

Whole School Medical Policy

Purpose

The purpose of this medical policy is to provide clear guidelines to follow in situations relating the medical health and safety of students both on campus and away on school trips. It does not cover provision for students with Medical Needs. This is encompassed in the Medical Needs Policy.

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
- Serious Accident Procedure
- Suspected and Confirmed Contagious Disease Procedure
- The procedure for recording all student medical information
- Accident/Incident Report Log procedure
- Location and contents of Medic MFA Boxes on IBSB campus
- First Aider provision and training for staff

1. School Attendance

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.

New child in school

The school requires parents to provide information about their child's medical condition. Medical information is requested during the admission process and recorded on Kinderpedia. This information is indicated in their Kinderpedia record and is available to form teachers.

- 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]
- 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.
- The school nurse carries out a medical check of the child on the first day of school.
- Each year parents are asked to update the school's medical records, including allergies and pre-existing or chronic medical conditions.

2. Medication & First Aid Procedures

IBSB has a full time School Nurse located on the main campus who is able to administer first aid for the vast majority of cases. She is also responsible for recording all treatments and communicating this to parents and staff in accordance with the flow chart displayed in the MFA room and shared with all staff (see Appendix B).



School Policy

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 the school buildings)
- MFA Boxes are to be found on every floor of the IBSB buildings. Please see **Appendix 1 & 3**
- 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 informed the school with all the relevant details, including dosage, and time to administer.
- Emergency medication may be given only after a phone conversation with the parent by the Office staff/doctor/nurse.
- The Office Staff/School Nurse will administer medication in accordance to prior training from the parent and parent's indications for prescribed medicine.
- 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 secure cupboard in the MFA room.
- All visitors to the MFA Room are recorded in the visitor log, with details of the time and date, the symptoms, if medication was administered, and if so what, and if parents were contacted. The log will also detail if the student returns to class or goes home early.
- A central record is kept of all staff members who are administered medicine in the MFA room which is signed by the staff member.

2.3 Child refusal to take medication

- 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.

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 remain in the medical room until the parents organise pick up. The child's health condition will have to be monitored for 24 hours before they return to school.

- The relevant 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 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.
- The School Office is to follow up any missing medical notes.

4. Accidents

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. 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 1&3**).
- 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 2**)
- 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 by 365 in the case of an accident/incident. **The Head of Primary/Secondary will then update the Accident/Incident Log via the 365 form.**

School doctor on site: Adela Simion

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School nurse on site: Nicoleta Micu

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5. Contagious health problems/diseases



In regard to non-specific and non-serious contagious health problems or diseases, the school should follow the following procedures. The school will inform parents if there are any infectious diseases or incidence of lice in a class by email with advice and making clear the procedures.

Germs spread very easily in EYFS and KS1 due to the nature of how they play and interact with each other and the equipment. They are also less able to self care, blow their own nose etc. Our aim is to keep all of the children safe and healthy and avoid the spread of germs amongst the class. All EYFS and KS1 children must pass through triage in the morning, before being admitted to class. If any of the following conditions are observed, the school nurse will inform the parents and the child will return home for treatment.

Mucus · If the child has crusted and/or green/yellow mucous the nurse will inform the parents to collect the child and to have a nose / pharyngeal exudate · The child will return to school with the result of the test and the medical note to enter into our community · If the child has transparent mucus or is unwell due to a seasonal allergy, parents have to provide us with a medical note to show the allergy · If the child has transparent mucus but shows other symptoms like headache, listlessness, sleepiness, and stomach pain the nurse will inform the parents to collect the child and to have a nose / pharyngeal exudate · If the child has sinus issues with polyps parents have to provide us with a medical note to inform us that the child is not contagious for our community.

Cough · If the child has a cough and is generally feeling unwell or lethargic, parents must keep them at home until they are feeling well.

Fever · If the child has a high temperature/fever (above 37.3), parents must keep them home for 48 hours.

Sickness & diarrhoea · If the child has vomited or has diarrhoea, they must stay at home for at least 24 hours since their last episode of sickness and / or diarrhoea. If they are still unwell, please keep them home until they are fully recovered.

Conjunctivitis · If you notice crust in your child's eye and/or sticky puss on their eyelashes, please check with the doctor to ensure it is not conjunctivitis. This is extremely contagious and spreads quickly around the class. · When returning to school the child must have a medical note to enter into our community.

Impetigo · If your child has reddish sores, often around the nose and mouth which may rupture and ooze, please check with the doctor to ensure it is not impetigo. This is extremely contagious and spreads quickly around the class. · When returning to school the child must have a medical note to enter into our community

With regards to specific infections or diseases the following list of conditions will be dealt with using the procedures detailed below:

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.
- 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 informing them in writing that their children have head lice asking them to treat their children before they return to school. 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.
- 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 Contagious diseases

Once parents inform us of a confirmed diagnosis, sent by email, the school procedure is to:

- Nurse must check all pupils in a class where a 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 in the class is to be sent out and describing symptoms **and procedures** 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.
- All students rejoining school after a medical leave need to be sent to the MFA Room to be checked by the school nurse in order to enter school.

5.3 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, in accordance with any public health protocols.
- 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.
- If the school is closed due to a sever 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. Day Trips, Residential Trips, and attending Off Campus Sporting Activities

- MFA Boxes / Bags must be prepared by the School Nurse for teachers to take on trips off campus.
- Teachers must take a MFA Box / Bag from the medical room, when going on a trip.
- 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, is collected from all parents for all residential trips.
- For **Minor First Aid injuries off campus**, the First Aider should address the injury following standard MFA practice, including calling parents before administering any medication.
- The First Aider to check the site to ensure safety.
- The First Aider must report the MFA issue, including any treatment, to the School Nurse on returning from the trip.
- It will be the School Nurse's responsibility to enter this information in the Treatment log.

7. 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.

8. Medic First Aid Staff Training

- First Aiders are employees who have received MFA training from a professionally qualified person and have been assessed as being capable of administering MFA.
- All teaching staff and drivers will be required to maintain up-to-date MFA training (the 3 hour BASIC MEDIC FIRST AID Certification) at least every three years, by a trainer as determined by the Head of School as being suitable for training staff as nominated First Aider (see Appendix A for current list of first aiders at IBSB). Yearly MFA training will be updated by staff completing a 2 hour online MFA course through Educare, to refresh their knowledge of basic medic first aid skills.
- Select staff will be asked to complete the 12 hour Medic First Aid Paediatric Diploma with an authorised training company (For example, the Red Cross). EYFS staff, PE Teachers, and other nominate staff will be required to complete this course to ensure there are sufficient staff qualified to deal with MFA emergencies on and off campus.
- Staff on school trips are required to be MFA trained and must take a MFA kit, to be collected from the school office, along with a student list of any medical conditions students have (refer to the Education Visits Policy).

Related Policies

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



Document Control		
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Signed off by	SLT	
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APPENDIX 1

Medic first aid manuals can be found on the wall in every room in a wall holder near entrance

Location of MFA Kits in School

A Medical First Aid Box has been positioned in a selection locations:

- on each level of the Primary and Secondary School buildings on the main campus
- on each level of the Six Form College and in the Sixth Form College Office
- in the PE Hall
- in each school van
- In the IT Administration building
- in the lunch room
- In the Parent Uniform Shop Admin Building
- in the main office admin area
- At the main gate

The location of MFA Boxes will be clearly marked on the floor plans in each class and on each level of each building.

In addition to the MFA boxes in fixed position around the campus, there are also additional MFA Boxes for teachers to take on educational visits from the medical room.

It is the responsibility of the **school nurse** to ensure that all MFA boxes are kept fully resourced and up to date. MFA Boxes should be checked each term, with checks recorded along with any restocking required.

Any staff member using supplies from a MFA box should inform the office / school nurse immediately, in order to ensure that MFA are restocked immediately after use.

The **School Nurse** should ensure that all classrooms and areas used by students and staff have a MFA Manual easily accessible at all times. In general, this should be located just inside the entrance to the room on the wall in a secure holder, easily visible.

APPENDIX 2

Ambulance contact numbers 112

The ambulance will take the child to a Hospital



APPENDIX 3

MFA Kit Content List

Blunt scissors	1 pc
Artificial Respiration Device	1 pc
Guedel Pipe size 4.....	1 pc
Guedel Pipe size 10	1 pc
Mouth opener device	1 pc
Elastic tourniquet 50 cm.....	1 pc
Plastic splints	1 pc
Adhesive plaster 5 cm / 3 m	1 role
Adhesive plaster 2.5 cm / 2.5 m	1 role
Individual emergency bandage 2/6 cm	10 pc
Bandage with Rivanol (disinfectant solution) 6/10 cm	1 pc
Patch 6/50 cm	1 pc
Gauze roll / bandage 5 cm / 4 m	1 pc
Gauze roll / bandage 10 cm / 4 m	1 pc
Triangular bandage l=80 mm	1 pc
Sterile hydrophilic wadding 50 g.....	1 packs
Examination gloves	4 pairs
Sterile compresses 10/8 cm x 10 p	1 pack
Sanitary alcohol	200 ml
Iodated alcohol	200 ml
Rivanol solution 1%	200 ml
Perogen	1 bottle
Paper handkerchiefs with disinfectant solution	10 pc
Safety pins	12 pc
Plastic cups	5 pc
50 pages Notebook	1 pc
Pen / Pencil	1 pc
First aid instructions brochure	1 pc



APPENDIX A

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]	24/09/2022
Alan Cornish [Head of Primary]	24/09/2022
Deborah Fergusson [Primary Teacher]	24/09/2022
Diana Coman [EYFS TA]	24/09/2022
Alexander Lacraru [PE Teacher]	24/09/2022
Delia Ciobanu [PS student Counsellor]	24/09/2022
Cristina Latcu [SS student Counsellor]	24/09/2022
Roxana Anghel [Teaching Assistant Y2T]	24/09/2022
Daniela Momirleanu [PS/SS MFL French Teacher]	24/09/2022
Paul Georgescu [Primary PE Teacher]	24/03/2023
Ciprian Iacob [Secondary PE Teacher]	24/09/2022
Johanna Croci [Humanities Coord/DofE Coord]	19/08/2022
Ioana Ciuca (EYFS Teacher Assistant)	26/03/2023

All teachers, drivers, guards, and cleaners at IBSB completed certified Basic Medic First Aid training on August 12, 2022.

All primary school teaching staff received certified Basic Medic First Aid training on August 17, 2022.

All secondary school teaching staff received certified Basic Medic First Aid training on August 17, 2022.

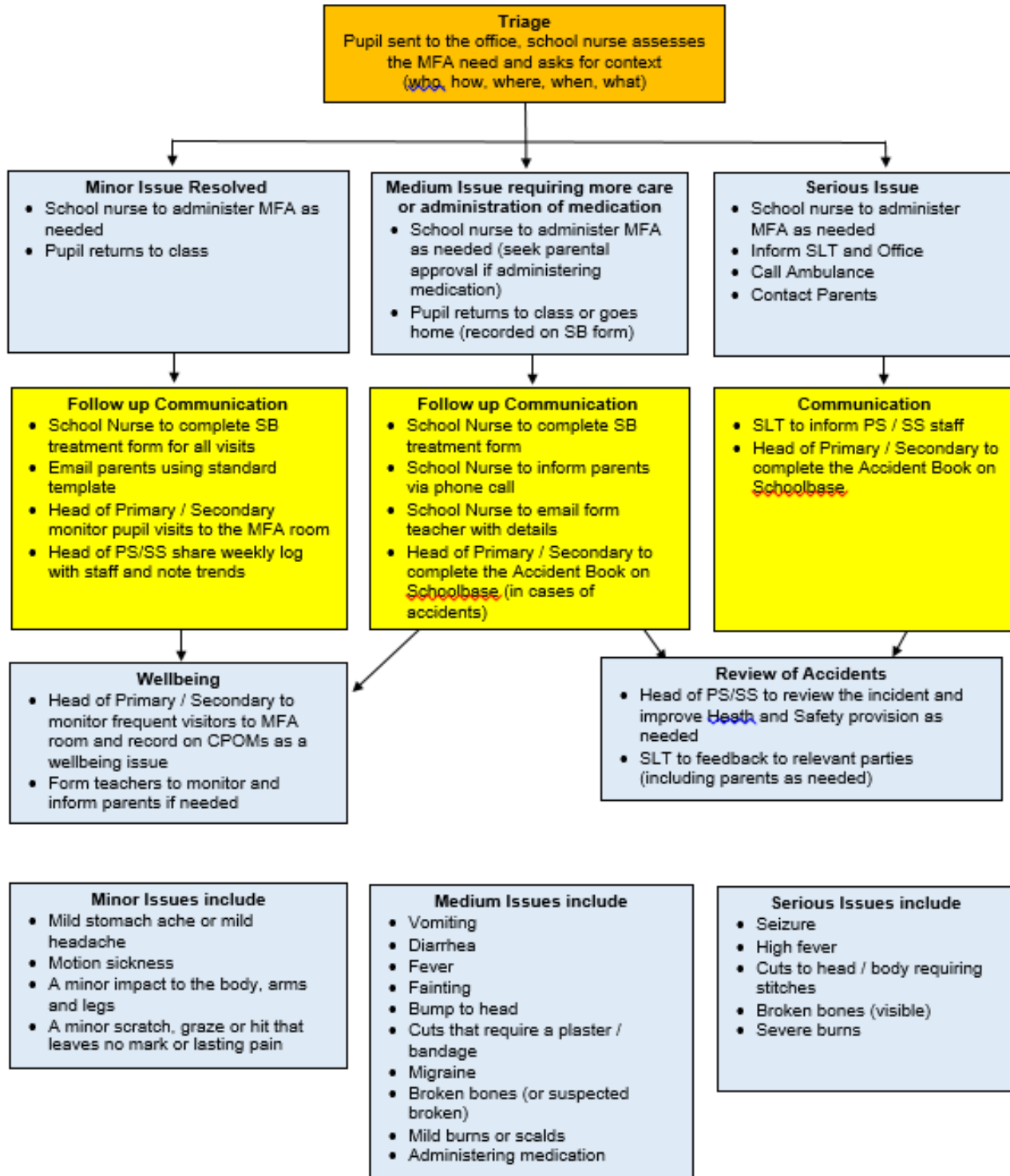
All teaching staff also complete an Educare MFA Certificate prior to the start of each school year.

APPENDIX B

MFA Procedures & Communication



MFA Procedure - Summary of Dealing with MFA issues



School Policy



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