

## **Nurses Department Policy**

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

Anaphylaxis policy  
Asthma policy  
Diabetes policy  
Epilepsy policy  
First Aid policy  
Infection control Policy  
Medication Policy  
Sharps policy

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#### **1. Aims**

This policy sets out the provision for nursing care at Bedford Modern School (BMS): during term time, fixtures and during holiday activity courses.

BMS 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. Roles and responsibilities**

The Nurses Department is a drop-in facility for students and staff during the school day and provides the following:

- First aid treatment for students, staff and visitors
- Administration of prescribed and over the counter medication (OTC) medication for students with acute or chronic medical conditions in consultation with their doctors and parents
- Support for students with ongoing medical conditions, by assessment, preparation and review of Individual Health plans (IHP)
- Emotional and well-being support
- 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
- Facilitating the implementation of vaccination programmes arranged by the local

#### NHS School Immunisation Team

- Advice to students, staff, and parents on health-related issues
- Organisation of transfers of injured persons to hospital in the case of an emergency
- Contact of parents of any seriously injured student
- Replenishment of first aid boxes
- Medical provisions for trips
- Organisation of PEEP form completion in communication with parents and staff. Ensuring PEEP forms are updated and monitored appropriately. During emergency evacuation of school Nurses will meet students with PEEP forms at designated place and inform senior staff if they have not arrived
- Monitoring, recording and reviewing of accident forms and attending H& S committee meetings

The Nurses Department is open from 08.00–17.30 Monday–Friday during term time. The department is staffed by a team of 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 BMS is a school and does not provide a GP surgery/hospital service.

During holiday courses there is a Registered Nurse onsite 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.

### **3. 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 BMS this is the Deputy Head Pastoral), Head 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 students to share any health concerns or worries with their parents/guardians.

#### **Gillick competence**

Students aged 16 or over are entitled to consent to their own treatment. This can only be overruled in exceptional circumstances. Young people (aged 16 or 17) are presumed to have sufficient capacity to decide on their own medical treatment, unless there's significant evidence to suggest otherwise.

Children under the age of 16 can consent to their own treatment if they're believed to have enough intelligence, competence and understanding to fully appreciate what's involved in their treatment. This is known as being Gillick competent.

BMS nurses will also encourage students to discuss health matters with their parents/guardians. However, there may be instances where this is not what the student wishes and the nurses will make sure the student makes an informed choice. If the student is under 16 and is deemed Gillick competent; the nurses will only break confidence in circumstances where the student's decision may affect their health or endanger themselves or others.

#### **4. Services and support**

Allergies and anaphylaxis management – see Anaphylaxis policy

Administration of medication – see Medication policy

Asthma and inhalers - see Asthma policy

Diabetes support – see Diabetes policy

Epilepsy – see Epilepsy policy

Emotional well-being

BMS nurses will support and help students who experience emotional issues, sexual health issues or where students are experiencing 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 have open communication at all times.
2. Give evidence based support and advice 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 BMS, we are fortunate to have a Pastoral Care Lead, 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 BMS (a service to support students)' can be found on the School website.

Referral documents to the School Counsellor are completed by the Pastoral Care Lead, teachers and nursing staff.

#### **Individual Healthcare Plans**

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.

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

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

IHPs 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. Any review requires input and support from parents/guardians if their child has a health care plan.

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

### **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.

### **Vaccinations**

BMS 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 students, with the administration and delivery overseen by the Nurses Department.

Nasal flu vaccinations are offered to all students in year 3, 4, 5 and 6. When students are in Year 9 they are offered the Diphtheria, Tetanus, Polio (DTP) and Meningitis ACWY (Men ACWY) vaccinations (two separate vaccinations). From 2019, all girls and boys in Year 8 will be offered the Human Papilloma Virus (HPV) vaccination, two doses given twice over a six month period. Please note that immunisation schedules are subject to change by the National Health Service and Department of Health. BMS is not involved in the scheduling process and is simply the host venue for BMS students.

Parents/carers with enquiries regarding vaccinations are advised to contact the NHS Immunisation team.

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

Any first aid, medical or other support provided by school nurses is 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 e-mail 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 students in years 3 to 10.

## 6. Training

The nurses support their nursing qualifications by attending professional study days and online training 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).

## 7. 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.

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

- Department for Education (2015): Supporting students at school with medical conditions
- Royal College of Nursing (2017): An RCN Toolkit for School Nurses
- The Education (Independent School Standards) Regulations 2014.
- [Consent to treatment - Children and young people - NHS \(www.nhs.uk\)](http://www.nhs.uk)

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