



Whole School Medical Policy (including EYFS and out of school provision)

Statement

Matron is based in Sick Bay which is located in Moulsoford House.

Pupils are cared for in a holistic and non-judgemental way.

There is a register of staff who hold a First Aid qualification.

Responsibilities of the School Matron

- To provide First Aid to pupils, staff and visitors as necessary.
- To care for pupils who are unwell during the school day.
- To work with the academic staff to provide medical and pastoral care to pupils.
- To promote the health and welfare of all pupils.
- To keep parents, the Headmistress and staff informed.
- To be involved with Health Education within the school.
- To liaise with the School Counsellor and organise appointments if necessary.

Strategies and Procedures

Mrs Sue Crowe is on duty for the whole of the school day. She is a qualified Paediatric First Aider at Work. Advice is taken when necessary from the School Physician, Dr CP Hughes of Wallingford Medical Centre. In Matron's absence, one of the qualified First Aiders will be called upon to administer First Aid should it be necessary.

Confidentiality

Medical information about pupils, regardless of their age, will remain confidential. However, in providing care for a pupil, it is recognised that on occasions the Matron may liaise with the Headmistress, other academic staff, and parents/guardians; and that information, ideally with the pupil's consent, will be passed on as necessary. With all medical and nursing matters, the School Matron will respect a pupil's confidence. On the very rare occasions when, having failed to persuade a pupil to give consent to divulgence, the School Matron considers that it is in the pupil's best interests, or necessary for the protection of the wider school community, or if the pupil is in danger, information would be passed to a relevant person or body. Pupils under 16 years of age may give their own consent to procedures and treatments, eg immunisations, anaesthetics, operations, **providing** they are deemed competent to understand the reasons for them, the side effects and the implications if they were not given. The School Matron will always work with a pupil to try to persuade him/her to inform their parents and/or staff of any problems.

Services Provided

- The School Matron looks after and cares for pupils who are unwell. She is able to administer some medications following the protocol agreed by the School Physician, Dr Hughes. If it is deemed necessary, a letter is sent home, either via the Form Teacher or the pupil, giving information about the treatment given. Where appropriate, parents are contacted by telephone. If a child is too unwell to complete the school day, the parents will be contacted and asked to collect the child at their earliest convenience.
- Sick Bay is open throughout the school day and can accommodate two pupils in beds.

- First Aid is given to anyone on site who needs it. Where parents and visitors are concerned, no medication can be given if a medical history is not available but in case of an accident, First Aid is always on hand.
- A Medical Form, completed by the parents, is kept on file in Sick Bay. Accurate and up to date registers are kept relating to Medical Problems, Allergies and Asthma. Copies of these are kept in Sick Bay and the Staff Room, so staff are aware of pupils with specific medical conditions.
- The School Matron facilitates vaccinations by Oxfordshire Primary Care Trust.
- The School Matron is responsible for checking the First Aid Boxes located around School.

New Pupils

Parents are asked to complete a comprehensive Health Questionnaire before their child starts at Cranford House. This enables the School Matron to be aware of medical problems and thus offer appropriate and continued care to the pupils. Staff will be informed of certain conditions on a “need to know” basis in order to care for them in the school situation.

Medical Records

Notes are kept on a database on all pupils visiting Sick Bay. These are confidential, and the pupil’s permission would be sought before allowing disclosure to any third party.

Off-site trips

When staff are organising an off-site visit or activity, the School Matron will advise on individual medical problems on a “need to know” basis, in order to ensure individual pupil welfare during the trip. An accident form is given to parents or guardians if a pupil has an accident on a trip, to inform them of the injury sustained.

Health and Safety

Matron can advise on Health and Safety matters. An “Accident Book” is maintained for staff and pupils; RIDDOR forms are completed and sent to the Health and Safety Executive as necessary. The Health & Safety Executive can be contacted on 0845 300 9923.

All First Aiders update their training every 3 years and a list is kept in Sick Bay

Clinical Waste

All clinical waste is put into clinical waste bags and placed in the clinical waste bin kept in Sick Bay. The clinical waste bin is collected by the PHS company.

Calling an Ambulance

If an ambulance is needed to be called, Matron / First Aider/ the Office will detail a responsible person from the admin department who will dial 999 and give information on the incident plus information from medical file or PASS.

November 2011 Headmistress and Matron