

## **Nurses Department Policy**

**This policy should be read in conjunction with the following policies:**

Anaphylaxis policy  
Asthma policy  
First Aid policy  
First Aid provision when School Nurse unavailable or not on premises guidelines  
Medicines Management in School Policy  
Spills policy

### **Contents**

- 1.** Aims
- 2.** Legislation and guidance
- 3.** Roles and responsibilities
- 4.** A – Z of services and support
- 5.** Record-keeping and reporting
- 6.** Training
- 7.** Monitoring arrangements

Appendix 1: List of over the counter medication held in the nurses department.

Appendix 2: Downloadable Asthma care plans

### **1. Aims**

This policy sets out the provision for nursing care at Bedford Modern School: during term time, spring and autumn term home sporting fixtures and during holiday activity courses.

Bedford Modern School (hereafter referred to as 'the school') aims to promote the physical health and emotional wellbeing of all students and staff, and to provide students with a nurturing environment which supports personal growth and development, and facilitates learning and the co-curricular aspects of school life. The nurses department appreciates the link between being healthy and how this affects learning.

### **2. Legislation and guidance**

This policy is based on advice, guidance and legislation from the following:

- Department for Education (2014): Supporting pupils at school with medical conditions
- Royal College of Nursing (2017): An RCN Toolkit for School Nurses
- The Education (Independent School Standards) Regulations 2014.

### **3. Roles and responsibilities**

The Nurses Department is a drop-in facility for students and staff during the school 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.
- Emotional and well-being support.

- Growth monitoring.
- Health promotion.
- Referral of students to other agencies where required.
- 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 student.
- Keeping a register of staff who have successfully completed first aid training and holding 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.
- Organising medical provisions for trips.
- Maintaining first aid equipment and provisions across the school site (i.e. Automated external defibrillators – AED's, emergency asthma boxes etc.).

The Nurses Department is open from 08.00– 17.30 Monday–Friday during term time. The department is staffed by a team of 3 registered nurses:

- Senior School Nurse (full time during term time)
- School Nurse – (full time during term time and holiday courses nurse)
- School Nurse – (part time during term-time)

Injuries sustained out of school hours and illness which develops at home should be assessed and treated by individual GP services or by contacting NHS Direct (Tel: 111).

It is important to remember that Bedford Modern School is a school and does not provide a GP surgery/hospital service.

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

It is advised that, with the exception of emergency situations, students attend the nurses department at break and lunch times wherever possible in order to minimise interruption to their learning and education.

### **Confidentiality, Safeguarding and Child Protection**

The Nurses department aims to provide a confidential service in which all students and staff feel safe and comfortable to discuss physical or emotional health related issues.

The health and safety of each student and staff member is of paramount importance. In the case of a student being in danger or at risk of harm, we have a duty of care and a professional requirement to report this to the appropriate authority, which may include the Designated Safeguarding Lead (at Bedford Modern School this is the Deputy Head Pastoral), Headmaster and relevant external agencies.

In providing medical care for a student it is recognised that on occasions a nurse may liaise with parents or guardians, tutors or other academic staff and that information, ideally with the student's prior consent, will be passed on as appropriate.

We will actively encourage all pupils to share any health concerns or worries with their parents/guardians.

If any pupils have difficulties with managing schoolwork or meeting deadlines for school related activities then we will encourage open discussion with the relevant form tutor, subject teacher or Head of Department.

## **4. A – Z of services and support**

### **Administering of Medicines**

Parental/guardian consent is required for non-prescribed (over the counter) medication to be given by nursing staff to students if required during the school day. In emergency situations where a parent/carer is not contactable, the Senior School Nurse (as a qualified prescriber to level V150) will assess whether the administration of medication (within Nurse Prescriber's Formulary) is in the best interest of the student, in the absence of no consent being recorded. Medication will be administered if it is deemed to be in the students' best interests except where parents/carers have specifically requested for this not to happen.

A list of over the counter medications held in the nurses department can be found in appendix A.

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. Any medicines required in school should be taken to the nurses department at the start of the school day for storage until administration.

Parents/carers are requested 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 student forgets to collect their medicines to take home at the end of the day.

Where medicines (such as liquid antibiotics) require fridge storage, please send the medicines into school in a cool bag with an ice pack, to maintain the correct temperature. The medicine will be stored in the fridge until collection by the student at the end of the day.

Where medicines are required to be held in school to support long term conditions, it is the responsibility of parents to ensure that these are in date. Nursing staff will send one email reminder to parents in an appropriate time frame if medicines have run out or are about to expire.

Out of date medication will not be administered to students or staff.

Please see the Medicines Management in School policy for further information.

### **Asthma and inhalers (see school Asthma policy)**

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 a student loses his/her inhaler. A spare inhaler should be used under the supervision of Nurses and trained members of staff as per the 2014 Human Medicines Regulations, which allow schools to hold Salbutamol inhalers for emergency purposes only.

For students who are known to have asthma, parents/carers are advised to make an appointment with the Asthma nurse at their GP service on a yearly basis, more frequently if recommended by a health professional.

Evidence suggests that people known to have asthma have better control of this condition

if they follow a plan of care. Please see appendix 2 for downloadable asthma care plans which can be printed off and taken to the asthma check-up and completed by the health professional in agreement with the student and his/her parents/carers.

### **Emotional well-being**

Bedford Modern School will support and help students who experience emotional and/or sexual health issues which may include stress and anxiety, bereavement, self-harm and eating disorders. In relation to sexual health issues, the nurses work within the Fraser Guidelines and Nursing & Midwifery Council Code of Conduct. The school nurses aim to:

1. Be honest and open communication at all times.
2. Give support and advice given as required.
3. Encourage open discussion and dialogue with parents/guardians if appropriate.
4. Refer to other/ external agencies if required, ideally with parental support.
5. In the case of a child being in danger or at risk of harm we have a duty of care and a professional requirement to report this to the Deputy Head Pastoral as the Designated Safeguarding Lead (DSL) and the Headmaster if the DSL is absent and other relevant external agencies if necessary.

At Bedford Modern School, we are fortunate to have a Student Welfare and Well-being Lead (SWWL), whose aim is to support students of all ages where required, whilst working in partnership with families and external agencies as needed. We are also supported by 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 SWWL.

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 Student Welfare and Well-being Lead, teachers and nursing staff.

### **Health care plans for Students with Medical Needs/Managing medical conditions**

The school understands that it has a responsibility to make the school welcoming and supportive to students with medical conditions. Students are encouraged to take control of their condition and should feel confident in the support they receive from the school to help them do this.

All staff are aware of the most common serious medical conditions at the school and the school aims to provide all children with all medical conditions the same opportunities as others at the school.

Health care plans for students with medical needs are compiled by the Senior Nurse with the co-operation of the student's parents/carers, together with documented input from appropriate health professionals (i.e. GP's, Paediatricians, Specialist Consultants and hospitals). Occasionally, hospital staff will provide a specific care plan for students (i.e. those with Diabetes or Epilepsy as an example). The nursing team are happy to use such care plans in school once they have been reviewed by the Senior Nurse.

The aim is to develop a holistic approach that supports the student in managing his/her condition whilst they take a full part in all aspects of school life.

The health care plans contain confidential information from parents to be given to teaching staff. All staff can find health care plans on iSAMS.

A copy of the health care plan is carried by the Trip Leader when students are on school trips. Sports staff taking pupils to away fixtures will have an awareness of which students have a care plan and what support may be required.

Health care plans should be reviewed regularly but the nursing team appreciate that this can vary from student to student depending on need. Most care plans require review and updating annually but frequency will be determined in conjunction with the appropriate medical staff.

The Senior Nurse welcomes enquiries from students/parents/carers regarding health care plans and the managing of medical conditions in school.

### **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.

The Nurses Department arrange for a dental organisation to come into school bi-annually to provide this service.

### **Rugby and Football Paramedic cover**

During the autumn term and spring term, home sporting fixtures are covered by nurses based at the playing field First Aid room, supported by external agencies providing Paramedic/Emergency Practitioner support.

### **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. These kits are held in the nurse's room.

### **Vaccinations**

Bedford Modern School fully supports the delivery of school age vaccinations as recommended by the Department of Health childhood immunisation schedule. The local NHS School Immunisation and Vaccination team come into school to provide this service to pupils, with the administration and delivery overseen by the nurses department.

Nasal flu vaccinations are offered to all students in year 3, 4 and 5. When students are in Year 9 they are offered the Diphtheria, Tetanus, Polio (DTP) and Meningitis ACWY (Men ACWY) vaccinations (two separate vaccinations). All girls in Year 8 will be offered the Human Papilloma Virus (HPV) vaccination, two doses given twice over a six month period. Parents/carers with enquiries regarding vaccinations are advised to contact the NHS Immunisation team on 01234 310408.

## **6. Record-keeping and reporting**

Attendances to the nurse's room for treatment, or where the school nurse is called to see a student/staff member, is initially logged onto the written daily record log.

Any first aid, medical or other support provided by school nurses is then recorded on electronic records for students/staff (excluding catering staff), through the medical centre module on iSAMS. This module is accessed by nursing staff only.

The school nurse will inform parents of any medicines or treatments administered to student, and any first aid treatment given, on the same day, or as soon as reasonably practicable. This will either be by phone call or via a letter from the Nurses department. Students from year 11 upwards are encouraged to pass this information verbally to their

parents/carers, depending on the treatment given. A treatment slip is completed by the nurses and given to pupils in years 3 to 10. Occasionally, treatment information is recorded in student planners.

## **7. Training**

The nurses support their nursing qualifications by attending professional study days appropriate to the needs of the school.

Where a learning need is identified in supporting students with a medical need, nursing staff will seek training from the appropriate team at the hospital overseeing the students' care. Nursing staff will then disseminate this training to other staff as needed.

Academic staff can access yearly updates regarding anaphylaxis and asthma in school. The annual update (usually on autumn term inset days) can be further supplemented by ad-hoc training (i.e. refresher training before trips).

## **8. Monitoring arrangements**

The Nurses department is included in the Independent Schools Inspectorate (ISI) compliance inspections, as specified in The Education (Independent School Standards) Regulations 2014.

Qualified nurses are registered on the Nursing and Midwifery Council register and are subject to yearly renewals and three yearly revalidations by the Nursing and Midwifery Council.

Appendix 1:

### **LIST OF OVER THE COUNTER MEDICATION HELD IN SCHOOL**

#### **Oral medication**

Aspirin (for staff use only)  
Cetirizine – tablets and liquid suspension  
Dioralyte sachets  
Gaviscon – chewable tablets, liquid suspension  
Ibuprofen – tablets and liquid suspension (Fenapaed)  
Imodium - tablets  
Loratadine – tablets  
Paracetamol – tablet, liquid, soluble, fast melts  
Piriteze – tablets and liquid suspension  
Piriton – tablets and liquid suspension  
Sturgeons – travel sickness tablets  
Throat lozenges – honey and lemon, blackcurrant flavours  
Tums – Chewable antacid tablets

#### **Creams**

Anthisan  
Arnicare  
Bonjela  
E45 lotion  
Eurax  
Hydrocortisone cream 1%  
Magnesium Sulphate paste  
Nivea after sun  
Nivea sun cream  
Savlon  
Vaseline

#### **Miscellaneous**

Bio freeze pain relief gel  
Burn soothe gel  
Buzz off insect repellent  
Olbas oil  
Optrex allergy eye drops  
Optrex eye wash  
Opsite spray  
Opticrom allergy eye drops  
Servisol freeze spray

Appendix 2:

Asthma care plan – age 12 upwards

<https://www.asthma.org.uk/globalassets/health-advice/resources/adults/adult-asthma-action-plan.pdf>

Asthma care plan – children

<https://www.asthma.org.uk/globalassets/health-advice/resources/children/child-asthma-action-plan.pdf>

**Rachel Lloyd  
Senior Nurse**

**October 2018  
Review Date October 2019**