



Elstree School

Medical Information Handbook

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Contents

Introduction	3
Allergies	3
School Counsellor	4
Dental Care	4
Doctor and Medical Staff	4
Hair	4
Illness in School.....	5
Illness outside School.....	5
Injuries at School	5
Injuries outside School.....	6
Medical Record.....	6
Medication.....	6
Off Games.....	6
Policies	7
Vaccinations.....	7

Introduction

The information contained in this short booklet is aimed at keeping you as parents informed about our commitment to your child's health whilst a pupil at Elstree. This list is by no means exhaustive and if you have any points of information you would like to raise with Sister, please do not hesitate to do so. Our contact details are:

sister@elstreeschool.org.uk and matron@elstreeschool.org.uk, tel no: 01189 710 605.

Allergies

The incidence of allergic reactions has dramatically increased in recent years. We are very aware of the dangers posed to those children who suffer from allergies, especially nut allergies and in order to fulfill our responsibilities with regard to the health, safety and welfare of all our pupils, we take great care with our practice. Please read the following sections carefully.

The Catering Department

We have taken appropriate measures to ensure that, as far as is reasonably possible, the catering facility is nut free. Firstly, no nuts or nut products are stored in the School. Secondly, our Head Chef screens all products for information regarding nut content. Should nut traces be detected, the food item is rejected. We actively seek nut free products and are working purposefully to establish links with specialist nut free producers of food stuffs; please support us by not bringing any food into school.

Staff Training

All staff are given a comprehensive annual briefing on the difficulties and risks of anaphylaxis and training in the use of in the use of pre-filled Adrenaline Pens

Adrenaline Pens

Pupils keep two named Adrenaline pens at school and take them with them on offsite trips, in addition we keep two emergency Adrenaline pens should they be necessary.

Birthday cakes

As far as possible we try to create a homely environment in the boarding community. The Catering Department is very good at providing cakes of choice for the boarders to share with their friends if they have a birthday during term time. We are unable to allow homemade birthday cakes to be brought in to School, to protect our nut free environment from compromise.

Sweets

For the reasons given above in relation to cakes, please kindly observe the guidelines that **no sweets should be brought into school from home**. No sweets should be brought in when coming to support your child in a match or any other School event.

We would ask for your understanding and support in these very important matters.

School Counsellor

Elstree has a School Counsellor who visits the school one morning a week. She can help children with a variety of issues such as bereavement, self-esteem, anxiety, anger management, or other scenarios that may arise with this age group. She is a qualified Clinical psychologist who specialises in children.

Dental Care

Parents are asked to make sure that their children pay regular visits to their dentist and appointments are made out of School Hours. Permission will be given for appointments in School hours only in the case of emergency or real need. In emergency, if an incident occurs whilst a child is at school, Cedar Dental Care will be used (this is a local private dentist); all attempts will be made to contact parents/guardians first.

Doctor and Medical Staff

The school has a registered nurse (RN) who oversees the pupils' day to day health. Matrons and Boarding staff receive First Aid Training and Medication Training for Schools (OPUS).

Children who are full boarders will be registered at Chapel Row Surgery by the School Nurse for which there is a charge which will be added to the school invoice. Day pupils and flexi boarders should be registered with their own doctor and visit their own GP should the need arise. Simple over-the-counter medication and 'homely remedies' such as paracetamol can be supplied by medical staff providing parental consent has been given in the Form of Acceptance. Parents will be contacted immediately if there is a major concern with regard to a child's health.

Parents or Guardians should accompany pupils to offsite medical treatments and appointments, where possible. In the event that a Parent or Guardian is not available, the pupil will be accompanied by a member of staff for which a charge may be applicable.

Hair

Head lice ('nits') can find their way to take up residence in hair types of all kinds. These can pass easily from one pupil to another when in close contact with each other. Please could you ensure that your child's hair is regularly cut to a reasonable length and regularly checked. It is always useful to know if your child does have nits – please keep us informed. Parents of boarders should arrange to have their child's hair cut during school holidays, exets or half term breaks. In an emergency, the school will organise a trip to the hairdressers and the cost will be added to the end of term account.

Illness in School

If your child becomes ill during the day, (s)he will be brought up to the Surgery or Pre-Prep Office, the School Sister or Matron will assess the health needs of the child and make a decision on the appropriate care and treatment whilst in school. If a child is not well enough to be in school, parents/guardians will be contacted, and the child collected as soon as possible. Whilst waiting to be collected, a sick child will remain in the Surgery.

Illness outside School

If your child is unwell before coming to School please consider whether (s)he is fit enough to get through the whole school day. If you have any doubts, it may be prudent to keep your child away from School. If your child has an elevated temperature, (s)he should stay at home for **24 hours** after the temperature has normalised without the use of Paracetamol or Ibuprofen. In addition, if your child has been at home, ill with diarrhoea and/or vomiting (D and V), (s)he must remain at home for **48 hours** after the final bout of D and V has ceased. Parents must inform the school if their child is diagnosed with any infectious illness. It is a parental responsibility to keep the school informed of any new medical conditions.

Injuries at School

There are numerous ways in which a child can be injured. Whilst every effort is made to minimise risk, injuries do occasionally occur. It is important that any injury receives the necessary treatment as quickly as possible. Staff are given basic first aid training so that anyone can give immediate first aid.

There is always one qualified first aid trained person on site when the children are present, or on a school trip. The school nurse, matron or a first aider on duty should see all injuries or illnesses whilst at school. In the event of anything other than a minor injury, the school nurse or first aider will organise an injured student's transfer to hospital; parents/guardians will be contacted as soon as practical.

If, in extreme circumstances, we are unable to contact you or your chosen emergency contact, a member of staff will take the child to hospital and efforts to contact you will continue from School.

If an ambulance is required, a member of staff will accompany your child in the ambulance; you will be contacted and informed as soon as possible of what has happened, and where your child has been taken.

Any injury that occurs at School warrants an accident report. When Sister contacts parents about an accident, full details of the incident are imparted at that point and parents are more than welcome to discuss this with the Sister. A RIDDOR (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995) report may, where appropriate, be included in Governors' Meeting notes.

For all head injuries, we will contact you immediately to inform you of its occurrence, the extent of the injury and any action taken. Most head injuries received at School do not require your child to be collected. This is a precautionary measure in case of any ill-effects later in the evening.

Injuries outside School

If your child has had an injury outside School which may affect him or her during the school day, you should send an email to Sister or the matrons. If your child has been concussed outside of School, (s)he should not play contact sports for the length of time determined by a doctor.

Medical Record

We require the Elstree School Pupil Medical Record to be fully completed for all pupils prior to their arrival, which includes a copy of the original immunisation record. Please make sure that you have returned this to the Registrar or Sister as soon as possible; it is vital we have the information in the event of an accident or illness.

Medication

Sister and Matrons are happy to administer any medication which day pupils and boarders may need during the day. Sister must, however, have a letter of authority from the parent/guardian before any medication, prescription or 'over the counter' medicines, vitamins can be administered. This form is called the 'Parental Permission to Administer Medication' consent form and can be obtained directly from Sister or the Matrons or by email: matron@elstreeschool.org.uk and sister@elstreeschool.org.uk. Without the consent form, no medications can be administered. A full record of the medication, the reason for its use and the times when doses need to be given out, will be kept. No medication from overseas can be administered; we would need to be informed what the medication is so that the UK equivalent can be obtain and prescribed.

If you wish your child to be given medication during the school day, please ensure this is handed by an adult to Sister or the Matrons in her Surgery at Drop Off time in the morning, in its original packaging with the name and dosage clearly marked. Medication will be returned at the end of the day when you collect your child. Should your child become ill during the school day, we will contact you.

Off Games

If your child is off games for any reason, please e-mail the Sister/Matron detailing the reasons for non-participation in the PE or games session. Pupils who are off Games will be appropriately supervised and are expected to work at the School during the games period or outside supporting their team in practice or matches. No pupil who is off games should expect to be allowed to go home.

Every effort will be made to ensure that any child unable to participate in a PE or Games session due to an illness or injury sustained in School is kept comfortable, and dealt with sympathetically and appropriately, whilst parents are informed of the situation.

Policies

There are a range of policies that we have at School that outline the current practice. Below is a list of the policies we hold which are available on request from the School Office:

- Administering of Medicines policy
- First Aid Policy.

Surgery

Surgery can be found on the second floor in the main school building. Our school sick bay (Egypt) is next door, and the matrons' room is located in the same area. This means that children always know where to find one of the medical team at any point during the day. It is made clear to all the children who are boarding where they should go to if they need any medical assistance during the night.

Vaccinations

It is the responsibility of all parents and guardians to ensure that vaccinations are kept up to date and that the dates of these vaccinations are passed on to the Sister in order to keep the school medical records updated.

Reviewed: June 2023

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