Nurses Department

The Nurses Department is a drop-in facility for students and staff during the working day and provides medical advice and treatments as follows:

- First aid treatment
- Dispensing and treatment for minor medical conditions and accidents
- Administration of prescribed medication for students with acute or chronic medical conditions in consultation with their doctors and parents.
- Referral of students to other agencies.
- Maintaining first aid facilities throughout the school and arranging for appropriate first aid training for staff.
- Implementing vaccination programmes arranged by the School Vaccination Team.
- Giving advice to students, staff, and parents on health-related issues.
- Organising an injured person’s transfer to hospital in the case of an emergency.
- Contacting parents of any seriously injured pupil.
- Keeping a register of staff who have had first aid training and to keep copies of their certificates.
- To organise retraining first aid courses for staff
- To replenish first aid boxes and to issue and replenish school trip first aid bags.
Accident Reporting

- All accidents need to be reported to the Nurses and they will advise if an accident form needs to be completed. Near misses, potential hazards and any damage must be reported immediately.
- All accidents will be investigated and corrective action is taken where appropriate to prevent a recurrence.
- The Bursar, who is responsible for all Health and Safety, will notify the appropriate authorities when necessary, including RIDDOR specifically for deaths, major injuries, over 7-day injuries, an accident causing injury to students, members of the public or other people not at work or a specified dangerous occurrence.

Healthcare Plans for Students with Medical Needs

Healthcare plans for students with medical needs are compiled by the Nurses Department with the co-operation of the student’s parents/guardians. The Healthcare plans contain confidential information from parents to be given to teaching staff. All staff can find Healthcare Plans on iSAMS.

Administering of Medicines

If a student requires any medication to be taken during the school day, it is school policy for these to be administered by the nursing staff. Parents are informed to send all medicines and tablets into school in the original container/bottle with the pharmacist dispensary label attached to be given to the nurse. Only the exact dosage should be sent in, so that it does not pose a problem if the child forgets to collect their medicines to take home at the end of the day. A copy of the list of medications dispensed and a copy of the School’s Medicines Policy are available on request.

Annual parental consent is required for non-prescribed (over the counter) medication to be given by nursing staff to students if required during the school day.

Asthma Inhalers

All students are advised to carry their own inhalers at all times. A second inhaler can be kept in the Nurses Department in case of loss or emergencies. Emergency asthma reliever inhalers are also situated around the school in case of loss of pupils own inhaler to be used by Nurses and trained members of staff as per the 2014 Human Medicines Regulations which allow schools to hold for emergency purposes only.

Vaccinations

When students are in Year 10 they will be offered the Tetanus / Diphtheria / Polio and MenACWY vaccination. All girls in Year 8 will be offered the HPV immunisation. The School Immunisation and Vaccination team come into school to provide this service to pupils.

Mouthguards

The governing bodies of rugby and hockey recommend the wearing of custom fitted mouthguards at all levels. It is school policy that all students adhere to these guidelines
and we therefore strongly advise the wearing of mouthguards for games lessons and match play. As a result the Nurses Department arrange for a dental organisation to come into school bi-annually.

School Counsellor

There are two independent, confidential School Counsellors. They visit twice a week but also as demand requires. All students and staff are welcome to see a counsellor and appointments can be made via the Welfare Liaison Manager.

The leaflet ‘Counselling at Bedford Modern School (a service to support students)’ can be found on the School website.

Referral documents to the School Counsellor are completed by the Welfare Liaison Manager, teachers and nursing staff.

Spillages of Bodily Fluids

The School has a Policy for the safe disposal of bodily fluids. Only staff members who are trained may deal with a spillage and kits are provided which must be used.

Rugby and Football Paramedic cover

During the Rugby and Football season a Paramedic will be in attendance with two school nurses on duty for Saturday fixtures.

The Aim of First Aid

To provide care after an injury, accident or sudden illness until professional medical or nursing assistance is available. The role of the First Aider is to preserve life, minimise further damage and make the patient as comfortable as possible until help arrives. It is not to give treatment.

First aid bags are given to members of staff who are taking sports teams. Also first aid bags are given to staff taking students on school trips.

Location of First Aid Boxes

Main Foyer and Reception
Staff Common Room
School Office

YEAR 7 Common Room
YEAR 8 Common Room
YEAR 9 Common Room
YEAR 10 Common Room
YEAR 11 Common Room

Rutherford Building
Foyer
Oakley Room
Staff Room
Cleaners’ cupboard
Biology Prep Room
Biology Room S20
Biology Room S23
Chemistry Prep Room
Physics Prep Room

Geography Dept.
C.D.T.
Art Dept.
Library
Music School
Drama/Powder Room

Sports Hall
Swimming Pool
Swimming Pool Plant Room
Weights and Fitness Suite

Main Kitchen x 2
Tuck Shop – Main School
King Room Kitchen
King Room

Maintenance Dept. Workshop
Boiler Houses X 6

Operations Manager Office

Groundsman’s Office
Garage & Garden Store

Transport
   X 1 Pick-up truck
   X 1 Catering Van
   X 1 Rowing car
   X 2 (mini buses)
   X 1 School Van

Deputy Bursar’s Office
School House Office
School House Speech and Drama Dept.

**Junior School**

Main Reception
Christopher Fry Hall Refreshment area
Staff Kitchen
Design Technology
Science Laboratory
Outside Computer Room

All boxes are checked and restocked each term by the Nurses Department.
First Aiders also restock as necessary.

**The School holds 4 Automated External Defibrillators.** **Location of A.E.D’s**
Sports Hall (at the entrance)
Main School Reception (by the main door)
King Room (by the main door)
Swimming Pool (on poolside)

One is also located at the Longholme Boat House

**Emergency Salbutamol Inhalers are located**
Sports Hall (at the entrance)
Swimming Pool (pool side)
Junior School (main entrance)
Junior School Girls and Boys PE (for playing field use)
School Boat House
Field First Aid Room
Nurses also hold an emergency salbutamol inhaler

**Emergency Diabetic Boxes are located**
Junior School Reception
Rutherford Building (lower floor)
Sixth Form Common Room
Swimming Pool (pool side)
Field First Aid Room
Sports Hall

Jill Turner-Webb
Senior School Nurse
June 2016
Review June 2017