

# **Bowden House School**

## **HEALTH and WELLBEING POLICY**

**(including Supporting students at school with medical conditions and First Aid & the Administration of Medicines)**

The Residential Special Schools, National Minimum Standard 3.1 states that **'Children's physical, emotional and social development needs are promoted'** (NMS, 01 April 2015). This Policy takes account of the relevant National Minimum Standards and the Department for Education statutory guidance **'Supporting pupils at school with medical conditions'**.

### **Principles**

Wherever possible, the school will endeavour:

- to ensure students with medical conditions are properly supported so that they have full access to education, including school trips, sporting activities and physical education
- to ensure that arrangements are in place to support students at school with medical conditions including the use of Risk Assessments and Health Care Plans
- to work with Health & Social Care professionals, students and parents/carers to ensure that the needs of students with medical conditions are properly understood and effectively supported

### **Physical development**

All students, upon admission, are registered with the local Health Centre, Dentist and Opticians unless otherwise requested, i.e. if the student lives local to the school or parents' prefer to maintain the health links in the home authority. The Student and Family Co-ordinator is responsible for following up any historical information in respect of immunisations, operations, chronic illnesses, hospitalisations, etc. This information is stored in the main Student File and on his Health Care Record. Details of any required treatment or vaccinations for students is given to the school's Student & Family Co-ordinator who informs the parents/carers. She also informs the school's Senior Leadership Team (SLT) and will share, on a 'need to know basis,' with other staff members if, for example, the student is required to follow an exercise programme.

### **Consent to treatment**

The students of Bowden House School who are over the age of 16 years, are entitled to consent to their own medical treatment. This can only be overruled in exceptional circumstances as it is presumed that they have sufficient capacity (Gillick competency) to decide their own medical treatment unless there is sufficient evidence to suggest otherwise. If the student is under 16 years of age and considered to be Gillick competent, parents cannot overrule their son's consent. If the student is under 16 years of age and not considered to be Gillick competent or the student is very young, they cannot either give or withhold consent. If a student refuses medical treatment and this is contrary to their best interests, the school will comply with the law and rely on the consent of a parent or someone with parental

responsibility. The person with parental responsibility must have the capacity to give consent. If a parent refuses to give consent or the person with parental responsibility does not agree with what is in the student's best interests, the courts can make that decision

All students are encouraged to adopt a healthy lifestyle through the physical activities available; the choice of healthy, freshly-cooked meals provided by the school as well as taking responsibility for their personal care. PHSE lessons and Keyworker sessions are opportunities for staff to advise the students of the benefits of healthy lifestyle choices. The school's Privilege System enables the students to earn points from simple exercises such as teeth cleaning and regular showering through to attending the 'Fresh Breath' Club for those who choose to give up smoking. Staff actively encourage students not to smoke and alert them to the damage that could be caused to their overall health. The school's Drug Education Policy states that:

It is illegal for anyone under the age of 18 years to purchase cigarettes or tobacco and students should be made aware that smoking is banned in all public places.

- staff should not supply or buy students cigarettes (it is illegal)
- staff should not smoke in the presence of students acting as positive role models in promoting a healthy lifestyle
- no person will be permitted to smoke inside the school building at any time
- lighters or matches are not allowed on school premises at any time or during any external activity (see Physical Activity Policy). There are a limited number of 'Strikers' held by the staff for use on camping trips
- students who do smoke are not permitted to have their cigarettes on them
- staff and students are not allowed to smoke in school vehicles
- staff and students are not permitted to smoke within the school grounds

### **Emotional health**

The school has a Speech & Language Therapist for 3 days per week and a Therapeutic Counsellor who attends for 3 days per week. The school has links with external services such as (CAMHS) with on-going support from the staff team for appointments, etc.

The relationships that are built through the Keyworker system allows the students to benefit from appropriate male/female role models; with support to improve self-esteem and confidence and by support/guidance to manage difficult situations by less destructive behaviours.

### **Social development**

Students admitted to Bowden House School have their own bedrooms with en-suite facilities although there are shared bedrooms with adjacent washing/toilet facilities if the student prefers this arrangement. Students in the residential areas are in one of four groups and will generally be in a peer group equivalent to their Key Stages.



The school is proud of its Healthy Schools Status.

Mealtimes are considered to be 'social occasions' where students learn how to behave together; to learn table manners; turn-taking and sharing and enjoy the emotional comfort of freshly cooked food.

If students are unwell, they have the comfort of their own bedroom where they will be monitored by staff until they recover. Their own washing/toilet facilities are available and food and drinks can be easily provided. If the student has an infectious illness/disease or his condition is likely to last for several days, consideration will be given to sending him home.

### **Access to the Curriculum**

Bowden House School is fully committed to actively supporting students with medical needs to participate in the full life of the school, including P.E, other sporting activities either on or off-site, trips and external visits. The student's Health Care Record clearly outlines how his medical condition might impact on the participation of some activities but the school has the flexibility for all students to participate according to their own abilities and with reasonable adjustments unless evidence from a clinician states that this is not possible.

The students at Bowden House School are considered, under the Equality Act 2010, to have a disability. In addition, some students have medical conditions which require medical treatment on a daily basis, e.g. asthma, ADHD and eczema. All students have access to a range of staffing resources to enable them to fully access the curriculum and improve their readiness to learn and improve the learning experience. These resources include:

- Speech & Language Therapist (3 days per week)
- Therapeutic Counsellor (3 days per week)
- Learning Support Consultant for students who attract Pupil Premium Plus
- Dedicated Teaching Assistants in all lessons
- Care Staff who are on duty around the school to improve class attendance

Each student has an Individual Education Plan (IEP) which is reviewed on at least an annual basis after the review of the Statement of SEN or EHCP. The IEP includes the type(s) or level of support the student receives to enable him to access learning; how the support is having an impact on learning outcomes and what, if any, additional support is required.

The school's SIMs reporting system captures the learning experience and details what resources are in place.

The school has a Physical Activity Policy which aims to promote the physical well-being of its students with a range of activities within the school, its grounds or within the local area. The activities are part of the school's curriculum and are extended after school and during the evenings. The students can choose the activities on offer after school and during the evenings and are encouraged to participate in new experiences such as canoeing, kayaking, swimming, etc. which promotes their physical health and a sense of personal achievement. The school

has excellent facilities with their Sports Hall; Fitness Suite and Multi-Use Games Area (MUGA). The school's daily External Leadership programme provides a range of physical activities which extends the 'Learning Outside the Classroom' experience and the annual Summer Camps allow for more adventurous activities and challenges with students travelling to the New Forest, Wales, Cumbria and Scotland where they also learn how to be part of a team; co-operate with others and enjoy their childhood.

All students participate in the physical activities programmes under the protection of thorough EVOLVE Risk Assessments which are regularly reviewed and amended when there are changes, in risk, venue or the student's behaviour, etc.

### **First Aid**

The main legislation that is relevant to First Aid is the Health and Safety at Work Act 1974 and the Health and Safety (First Aid) Regulations 1981.

All staff will complete a training course approved by Ofqual.

This will be either a one day basic First Aid at Work course or a three day First Aid at Work course for those staff who are to be qualified as designated first aiders. The certificates are valid for three years and on expiry of the certificate, it will be necessary to attend a further one day course.

Only staff who have completed a First Aid course and are in receipt of a current certificate, will be permitted to use any form of resuscitation.

The School Business Manager is responsible for maintaining staff training records and monitors renewal dates, qualifications, etc.

### **First Aider Responsibilities**

- respond immediately to situations requiring First Aid
- ensure their own safety at all times
- ensure that the condition of the casualty does not deteriorate, as far as is practicable and render such assistance for which they are trained
- provide assistance at all times in accordance with their training and ensure they are aware of the limits of their competency
- take charge of the casualty until a satisfactory recovery is achieved or appropriate medical personnel have taken charge of the casualty
- refer the patient to hospital or, if appropriate, their GP, if it is the view of the First Aider that further medical assistance is required
- complete the Accident Book

### **First Aid Equipment**

The school is supplied with First Aid boxes and these can be located as below:

- the school's Main Office/Reception
- the Medical Room – teaching building
- SLT Office (Deputy Headteacher and Heads of Care)
- Premises Store/Workshop
- Teaching Staff Room
- Teaching Staff Changing Room
- Student & Family Co-ordinator
- General classroom (PE)

- Science Teaching Room
- Design Technology classroom
- Art Room
- Food Technology classroom
- Care Staff Social Room
- the Main School kitchen
- each kitchen in the 4 residential areas
- Medical Room – residential building
- all school vehicles.

Inside each First Aid box is a list of contents and the box should contain all of these items and nothing else.

Under no circumstances must any medication, tablets, creams, sprays etc. be contained within the First Aid boxes.

### **Area of Responsibility**

The Housekeeper is responsible for ensuring that the First Aid boxes are checked regularly and kept fully stocked.

### **First Aid Points**

<b>Room</b>	<b>Location</b>
Medical Room	1 <sup>st</sup> . Floor, Residential Building
Medical Room	Ground Floor, Education Building

Grab bags are also available in the SLT office; the Residential Social Room and the External Leadership store.

**Accident reports** must be completed in all cases of accidents/injuries. These report forms are located in the Accident Book in the SLT office.

The process of reporting an accident is as follows:

The member of staff with first hand knowledge of the accident/injury must complete all necessary reports. The procedures on how to complete these reports is located in the SLT office. Each step should be completed and initialled as having been completed.

If necessary, a London Borough of Tower Hamlets report sheet should also be completed. Any accident as a result of violence at work may require the completion of a Violence at Work report form.

All accidents involving students must be entered on both the London Borough of Tower Hamlets and the school's own report sheets. These should then be forwarded to the relevant Line Managers.

If it is felt that the accident is notifiable under RIDDOR, an LBTH notification form must be completed and passed to the relevant Line Manager.

## **The administration and storage of medicines**

Each student has an individual Health Care Record that records the following information:

- name and date of birth
- details of any allergies and medicine sensitivity, e.g. aspirin/ penicillin/nuts
- details provided by the pharmacist on possible side effects of any prescribed or non-prescribed medicine(s) or any reaction to medicine noticed by staff
- details of new medicine(s) prescribed. Reason for medication and the finish date
- the quantity of medication administered
- parent/carer's signature giving permission for medication to be administered by designated members of staff and details of all inoculations
- a record of occasions when medication is refused and action taken. If a student refuses his medication, the Health Centre or CAMHS will be contacted for advice.

All staff have a duty to act, as any reasonable, prudent parent would, to make sure that the students in this school are healthy and safe on school premises. DfE guidelines state that parents/carers are responsible for their children's medication and that the Headteacher is normally responsible for deciding whether the school can support a student's medical needs. Students with specific or long term medical needs, have the same rights of admission to school as others and cannot generally be excluded from schools for medical reasons.

At Bowden House School the responsibility to supervise medical care rests with suitably trained staff who are acting in loco parentis having been given written consent by parents/carers or guardians. The safety of staff and students is paramount and particular attention must be paid to the safe storage, administration, handling and disposal of medicines.

All staff administering medicines attend a yearly Medicines Management Course to up-date their skills. All staff are issued with a Certificate of General Competence in Medicine Administration when they have completed the course.

In addition to the medical notes kept at the Health Centre, all medicines prescribed and administered by the school are recorded in the school's medical log. In addition, any medicines brought into school from hospital and home must be recorded and supervised by the school. Any unused medicines will be taken by an appropriate staff member to the pharmacy when the Controlled Drugs book should be taken and signed by the pharmacist. Each student will have an individual Health Care Record stating any on-going medical conditions and any known allergies or side effects to any particular medicines. A record will also be kept of any medicines prescribed whilst the student is at Bowden House School. The record will also take note of the reason for the prescription.

There is a statutory requirement for a system of recording medicines in residential schools. Records of current medicines must be kept for all students.

The following records relating to medicines must be kept:

- All medicines received into the school (**Medicine Log Book**)
- All medicines administered in the school (**MAR sheets**)
- All medicines transferred out of school – to home or disposed of by the pharmacist (**Medicine Log Book**)
- All medicines brought in to school from whatever source – hospital, home G.P. etc. (**Medicine Log Book**)
- Parents of students are informed of any medicines prescribed for their son by telephone and confirmed via e-mail or letter.

The record should show: (Medicine Log Book)

- Date of receipt
- Name and strength of medication
- Quantity received
- Student for whom prescribed
- Date when medicine was either disposed of or finished to be entered on the MAR sheet – all medicines are disposed of at the pharmacy
- disposed medicine(s) recorded in the disposal logbook
- The signature of the member of staff administering medication.

When non-dangerous medicines (ointments, etc.) are handed to a key worker for application, a record sheet will be kept and signed by that member of staff confirming application of medicine.

### **Storage of medicines**

- All prescribed medicines are to be kept in a locked Medicine Cabinet, which is situated in Medical Room. This cabinet is kept locked at all times and is secured to the wall. The keys for this cabinet are kept in the Residential Social Room with spare keys retained by the Housekeeper and one of the Senior Houseparents
- Medicines should be kept in the pharmacy supplied container with detailed instructions for use
- If a student has more than one medication, they should be in separate containers with specific instructions for the use of each medication
- Medicines should be clearly labelled with the name of the student unless it is 'over the counter' stock supplied for the school
- A designated member of staff (the Student & Family Co-ordinator) should check expiry dates regularly and deliver out of date or drugs no longer needed to the pharmacy for disposal
- Medications should not be added to First Aid kits. On external activities/summer camps, etc., a member of staff must take responsibility for the medication(s).

### **Cold storage**

In the case of medicines, which require cold storage, a small, lockable fridge with a built in thermometer is kept in the Medical Room. The fridge temperature is electronically maintained at 5 degrees C. When drugs requiring refrigeration are stored, they are kept in clearly labelled, airtight containers

### **Home leave and holidays**

Whenever possible the school will attempt to have medication supplied to home either through a prescription provided by the Medical Centre or by arranging a home Doctor to prescribe. If this is not possible, medication will be taken by a member of staff and given directly to the parent/carer. With ongoing medical issues, it would be expected that a supply of medication would be maintained at home and school to minimise the need for transportation of medicines. Any medicines that are required to be sent home would be logged out in the medicine logbook. When on school trips, any student requiring medication will have their medicines labelled and put into containers then given to the members of staff on the trip.

### **Asthma**

Students with asthma have daily peak flow readings taken and are provided with asthma pumps. The students of Bowden House School do not self-medicate. However, there are always asthma pumps kept in the First Aid points around the school and included in the Grab bags that are taken out of school on all school trips.

Prescribed medicine is only given to the student for whom it was prescribed. Medicine will be administered strictly in accordance with the prescribed dosage and instructions. Administration of medicines is the responsibility of the Student & Family Co-ordinator, the Senior Houseparents and other trained staff.

### **Nut allergies**

Advice from parents will be sought in the event that a student is admitted to the school with a nut allergy. If any student in the school has a nut allergy, Epi-pens will be prescribed and one will be kept in the Medical Room in the Education Unit and one in the Medical Room in the Residential Unit. Epi-pens are not routinely stored within the school's medicine stock as they have a limited shelf life. It is unlikely that students will be permitted to carry their own Epi-pens in case of loss or potential risk of use by others. However, students may self-administer if it is considered they are safe to do so but this will always be under the supervision of one of the trained staff.

### **Non-prescribed medicines**

The only non-prescribed medicines allowed at Bowden House School are paracetamol. When administered, it is recorded on a paracetamol M.A.R. chart.

Spring Term 2017

School: Bowden House

Policy: Health & Well-being  
(including Supporting students at school with medical conditions and First Aid & the Administration of Medicines)

Agreed: Spring Term 2017

Responsibility: Governing Body

Review Date: Spring Term 2020

Signed by \_\_\_\_\_  
Chair of Governors

Date \_\_\_\_\_