

Whole School Medical Policy

Purpose

The purpose of this medical policy is to provide clear guidelines to follow in situations relating to the medical health and safety of students both on campus and away on school trips.

Overview

This policy includes the following information:

- The medical procedure relating to new students joining IBSB
- The storage and administering of both prescription and non-prescription medicine
- The procedure to follow when a child in the care of IBSB staff feels unwell
- Minor MFA accident procedure [Refer MFA Policy]
- Serious Accident Procedure [Refer MFA Policy]
- Suspected and Confirmed Contagious Disease Procedure
- The procedure for recording all student medical information
- Form to complete to allow IBSB staff to administer medicine to a student
- Accident/Incident Report Log procedure
- Location and contents of Medic MFA Boxes on IBSB campus [Refer MFA Policy]
- Standard letters to be sent out relating to the above

1. School Attendance

At the start of each academic year each student is required, by Romanian law, to bring a medical certificate [AVIZ] confirming that the student is healthy and fit to enter the school's community and a medical certificate or note confirming the student is in a physically fit condition to be able to undertake PE lessons and sporting events organized by the school. A record is kept in the office.

New staff will be required to complete a **Health Declaration Form** at the time of signing their work contract confirming that they are physically well and able to work in a school environment prior to the start of the new academic year. In addition to this, **all staff are required to complete a medical examination** at the start of each school year, to be arranged and paid for by IBSB. In times of a pandemic, staff may be asked to complete a test to show they are not positive in regard to the disease in question.

New child in school

- The family completes the medical admissions form prior to admission [available on school website in Admissions section and in the admissions pack given to new parents]
- The family presents a note from the doctor (**Appendix 7**) which states that the child/ren are healthy and fit to enter the school's community. This note must also confirm the children are able to participate in physical education lessons.
- If the child has a medical condition, they have to present a medical note signed and stamped by the child's doctor containing the name of the illness/disease and the emergency medication needed if necessary.



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- In the situation where a family member has been confirmed COVID-19 positive, all family members must provide a negative COVID-19 test before the student is able to start school.
- The Office informs the school doctor, the school nurse, and the teacher before the child's first day of school. The school nurse will enter the medical data on School Base.
- The school nurse carries out a medical check of the child on the first day of school.
- Any student with a medical condition is identified in the online student register by the symbol |  |

2. Medication

2.1 Storage

- All medicine is to be kept in the MFA Room in a safe cupboard. (MFA Kits are to be kept in secure locations around the campus, with one in each level of school buildings)
- MFA Boxes are to be found on every floor of the IBSB buildings. Please see **Appendix 2**
- The School Nurse is responsible for checking and replacing any missing or expired items from the MFA Boxes on a termly basis.
- MFA kits are available for all staff to use and to give MFA for small accidents when the nurse is not available.

2.2 Administration of medicine

- No non-prescribed medication, including creams and lotions, can be administered to children by any member of IBSB staff.
- Prescribed medication can only be administered by the school doctor, school nurse, or teacher if the parent has filled out and signed a Medication Form giving their consent.
 - The Medication Form (**Appendix 1**) must be filled in and signed stating what medication is to be given and when.
 - The office staff sends a copy of the medication form to the school's nurse and one copy to the class teacher. The original form will be kept in the child's file in the office.
- Emergency medication may be given only after a phone conversation with the parent by the Office staff/doctor/nurse. The phone call is to be confirmed in writing by the parent by the end of the day in the accident/incident log on School Base.
- The Office Staff/School Nurse will administer medication in accordance to prior training from the parent and parent's indications on the medication form.
- The Office Staff/ School Nurse must wear medical gloves at all times when medication is administered.
- It is the form/class/subject teacher's responsibility to ensure that the child visits the MFA Room at the correct time to administer the medication, unless otherwise agreed by parents.
- Any emergency medication (Inhalers, Epipens, etc.) must be provided by the parents and accompanied by a letter stating exactly how and when they are to be administered and include the doctor's prescription. Parents are also asked to come to school to instruct the nurse what to do in certain circumstances. Emergency medication will be labelled with the child's name on it and be kept in a lockable cupboard.

2.3 Child refusal to take medication



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- In the case of child refusing to take the medication, the family should be advised by phone immediately by the Office Staff/school nurse and if necessary the child should be sent home. An entry should be made in the school's accident/incident log on School Base.

3. Sickness

- Parents should keep their children home if they display any of the signs of symptoms of illness
- If a child displays any of the signs of symptoms of illness at the point of arrival, children will wait in the medical room, or where the illness relates to a possible virus in times of a pandemic be placed in an isolation room and monitored until collected. The parents have to organise the child's collection as soon as possible.
- If a child arrives to class or during a lesson or break displaying any of the signs of symptoms of illness, the teacher will send him/her to MFA Room. In Secondary, the teacher will send the student to visit the MFA Room, sending another student to accompany the sick child if he/she feels it is a serious matter.
- If the child display temperature more than 37.3 C the child will be placed in the isolation room and the parents will be informed to organise pick up. The child's health condition will have to be monitored for 24 h before he returns to school.
- The HOP/HOSec/HOS/ is informed after the Office Staff/ School Nurse contacts the parents.
- The school nurse will inform HoP/HoSec about the symptoms and physical state of the child and the HOS/Executive Director if it is appropriate. The Office Staff/ School Nurse will then contact the parents, so that the child can be picked up early.
- The student will fill in the late arrival book at reception when they collect the child. The parents/students will fill in the early departure book at reception when they collect the child. The School Nurse / office will inform the teachers by email if a child is picked up early by parents.
- Should the illness be contagious or after 3 days of medical absence, the school will require a confirmation note from the child's doctor stating she/he is no longer contagious and can re-join the school (**Appendix 7**).
- If the medical absence is for 2 days but during Monday and Tuesday or Thursday and Friday (including weekend) the medical note from the doctor is still required.
- The School Office is to follow up any missing medical notes.

4. Accidents [Refer MFA Policy]

4.1 Small accidents (cuts and bruises)

- **Cuts and bruises:** All students with cuts and bruises should be taken to the school nurse to receive MFA treatment as required.
- All small cuts and bruises should be cleaned with water or disinfectant by the school nurse. In most cases where bleeding is absent, cleaning with water will suffice.
- Individually wrapped sterile plasters will be used only in the case of bleeding. In this case, use disinfectant on a sterile dressing to clean the wound from the centre outwards. Only apply the plaster when no more traces of dirt are visible in the wound.
- Do not apply the plaster if there is a known allergy to such products; use a wrapped sterile bandage instead.
- In the case of a head injury, a call will be made by the Office Staff/School Nurse (or in her absence by the form/class/subject teacher) to inform the parents, followed by recording it in the accident book on Schoolbase. As a concussion can reveal itself later, any serious bump to

the head should be communicated to the parents by the School Nurse / Office. Teachers should be informed.

- In the case of small accidents, the school nurse / office must inform the parents by phone and copy in the relevant teachers.
- First aiders should have access to single-use disposable gloves and hand washing facilities, and should take care when dealing with blood or other body fluids.

4.2 Serious Accidents or Emergency

- In case of serious accidents, the staff member at the scene of the accident will call for assistance from the school nurse or a staff member on the First Aiders List, who will come to the place of accident and offer first aid using the nearest MFA boxes or the MFA boxes from MFA Room.
- For any serious medical emergency the school nurse or doctor should be called to attend to the need for the patient until emergency support arrives
- A list of MFA boxes in school and contents (**Appendix 2**).
- One member of staff present needs to inform the office immediately and the office who will call the ambulance, the children's parents to ask them to meet the ambulance at the hospital, and inform the class teacher, HOP, HOsec., and HOS.
- Contacts for Ambulance (**Appendix 3**)
- A member of the teaching staff will remain with a child at the hospital until the parent/guardian arrives.

An **Accident/Incident Report Log Form** must be completed in the case of an accident/incident by the Teacher/TA witness of the accident/incident and emailed to SLT and the Office. **The Head of Primary/Secondary will then update the Accident/Incident Log on School Base**

An **Accident/Incident Report Log Form** is available on the server:

<\\NEWSERVER\Academic\Teachers\Whole school\Admin\Accident, Incident Report>

School doctor on site: Cornelia Tianu cornelia.tianu@ibsb.ro

School Nurse on site: Micu Nicoleta nicoleta.micu@ibsb.ro

5. Contagious health problems/diseases

In regard to specific non serious contagious health problems or diseases, the school should follow the following procedures.

5.1 Head lice

- School Nurse has to check all children each term for head lice
- The School Nurse has to carry out class checks for head lice, starting with students in Preschool and working through to Y13. This check should be completed in the first week of term as the school doctor must send a health declaration form (**Appendix 6**) to SANEPID within 5 working days of school opening.
- If a case of head lice is found in one class and the child has siblings in school, the following

classes to be checked are the ones of the siblings. Random checks should also take place in others classes over the next 2 weeks.

- The doctor has to inform the office of any confirmed cases of head lice that day
- The School Office or school nurse has to phone parents of children concerned to inform them of the situation and to ask them to treat their children before they return to school. Parents are asked to collect their child and to treat
- Following the phone conversation or if the parent was not contactable, a letter will be sent home (**Appendix 9**) informing them in writing that their children have head lice asking them to treat their children before they return to school (**Appendix 9**). The office needs to have names as soon as possible in order for the letters to go home that day.
- Where there is a confirmed case the entire class will receive an e-mail to inform them of the situation, asking them to check their children daily (**Appendix 10**)
- The office also needs to contact the SLT to inform her/him of the confirmed case of head lice, and the class teacher/form teacher to inform them that letters and e-mails have gone out and to ask that they send the child to the school nurse on their first day back at school.
- Class teacher/Form tutor asks student with head lice on returning to school to visit the school nurse for a check before their first class.
- Office to remind teachers to send the children on the list straight to the MFA Room in the morning.
- School Office will contact the Form Teacher to inform them of any student/s who did not visit for their check. If the student is in school the School Office will locate the student/s and carry out a head lice check.
- If the child has not been treated, the parents will be contacted and asked to collect their children from school in order to take them home to treat them.

5.2 Chicken Pox (To be actioned after a confirmed diagnosis is sent by email by parent)

- Nurse must check all pupils in a class where a chicken pox case was reported and if a child has brothers or sisters the siblings' class should be also checked.
- A Letter/leaflet informing parents that there has been a confirmed case of chicken pox in the school is to be sent out and describing symptoms (**Appendix 11**) to parents of effected classes via email on the same day.
- Children will be allowed to join the class again after they are treated and after receiving a note from the doctor stating that they are ready to return to school (**Appendix 7**)
- If the child does not present a note from the doctor when rejoining school, the child needs to be sent to the MFA Room to be checked by the school nurse in order to stay in school. The school nurse is to inform the office and the office to inform the parents that the child needs a note from their doctor saying they are well and able to return to school.

5.3 Scarlet Fever (To be actioned after a confirmed diagnosis is sent by email by parent)

- Parents of suspected scarlet fever cases will be asked to provide a medical note confirming the case.
- The school nurse must check all pupils in a class where a suspected scarlet fever case has been reported and if a child has brothers or sisters, the siblings' class should be also checked.
- A Letter/leaflet informing parents of the suspected scarlet fever case in the school and describing symptoms (**Appendix 13**) is sent to parents of affected classes via e-mail on the same day.

- Children diagnosed with Scarlet Fever will be allowed to join the class again after they are treated and after receiving a note from the doctor that they are ready to rejoin (**Appendix 7**)
- If the child does not present a note from the doctor when rejoining school, the child needs to be sent to the MFA Room to be checked by the school nurse in order to stay in school, the school nurse informs the office and the office informs the parents that the child needs a clear note from the doctor.
- Once a note is received confirming the case, a letter will be sent to whole Primary or Secondary School of infected child plus that of siblings. (**Appendix 13**)

5.4. Rubella (To be actioned after a confirmed diagnosis is sent by email by parent)

- Parents of suspected rubella cases will be asked to provide a medical note confirming the case.
- The school nurse must check all pupils in a class where a suspected rubella case has been reported and if a child has brothers or sisters, the siblings' class should be also checked.
- A Letter/leaflet informing parents of the suspected rubella case in the school and describing symptoms (**Appendix 13**) is sent to parents of affected classes via e-mail on the same day.
- Children diagnosed with rubella will be allowed to join the class again after they are treated and after receiving a note from the doctor that they are ready to rejoin (**Appendix 7**)
- If the child does not present a note from the doctor when rejoining school, the child needs to be sent to the MFA Room to be checked by the school nurse in order to stay in school, the school nurse informs the office and the office informs the parents that the child needs a clear note from the doctor.
- Once a note is received confirming the case, a letter will be sent to whole Primary or Secondary School of infected child plus that of siblings. (**Appendix 13**)

5.5 Measles (To be actioned after a confirmed diagnosis is sent by email by parent)

- Parents of suspected measles cases will be asked to provide a medical note confirming the case.
- The school nurse must check all pupils in a class where a suspected measles case has been reported and if a child has brothers or sisters, the siblings' class should be also checked.
- A Letter/leaflet informing parents of the suspected measles case in the school and describing symptoms (**Appendix 13**) is sent to parents of affected classes via e-mail on the same day.
- Children diagnosed with measles will be allowed to join the class again after they are treated and after receiving a note from the doctor that they are ready to re-join (**Appendix 7**)
- If the child does not present a note from the doctor when rejoining school, the child needs to be sent to the MFA Room to be checked by the school nurse in order to stay in school, the school nurse informs the office and the office informs the parents that the child needs a clear note from the doctor.
- Once a note is received confirming the case, a letter will be sent to whole Primary or Secondary School of infected child plus that of siblings. (**Appendix 13**)

5.6 Mumps (To be actioned after a confirmed diagnosis is sent by email by parent)

- Parents of suspected mumps cases will be asked to provide a medical note confirming the case.
- The school nurse must check all pupils in a class where a suspected mumps case has been reported and if a child has brothers or sisters, the siblings' class should be also checked.

- A Letter/leaflet informing parents of the suspected mumps case in the school and describing symptoms (**Appendix 13**) is sent to parents of affected classes via e-mail on the same day.
- Children diagnosed with mumps will be allowed to join the class again after they are treated and after receiving a note from the doctor that they are ready to rejoin (**Appendix 7**)
- If the child does not present a note from the doctor when rejoining school, the child needs to be sent to the MFA Room to be checked by the school nurse in order to stay in school, the school nurse informs the office and the office informs the parents that the child needs a clear note from the doctor.
- Once a note is received confirming the case, a letter will be sent to whole Primary or Secondary School of infected child plus that of siblings. (**Appendix 13**)

5.7 Mononucleosis (To be actioned after a confirmed diagnosis is sent by email by parent)

- Parents of suspected mononucleosis cases will be asked to provide a medical note confirming the case.
- The school nurse must check all pupils in a class where a mononucleosis case has been reported and if a child has brothers or sisters, the siblings' class should be also checked.
- A Letter/leaflet informing parents of the suspected mononucleosis case in the school and describing symptoms (**Appendix 13**) is sent to parents of affected classes via e-mail on the same day.
- Children diagnosed with mononucleosis will be allowed to join the class again after they are treated and after receiving a note from the doctor that they are ready to re-join (**Appendix 7**)
- If the child does not present a note from the doctor when rejoining school, the child needs to be sent to the MFA Room to be checked by the school nurse in order to stay in school, the school nurse informs the office and the office informs the parents that the child needs a clear note from the doctor.
- Once a note is received confirming the case, a letter will be sent to whole Primary or Secondary School of infected child plus that of siblings. (**Appendix 13**)

5.8 Streptococcus (To be actioned after a confirmed diagnosis is sent by email by parent)

- Parents of suspected streptococcus cases will be asked to provide a medical note confirming the case.
- The school nurse must check all pupils in a class where a streptococcus case has been reported and if a child has brothers or sisters, the siblings' class should be also checked.
- A Letter/leaflet informing parents of the suspected streptococcus case in the school and describing symptoms (**Appendix 14**) is sent to parents of affected classes via e-mail on the same day.
- Children diagnosed with streptococcus will be allowed to join the class again after they are treated and after receiving a note from the doctor that they are ready to re-join (**Appendix 7**)
- If the child does not present a note from the doctor when rejoining school, the child needs to be sent to the MFA Room to be checked by the school nurse in order to stay in school, the school nurse informs the office and the office informs the parents that the child needs a clear note from the doctor.
- Once a note is received confirming the case, a letter will be sent to whole Primary or Secondary School of infected child plus that of siblings. (**Appendix 14**)



5.9 Viral Outbreak (Such as SARS or the CORONAVIRUS)

- The school will put in place specific protocols to protect the health and wellbeing of all community members
- Where government guidance has been provided to schools, the school will adhere to this guidance
- A clear plan will be written and communicated to parents outlining the specific protocols and procedures to be put in place to help prevent the spread of the virus
- Parents will be asked to check their children carefully each day before sending their children to school, and to keep their children home if they display any of the signs and symptoms of the virus.

The main symptoms of coronavirus are:

- **a high temperature** – this means you feel hot to touch on your chest or back (you do not need to measure your temperature)
- **a new, continuous cough** – this means coughing a lot for more than an hour, or 3 or more coughing episodes in 24 hours (if you usually have a cough, it may be worse than usual)
- **a loss or change to your sense of smell or taste** – this means you've noticed you cannot smell or taste anything, or things smell or taste different to normal

Most people with coronavirus have at least 1 of these symptoms.

Other possible symptoms taken from CDC Website: symptoms may appear **2-14 days after exposure to the virus**. People with the following symptoms may have COVID-19:

- Fever or chills
- Shortness of breath, difficulty breathing
- Fatigue
- Muscle or body aches
- Headache
- Sore throat
- Congestion or runny nose
- Nausea or vomiting
- Diarrhoea



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- When a member of a family has tested positive, all students and staff from that family will be required to remain home in self-isolation for a period of 14 days.
- In the situation where a positive case arises in school, only the person confirmed positive, and other family members living with this person, if also attending or working at IBSB, will be required to stay home for a period of 14 calendar days.
- A negative viral test is only required by students returning to school who were confirmed positive during the period of self-isolation. For students in this situation, the 14 day quarantine period commences on the day they are confirmed positive.
- Students in self-isolation not displaying the relevant symptoms during the period of 14 days will only be required to present an AVIZ valid from Day 15 onward, and completed within 48 hours of returning to school.
- In the situation where a teacher tests positive, they will be required to stay home for a period of 14 days. In this situation, Teachers will continue to teach online from home, health allowing.
- Staff with limited contact with a student confirmed positive, when maintaining social distance and wearing a mask, are not required to self-isolate, unless otherwise recommended by the government guidance.
- Staff in self-isolation as a result of a testing positive, or a family member they are living with testing positive, will be required to present an AVIZ confirming they are healthy and able to return to school from self-isolation. In situations where an on the spot test viral test is available, the school may elect to test staff at the point of entry to school as an extra safety measure.
- Posters will be displayed at the entrance and around the school in key locations to remind students and staff to maintain healthy practices, washing hands regularly with warm soapy water or cleaning with hand sanitizer, coughing or sneezing into their armpit, avoiding touching common areas or sharing items, and if appropriate, social distancing and wearing masks. Students and staff will be responsible for providing their masks, with extra masks available in school for situations where a mask is needed.
- If numbers are restricted within the class, the school may be required to move to a hybrid timetable, offering students a combination of in-school and online learning from home.
- If the school is closed due to a severe outbreak, parents will be informed in advance and the school will move to online learning, with students able to continue their learning journey working from home.

6. Pupils with Medical Needs

- Pupils with medical needs are identified when a parent provides information of a medical need via a completed medical form containing child specific emergency measures of the individual child's condition.
- In this situation, please refer to the school's Pupils with Medical Needs Policy.

7. Day Trips, Residential Trips, and attending Off Campus Sporting Activities

- MFA Boxes / Bags are available in the medical room for teachers to take on trips off campus.
- Teachers must take a MFA Box / Bag from the medical room, when going on a trip.



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- Pupils with medical conditions are actively supported to participate in school trips and visits, or in sporting activities. In planning such activities, teachers will undertake the appropriate risk assessment and will take into account how a child's medical condition might impact on their participation. Arrangements for the inclusion of pupils in such activities with any required adjustments will be made by the school unless evidence from a clinician such as a family doctor states that this is not in the child's best interests.
- Medical and dietary information, along with a consent form for the administration of medication (**Appendix 15**) is collected from all parents for all residential trips.
- The school ensures that all children have the medical certificate from their family doctor sanctioning sporting activity as per Romanian law.

8. School Events

- A risk assessment must be completed for all school events taking into account the medical needs of all attending
- For sporting events hosted by IBSB, such as the IBSB Sports Day and interschool athletics or swimming events, a medical support team must be on hand ready to respond to any medical emergency.

Medically Trained Staff

The following staff completed a 12 hour Medical First Aid Paediatric Diploma with the Red Cross

Staff Member	Date of Certification
Kendall Peet [Head of School]	29/08/2020
Alan Cornish [Head of Primary]	29/08/2020
Matthew Tansley [Head of Secondary]	29/08/2020
Maria Orban [Primary PE Teacher]	29/08/2020
Paul Georgescu [Primary PE Teacher]	29/08/2020
Ciprian Iacob [Secondary PE Teacher]	29/08/2020
Angharad Morgan [Y1 Teacher/LPS Coordinator]	29/08/2020
Irina Ranete [EYFS/Y1 TA]	29/08/2020
Carmen Raducanu [EAL Teacher/Coordinator]	29/08/2020
Johanna Croci [Humanities Coord/DofE Coord]	29/08/2020
Flori Georgescu [Office Admin]	29/08/2020
Claudia Marta [Office Admin]	29/08/2020
Iulia Ormeny [Front Desk Reception]	29/08/2020

The remaining teachers, drivers, guards, and cleaners at IBSB completed a Certified Basic First Aid training on the 29th Of August, 2020.

All staff also complete an Educare MFA Certificate prior to the start of the school year.



Medical Policy

Related Policies

- Whole School MFA Policy
- Whole School Health and Safety Policy
- Whole School Admissions Policy
- Whole School Exclusion Policy
- Whole School Medical Needs Policy
- Whole School Educational Visit Policy
- Whole School Closure Policy
- Whole School Attendance Policy