Medical Policy

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2. Aims

This policy sets out the provision for first aid and medical care at Bedford Modern School during term time, sporting fixtures and school trips.

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.

3. Roles and Responsibilities

The School's 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
- Support for students with ongoing medical conditions, by assessment, preparation and review of Individual Health Care Plans (IHCP)
- To review medical information annually, when notified of a change in medical information
- Emotional and well-being support
- Health promotion
- Referral of students to other agencies where required
- Maintaining emergency first aid and medical equipment such as the defibrillators, inhalers, anaphylaxis boxes and diabetic boxes.
- 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
- Supporting staff in maintaining and replenishing first aid boxes
- Medical provisions for trips
- Organisation of Pupil Emergency Evacuation Plan (PEEP) form completion in communication with parents 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 Health & Safety Committee meetings.
- Ensuring all RIDDOR Accidents are logged on Evolve and inform the Executive Assistant to the Director of Finance and Operations of a RIDDOR as soon as possible so this can be raised.

The Medical Department is open from 08.00–17:30 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 BMS is a day school and does not provide a GP surgery/hospital service.

It is expected that, except for emergency situations, students attend the Medical Department at break and lunch times or free periods wherever possible in order to minimise interruption to their learning and education.

4. 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 paramount. 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 (the School's Deputy Head - Pastoral and Student Progress, and/or the Deputy Head - Junior School), the Head and relevant external agencies.

In providing 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.

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 are 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 ensure that the student makes an informed choice, in their best interest. 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.

5. Services and Support

The School offers a variety of physical and mental health services, including but not limited to:

- Allergy and anaphylaxis management

- Administration of medication
- Asthma and inhalers
- Diabetes support
- Epilepsy support
- Emotional well-being, in liaison with the Mental Health Lead and Student Support Assistants
- First Aid
- Wound Care
- Vaccination Support

The School is 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. The School is 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.

Individual Health Care Plan (IHCP)

The School understands that it has a responsibility to foster a welcoming and supportive environment for all, including those 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. The School is committed to providing and promoting equal opportunities to all, including students with medical conditions.

ICHPs for students with medical needs are compiled by the Nurses 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 hospital teams). Occasionally, hospital staff will provide a specific care plan for students (i.e., those with Diabetes or Epilepsy). The aim is to support students with a holistic approach, enabling them to manage his/her condition whilst they take a full part in all aspects of school life.

IHCPs contain confidential information from parents to be given to teaching staff. All staff can find IHCPs on iSAMS; the school information management system.

A copy of the IHCP is carried by the Trip Leader when students attend school trips. Sports staff taking students to away fixtures will have an awareness of which students have an IHCP and what support may be required.
ICHPs should be reviewed regularly, however the nursing team appreciate that this can vary from student to student depending on need. Most IHCPs 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 an IHCP.

The Nurses welcome enquiries from students/parents/carers regarding IHCPs and the management 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

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 - 11. 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. 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 Vaccination UK.

6. 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 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 Nurses Department. On occasion, students will be encouraged to personally inform their parents of treatment or medication received, if deemed appropriate by the Medical Department.

7. Information Sharing and Governance

Parents/carers have a clear responsibility to promptly inform the School of any changes to their child's medical condition, treatment, or medication. This ensures that the medical department can maintain accurate, up-to-date records and respond appropriately in the event of illness or emergency. All information provided will be handled in accordance with data protection regulations, ensuring confidentiality while enabling relevant staff to access necessary details to support the student safely and effectively.

All health updates should be emailed directly to the Medical Department, at nurses@bedmod.co.uk

Where necessary, information regarding students' acute or chronic health conditions will be shared with the relevant staff on a need-to-know basis. Information is shared at the Medical Department's discretion.

8. 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).

9. 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 annual 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)

Lead Nurse

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