



READING BLUE COAT

Medical Policy

1. Overview

Reading Blue Coat has a Medical Department located next to Reception. It is staffed by Nurse Montgomery (Registered General Nurse) and Miss Fagg, (Immediate Care Practitioner, BSc (Hons), Member of the Sports Therapy Association).

The nearest Accident & Emergency is at the Royal Berkshire Hospital, Reading. There are minor injuries units at Townlands Hospital, Henley on Thames and Bracknell Urgent Care Centre, Bracknell.

We aim to staff the Medical Department between the hours of 08:00 to 18:00 Monday to Friday term time only. If for any reason the medical team is absent a Duty First Aider will be on call. There is also medical cover for home matches on Saturdays in autumn and spring terms. Parents of pupils with known medical conditions involved in activities taking place outside these hours must inform the teacher responsible for these activities so that a proper risk assessment may be undertaken.

All new pupils and staff are given information on where to go for help in the event of an accident, or feeling unwell, as part of their induction into the School.

The function of the Medical Department is to care for the pupils and staff of RBC at the onset of injury/illness and while they are on the school premises. It does not provide an alternative to the pupil's GP and therefore in the case of illness/injuries suffered away from school or continuing beyond the date of onset, parents/guardians should seek treatment/advice from the GP/Accident and Emergency Department in the usual way.

2. Illness

Pupils who are unwell should not be brought into School. This request comes not only with the pupil's interest in mind, but also to limit the spread of infection in the School generally. All pupils who have suffered a raised temperature (i.e. greater than 37.6 degrees), diarrhoea or vomiting should not return to school until they have had 48 hours clear of all symptoms.

Pupils who become unwell during the school day should report to the Medical Department where a decision will be made as to whether or not the pupil should go home.

If contacted by the School and informed that their child is unwell parents are expected to arrange for the collection of their child from the School promptly, as School sick bay facilities are limited in this respect.

Staff must follow the same guidelines as pupils and not return to school until they have had 48 hours clear of all symptoms.

3. Medical Conditions

It is the responsibility of all parents/guardians to inform the school of any chronic / ongoing medical conditions or problems (including allergies & dietary requirements) as they occur whilst the pupil is at Reading Blue Coat. This can be done using the RBC Parent Portal where you can update your child's medical record. Please also ensure that your telephone numbers and email addresses appear correctly on the Parent Portal so that we can contact you in the event of an emergency.

Individual 'Health Care Plans' are written in partnership with parents for each pupil with known significant medical conditions, where required. Teachers and Trip Leaders of these pupils are made aware of the medical condition and advised how to respond if an emergency arises.

With short-term / acute medical conditions the medical department and tutors should be informed.

4. Medication

Pupils may not carry any medication on them, apart from emergency asthma inhalers and adrenaline auto-injectors. For both these medications an annual consent form will be generated by the medical team and sent to parents for completion in order for staff to administer medication in an emergency.

The Medical Department keeps a stock of "over the counter" medications, so pupils do not need to bring these into school. For pupils taking specific "prescribed medication for regular or occasional use" (e.g. certain anti-histamine tablets, oral medication, eye and ear drops etc.), parents/guardians should send in a supply of this medication to be stored in the Medical Department for the pupil's use. This must be contained in the original dispensing box with pupil name, dispensing instructions and must also be accompanied by a letter or email from parents/guardians giving consent to administer and clarifying the details of their request. All medicines being brought into school must be delivered to the Medical Department before the start of school, i.e. between 08:00 and 08:40.

Pupils requiring short-term medication (e.g. a course of antibiotics) only need to bring in a "lunch-time dose" if the prescription is for administration more than 3 times per day. Prescriptions for 3 x daily administration can be given at home.

5. Minor Accidents and Incident

If a pupil has a minor accident/incident they must report it to a member of staff. First Aid should be given where appropriate and, if required, the pupil will be directed to attend the Medical Centre. The member of staff witnessing or first made aware of the accident must complete a Pupil Accident Report Form (Enclosure 2). The form must then be passed on to the Medical Department and subsequently to the Second Master, Assistant Bursar and Health & Safety Officer. Parents/guardians will also be informed if required, depending on the situation. A judgement on this will be made by RBC staff.

6. Major Accidents and Incidents

If a pupil has a major accident/incident the Medical team or First Aider assessing and treating the pupil will request someone nearby to call an ambulance. Parents will also be informed. If the pupil needs to be transferred to hospital, they should always be accompanied, either by parents/guardians, or by a member of RBC staff if parents/guardians are likely to be delayed getting to the school.

If a pupil is assessed by medical personnel to require hospital treatment, but their condition does not warrant an ambulance, arrangements will be made to transport the pupil to hospital by a taxi, accompanied by RBC staff.

If a member of staff has an accident they should report to the Medical Centre if treatment is required. They must then fill in a staff accident report form (Enclosure 3) and send it to the Medical Centre. The form is then passed to the Second Master, Assistant Bursar and Health & Safety Officer. The same procedure for getting to hospital applies to staff as for pupils.

In normal circumstances, the decision to call for an ambulance will be taken by a member of the Medical Department or by a qualified First Aider who is attending the injured person. However, if one of the above is not available, for example outside normal hours, the emergency services should be called in the event of a serious injury. The members of staff who hold a First Aid qualification are published on the staff intranet. First Aid boxes are placed in several locations around the School and their contents are checked termly. A list of these locations is at Enclosure 1.

Any pupil or member of staff suffering a dental injury (with no other injuries which require hospital attention) will need to seek treatment through their own dental practice or follow the advice issued by dialling NHS 111.

First Aid bags and Individual Pupil Healthcare Plans are always taken on school trips (See also the Health and Safety Policy: First Aid Boxes). First Aid boxes and minibus boxes are checked termly or if they are used. Trip bags are checked before issue and upon return. Sports first aid bags are checked termly.

The School reports injuries in accordance with RIDDOR¹. The School keeps records of all accidents and injuries and has a procedure in place for ensuring that they are reviewed regularly in order, where possible, to minimise the likelihood of recurrence. (See also the Health and Safety Policy: Reporting of Accidents). The School carries out risk assessments for School activities. (See also the Health and Safety Policy: Risk Assessments)

The School will always contact the parent if their child suffers anything more than a minor injury, or if he/she becomes unwell, needs to go home, or if we have any worries or concerns about his/her health. A record is kept of this contact.

7. School Trips

School Trips are overseen by the Second Master who is the Educational Visits Co-ordinator. School trips within the School day do not require a separate medical consent form. Medical data is provided for trip leaders from our school database, so it is vital you ensure we hold the most up to date information. You can view the information that we hold on your son or daughter via the RBC Parent Portal. For all other trips, parents will be asked to complete a consent form by the School Office. Trip leaders are responsible for identifying pupils on their trip with Individual Healthcare Plans and requesting the plans from the Medical team. All trip leaders must collect a first aid kit from the medical centre prior to departure.

¹ Reporting of Injuries, Diseases and Dangerous Occurrences regulations 2013

8. Requests for absence from PE / Sport for medical reasons

Off Games Requests - As with absence notification, parents should inform the Medical Department of Off Games requests via the Parent Portal, using the 'Leave Request' form. Parents should detail the reason for the request and the date range applicable when required, preferably before 08:00 on the day your child has games. The Medical Team will then update their "Off Games Document" for access by sports and activities staff. Pupils should report straight to their lesson to be registered by the member of staff in charge and do not need to attend the Medical Department unless they need treatment (i.e. pain medication).

Pupils who are "off games" for medical reasons are expected to remain in school until the end of the school day unless they have permission from their Form Tutor to attend a medical appointment. Otherwise arrangements for supervised private study in school are in place during games sessions.

9. Pupils with restricted mobility

From time to time pupils may need to come in to school with restricted mobility such as a leg in plaster. The School has a Disability and Accessibility plan but pupils must be able to navigate the School campus safely and be able to evacuate second floor buildings without using the lifts.

If a pupil is on crutches:

- It is the responsibility of the person issuing crutches (e.g. physiotherapist, GP, hospital staff, etc.) to ensure that the pupil is competent and safe in the use of crutches, both on flat surfaces and on stairs. Pupils should not be sent back to school on crutches unless this training has been given.
- It sometimes takes a few days for pupils to master the technique of using crutches at home before being able to cope with the school campus. In the interests of pupil's safety, they should not return to school until they are able to safely navigate distances and at least two flights of stairs.
- If the pupil is incapacitated to a more significant degree, i.e. they cannot climb or descend stairs or are restricted to a wheel chair, then they cannot access areas of the school safely. Therefore in accordance with the School's Disability and Accessibility Plan the School must carry out a risk assessment and consider what adaption is reasonable. In this case the parent should contact the Medical Department before the pupil returns to initiate an Access Plan via the Assistant Bursar.

Parents/guardians must inform the school's medical team if their child will be coming into school on crutches so a plan can be put in place ahead of their scheduled date of return. This can be done by emailing medical@rbc.org.uk and the pupil's tutor.

10. First Aid Training

Whenever new staff are employed the Deputy Head Staff Development (for Academic Staff) or Human Resources (for Support Staff) will decide whether an individual requires First Aid training. The Medical Centre is then to arrange for the training to take place.

11. Hygiene / Infection Control

Basic hygiene procedures must be followed by staff e.g. use of hand washing or a gel rub before attending to a pupil and between treating each pupil.

Single use disposable gloves (and aprons if available) must be worn when treatment involves blood or body fluids.

Any bodily fluids on the ground must be washed away thoroughly or cleaned up by the caretaker or the cleaning staff. These people have access to body fluid disposal equipment and may be contacted via Reception. No contaminated items should be left lying around

Clinical waste must be disposed of in a yellow clinical waste bag (or if not available be double-bagged) and sealed tightly before placing in the bin. The yellow clinical waste bin is situated outside the Medical Department entrance.

Tissues for single use are placed in every classroom.

For specific hygiene and infection control measures in place for the management of Covid-19 please see Medical Department Covid Operating Procedure.

12. Pitch Side First Aid

Saturday school rugby and football fixtures in the autumn and spring terms are attended pitch side by members of the Medical Department. The Medical Team works alongside sports staff/coaches to provide immediate care at the onset of injury. In cases of concussion, the school implements the Graduated Return to Play policy.

Enclosures

1. Location of First Aid Kits
2. Pupil Accident Report Form
3. Staff Accident Report Form

Related Policies

The School has the following policies that are related to this policy:

- Drugs and Drug-testing Policy
- Health and Safety Policy
- Educational Visits Policy

References

- DCFS "Guidance on First Aid for Schools"
- <http://www.teachernet.gov.uk/doc/4421/GFAS.pdf>
- Education (School Premises) Regulations 1996
- The Education (Independent School Standards) (England) Regulations 2003, S12003/1910
- ISI Regulatory Checklist (0907)

- [http://www.dh.gov.uk/en/Publicationsandstatistics/Publicationsandstatistics/Publications/PublicationsPolicyAndGuidance/DH 4006331](http://www.dh.gov.uk/en/Publicationsandstatistics/Publicationsandstatistics/Publications/PublicationsPolicyAndGuidance/DH_4006331)
- Ofsted "Reference Guide to the key standards in each type of social care service inspected by Ofsted", Reference 080117 of July 2008
- Reporting of Injuries Diseases and Dangerous Occurrences Regulations 1995 <http://www.hse.gov.uk.riddor/report/htm>

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Enclosure 1

Location of First Aid Boxes
Bernard Inge (Foyer)
Boat House
Boat House Vehicle
CCF Office
Chaplaincy (ST1)
Cleaners Shed
Cricket Pavilion
Drama Studio
1. DT Department (Polymer Room)
2. DT Department (Woodwork Room)
3. DT Department (Metalwork Room)
Headmaster Secretary (Lobby)
Grounds Staff Office
IT Department (Foyer)
Kitchens
Maintenance Staff Office
Maintenance Vehicle
Main Reception (Lobby)
Messer Building Lobby (Outside Second Master's Office)
Mini Bus 1-5
Music Block Annex (Outside Walton Room)
Rifle Range
School House (Back Lawn Exit)
Science Block Ground Floor (Foyer/Main Entrance)
Science Block First Floor Foyer (Outside Prep Room)

Sixth Form Common Room
Sports Centre Ground Floor (Outside PE Office)
Sports Centre First Floor (Fitness Suite)
Staff Common Room (Messer)
Swimming Pool
Swimming Pool Plant Room
Way Hall (Foyer)
Library
Richard Aldworth Building Ground Floor (By Main Doors)
Richard Aldworth Building First Floor (Outside Art Department)
Brian Walsh Building (Foyer)

Enclosure 2 – Pupil Accident Report Form

Pupil Accident Report Form			
1	Medical Centre completes	(this area is to be completed by teacher/staff member if incident occurs out of hours, e.g. Trips, or Saturday fixtures)	
	Date of report	<input type="text"/>	
	Date of accident	<input type="text"/>	time: <input type="text"/>
	Student Name	<input type="text"/>	Tutor: <input type="text"/>
	Date of Birth	<input type="text"/>	
	Nature of Injury	<input type="text"/>	
	<input type="text"/>		
2	Member of Staff completes (Staff in charge or discovering)		
	Staff Name	<input type="text"/>	
	Date of accident	<input type="text"/>	time: <input type="text"/>
	Location	<input type="text"/>	
	Activity - details of action taken by staff member:		
	<input type="text"/>		
	<input type="text"/>		
	<i>Staff to email this completed form back to the Medical Centre within 48 hours.</i>		
3	Form returned to Medical Centre		
	Entry of information by Medical Staff		
	<input type="text"/>		
	<input type="text"/>		
	<input type="text"/>		
	Form emailed to:	Assistant Bursar; Second Master; H&S Officer	date: <input type="text"/>
4	The Follow Up (to be completed by the Bursary if required)		
	Possible cause of accident and recommendations to prevent reoccurrence		
	<input type="text"/>		
	Action taken (by whom & target date for completion)		
	<input type="text"/>		
	Notifiable to HSE	yes/no <input type="text"/>	
	Signature	<input type="text"/>	
	Name (in blocks)	<input type="text"/>	
	Position	<input type="text"/>	

Enclosure 3 – Staff Accident Report form

Staff Accident Report Form

1	Medical Staff complete	(this area is to be completed by teacher/staff member if incident occurs out of hours, e.g. Trips, or Saturday fixtures)		
	Date of report	<input style="width: 100%;" type="text"/>		
	Date of accident	<input style="width: 100%;" type="text"/>	time:	<input style="width: 100%;" type="text"/>
	Staff Name	<input style="width: 100%;" type="text"/>		
	Nature of Injury			
2	Member of Staff completes (Staff in charge or discovering)			
	Staff Name	<input style="width: 100%;" type="text"/>		
	Date of accident	<input style="width: 100%;" type="text"/>	time:	<input style="width: 100%;" type="text"/>
	Location	<input style="width: 100%;" type="text"/>		
	Activity + details of action taken by staff member:			
		<i>Staff to email this completed form back to the Medical Centre within 48 hours.</i>		
3	Form returned to Medical Centre			
	Entry of information by Medical Staff			
	Form emailed to:	Assistant Bursar; Second Master; H&S Officer	date:	<input style="width: 100%;" type="text"/>
4	The Follow Up (to be completed by the Bursary if required)			
	Possible cause of accident and recommendations to prevent reoccurrence			
	Action taken (by whom & target date for completion)			
	Notifiable to HSE	yes/no		
	Signature	<input style="width: 100%;" type="text"/>		
	Name (in blocks)	<input style="width: 100%;" type="text"/>		
	Position	<input style="width: 100%;" type="text"/>		