

Medical Policy

Contents

1. Aims
2. Roles and Responsibilities
3. Confidentiality, Safeguarding and Child Protection
4. Services and Support
5. Record-keeping and Reporting
6. Training
7. Monitoring Arrangements
- Appendix A Anaphylaxis Policy
- Appendix B Asthma Policy
- Appendix C Diabetes Policy
- Appendix D Epilepsy Emergency Treatment Plan
- Appendix E Infection Control Policy
- Appendix F Medication Policy
- Appendix G Sharps Policy

1. **Aims**

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

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 Medical Department appreciates the link between being healthy and how this affects learning.

2. **Roles and Responsibilities**

The Medical 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/guardians.
- Support for students with ongoing medical conditions, by assessment, preparation and review of Individual Health Care Plans (IHCP).
- Emotional and well-being support.
- Health promotion.
- Referral of students to other agencies where required.
- Maintaining emergency first aid which can constitute the defibs, inhalers, AAI and diabetic boxes. Facilitating the implementation of vaccination programmes arranged by the local NHS School Immunisation Team.
- Advice to students, staff, and parents/guardians on health-related issues.
- Organisation of transfers of injured persons to hospital in the case of an emergency.
- Contact parents/guardians of any seriously injured student.
- Supporting staff in maintaining and replenishing first aid boxes and medical provisions for trips.

- Organisation of Pupil Emergency Evacuation Plan (PEEP) form completion in communication with parents/guardians and staff. Ensuring PEEP forms are updated and monitored appropriately. During emergency evacuation the 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 on Evolve and attending H&S committee meetings Ensuring all RIDDOR Accidents are logged in Evolve and inform EA to DFO of a RIDDOR as soon as possible so this can be raised.

The Medical Department is open from 08.00–18.00 Monday–Friday during term time. The department is staffed by registered nurses.

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 onsite to provide first aid/treatment.

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

3. Confidentiality, Safeguarding and Child Protection

The Medical 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 (this is the Deputy Head Pastoral and Deputy Head Junior School), Head and relevant external agencies.

In providing care for a student, it is recognised that on occasions a nurse may liaise with parents/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.

The 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](#)

Administration of medication – see [Medication](#)
Asthma and inhalers - see [Asthma](#)
Diabetes support – see [Diabetes](#)
Epilepsy – see [Epilepsy](#)
Emotional Well-being
First Aid
Vaccination Support

The nurses 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 nurses aim to:

- Be honest and have open communication at all times.
- Give evidence-based support and advice as required.
- Encourage open discussion and dialogue with parents/guardians if appropriate.
- Refer to other/ external agencies if required, ideally with parent/guardian support.
- 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 Head if the DSL is absent and other relevant external agencies if necessary.

We are fortunate to have a Mental Health Lead and Student Wellbeing Team, 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 mental Health Lead.

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 Mental Health Lead, teachers and nursing staff.

Individual Health Care Plan (IHCP)

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.

ICHPs for students with medical needs are compiled by the nurses with the co-operation of the student's parents/guardians, together with documented input from appropriate health professionals (i.e., GP's, Pediatricians, Specialist Consultants and hospitals). Occasionally, hospital staff will provide a specific care plan for students (i.e., those with Diabetes or Epilepsy). 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 ICHPs contain confidential information from parents/guardians to be given to teaching staff. All staff can find health care plans on iSAMS, the school information management system.

A copy of the IHCP 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.

ICHPs 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 nurses' welcome enquiries from students/parents/guardians regarding individual health care plans and the managing of medical conditions in school.

Sport Paramedic Cover

During the autumn term and spring term, home sporting fixtures are supported by external agencies providing Paramedic/Emergency Practitioner support.

Vaccinations

The 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 students, with the administration and delivery overseen by the Medical 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). Please note that immunisation schedules are subject to change by the National Health Service and Department of Health. The School is not involved in the scheduling process and is simply the host venue for our students.

Parents/guardians 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 the 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 nurses will inform parents/guardians of any medicines or treatments administered to students, and any first aid treatment given, on the same day, or as soon as reasonably practicable. This will be either by phone call or e-mail from the Medical Department.

Students from year 11 upwards are encouraged to pass this information verbally to their parents/guardians, 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 Medical 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 registration 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 \(www.nhs.uk\)](#)

Miss B Fenske
Lead Senior Nurse

May 2025
Review date May 2026