



# Medical Handbook

## Whole School

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### A. KENT COLLEGE MEDICAL POLICY

To be read in conjunction with the Health & Safety Policy

#### 1. PURPOSE

- Its purpose is to ensure that both day and boarding pupils and staff, in both the senior and prep schools, are cared for whilst on the school site. Also to ensure safe practice, as laid down by the Nursing and Midwifery Council, the Royal College of Nursing, the Medical Officers of Schools Association and Kent College and to comply with legislation. Sick Bay is staffed by one full time Sister and one full time Medical Assistant.
- Kent College runs a Sick Bay, which consists of Sister's office and treatment room, (locked when not staffed), 2 dormitories giving 5 beds, a purpose-built toilet with shower and a small kitchen area within the sitting room.

## 2. AIMS

- To clarify procedures and confidentiality.
- To adhere to current standards of care and safe practice.
- To promote the health and welfare of all members of the Kent College Community.
- To comply with legislation which requires a Healthcare policy to be in place to safeguard the children and young adults within the school.

## 3. IMPLEMENTATION OF POLICY

The following are responsible for implementing:

- The Head of Kent College and Kent College Preparatory School
- The School Sister and Medical Assistant
- The School Doctor
- Housemistresses/Housemasters

## 4. The following issues are considered within this policy:

- Confidentiality
- Medical Information
- Medication procedures and consent
- School Doctor, Dentist, and Optician
- School Counsellor/Independent listener
- Illness in school
- Notifiable diseases
- Sick Bay procedures
- Dealing with Medical Emergencies/Crises
- Suspicions of FGM

## 5. CONFIDENTIALITY

- Medical confidentiality as laid down in the Nursing and Midwifery Council Guidelines will be adhered to. (*See page 5*)
- Every person who comes for treatment or advice in the Sick Bay will be treated with strict confidence whether adult or child. The exceptions to this will be as laid out in Section B Confidentiality on page 5.
- With girl's permission details of their care will be shared as required with the boarding staff to ensure the continuation of care and the safety of the students. It is recognised that the house staff are in loco-parentis.

## 6. MEDICAL INFORMATION

- All girls will have a completed Annual Medical Report Update, Medication Consent Form and each term, a Health Declaration. (Prep School girls do not have a Medication Consent Form as parental consent is obtained by telephone on every occasion that medication is required.)
- Details of serious medical conditions and allergies are included on notices kept in the Catering department, staff rooms, PE, Food Technology and Sick bay. All known medical conditions/allergies are included on the medical fields of PASS, to which the teaching staff have access.
- Copies of Boarders' Medical Reports and the Medication Consents will be kept locked in each boarding house for house staff reference.
- All other medical information will be kept locked in the Sick Bay.
- At the end of the school day, a completed boarders' medication sheet will be sent to each boarding house, giving details of any illness and medication that has been given during that day.

- Each weekday a boarding house report will be sent to the Sick Bay by 08:00.
- No medication is to be given on a weekday morning unless the medical staff are informed. No medication is to be given until after supper during the week as per the medication instructions, to ensure that safety is maintained. Girls may obtain medication from the Sick Bay until 16:15. The procedure for giving medication will be followed. (*see pages 9 - 11*)

## **7. MEDICATION PROCEDURES AND CONSENT**

- **Medication.** All medication will be handled as per the Administration of Medication Procedure. (*see pages 9 - 11*). No medication other than those on the Medication Consent Form will be given without parental consent, except own prescribed medication which should be in the original packaging with the girl's name and dose instructions - this should be with a signed letter from the parent/guardian. Training, including required updates, will be given to all members of staff who have a responsibility for giving medication to girls. (OPUS) - Care and Control of Medicines for Care Homes.
- **Medication and Medical Consent on School Trips.** For a day trip consent for administration of paracetamol by a member of staff is included on the medical concerns list. A qualified First Aider must accompany each trip.  
For an overnight stay a medical form for trips must be completed for each girl by a parent/guardian. These are available from the office and list the members of staff accompanying the trip.
- Staff are required to inform Sister before taking girls off site for trips and visits and should take with them a printed medical report detailing allergies and medical conditions for the girls involved.
- Staff required to administer medication, including an EpiPen, will be trained by Sister.

## **8. DOCTOR, DENTIST AND OPTICIAN**

- **School Doctor (School Medical Officer)** The School Doctor is based in Pembury. His name is Dr Peter Lutch, Waterfield House, 186, Henwood Green Road, Pembury, Tunbridge Wells. TN2 4LR Tel: 01892 825488.
- Opening hours, Monday-Friday 08:30-18:00. Mondays until 8pm.
- Out of hour's service provided by On-Call Care, via NHS 111, based at the Cottage Hospital in Tonbridge. Telephone: 111. This is a central call centre. Details will be taken and then someone will ring back if it is felt a girl needs to see a doctor out of hours.
- The surgery will always try to see a girl on the day itself if the medical staff feel it is necessary.
- There is a female Doctor at the practice 4 days a week. Girls may request to see her.
- **Medical appointments** For boarders the medical staff will make appointments for GP and hospital appointments. They will be accompanied by medical staff or with their permission by a housemistress or approved adult. All under 16's are accompanied, by one of the following: medical staff, boarding staff, an older sister. Appointments are usually with the NHS although some parents prefer a private consultation. Due consideration is made to timings but we have to work with the various services.
- **School Dentist** The School Dentist, Mrs Ruth Laslett, is based in Tunbridge Wells at the Hill House Dental Practice, Lonsdale House, 7-9 Lonsdale Gardens, Tunbridge Wells, Kent TN1 1NU. Tel: 01892 525798. Boarders whose parents have provided consent for them to see the School Dentist are given dental examinations at 6 monthly intervals at the School and any necessary routine dental treatment is carried out at the Dental Practice.
- **School Optician** The School Optician, Day Lewis Opticians, is based near Tunbridge Wells at 100 London Road, Southborough, Tunbridge Wells, Kent TN4 0PW. Tel: 01892 535683

## 9. SCHOOL COUNSELLOR

- The School Counsellor is Mrs Sonja Jenkins. Any girl or member of staff may make an appointment to see her. Her diary is kept in the medical centre. She visits the school on a Thursdays and is based in the medical centre. She can be contacted on 01892 750209.
- Appointments are confidential as laid down within the section on confidentiality. If a member of staff has concerns about a girl, they should express these to the medical staff. (*Appendix A*)
- If a girl wishes to see a counsellor outside school the GP may refer if necessary.

## 10. ILLNESS IN SCHOOL

- During the school day the Sick Bay Procedures (*Section J*) must be followed. No girl may remain in the boarding house without the medical staff having been notified and permission given from house staff. Any boarder who is unwell should come to Sick Bay between 08:00-08:30 where she can be assessed by a member of the medical staff and a GP appointment made if required. If a girl is too unwell to leave her bed, the medical staff must be informed by phone and they will visit the girl at the end of early morning surgery.
- Homecare may be advised if a boarder is going to be unwell for more than a few days. Most boarders are well enough to return to their dorm after school. If they are not, every effort will be made to send them home to parent or guardian.
- If this is not possible nursing cover may be required at the discretion of the medical staff. Sister is always available for advice in her mobile phone: 07770 376647. She can come in at her discretion.
- Advice can always be sought from: NHS 111.

## 11. CONTAGIOUS DISEASES

- Any girl who has had diarrhoea and vomiting may not return to school within **48** hours of cessation of symptoms. Boarders will be sent home to parent or guardian. If this is not possible, she will be isolated in Sick Bay and additional cover may be required. Some eye and skin infections are highly contagious and the medical staff may decide that the student should not be in the school. Day Students **will** be sent home if they are too unwell to go to lessons.

## 12. MAJOR ILLNESS

- We will always follow the advice laid down by the School Medical Officer, the Medical Officers of Schools Association Handbook of School Health, the Communicable Disease Surveillance Centre and Public Health England.
- Parents and guardians must inform us of any illness a student has suffered during the holidays before a girl returns to the school environment. A letter from their doctor may be required before a student is allowed to return to the school.

## 13. ACTION PLAN FOR EPIDEMIC IN BOARDING.

- If we experience an outbreak of an infectious disease that involves more boarders than can be accommodated in the Medical Centre the following plan will be put into action by the School Sister in consultation with the School Doctor, the Headmistress and, if required, Public Health England. The dormitories in Hargreaves nearest the Sick Bay will be used and the bathroom in that area.
- The sitting room within the Sick Bay will become a bedroom for the nurse on duty.
- Twenty-four hour cover will be provided using the medical staff, temporary staff that we have used before and agency staff.
- Sister will be on call 24 hours a day via her mobile phone.
- Every effort will be made to send boarders home or to a guardian as advised by the School Doctor, or Consultant.

#### **14. MEDICAL EMERGENCIES**

- The procedure to be followed is contained in the Staff Handbook and a copy is available by each phone. This includes a disclosure of possible pregnancy, severe abdominal pain or the need for emergency contraception, possible head injury, drug overdose/misuse and alcohol intoxication. Sister needs to be informed of any emergency admission to hospital including A&E as soon as possible.

#### **15. BODY FLUID SPILLAGE POLICY**

- Blood and body fluids (e.g. faeces, vomit, saliva, urine, nasal and eye discharge) may contain viruses or bacteria capable of causing disease. It is therefore vital to protect both yourself and others from the risk of cross infection. In order to minimize the risk of transmission of infection both staff and pupils should practice good personal hygiene and be aware of the procedure for dealing with body spillages.
- Please note that the housekeeping staff have the equipment required to deal with such spillages.

#### **16. SCHOOL EMPLOYEES**

- The medical staff are also responsible for medical emergencies relating to staff, whilst staff are on site. They are available for advice to staff, and can administer medication if requested and will conduct any occupational /health risk assessment for pregnant employees. (*Section F Medical Emergencies*).

## B. CONFIDENTIALITY

1. Confidentiality is a fundamental part of the nurse-patient relationship. The Nursing and Midwifery Council (NMC) is responsible for maintaining professional standards. A breach of confidence by a nurse may render them liable to disciplinary proceedings by the NMC.
2. Every school should have a policy that covers the nurse's professional and ethical obligations, including confidentiality (see MOSA's *The Handbook of School Health*, 1999). The nurse has a duty of confidentiality to their patient. This duty is greater than that owed to the school which employs the nurse. The only times when this confidentiality may be breached are if:
  - There is a clear child protection issue as laid down within the school's Child Protection policy
  - The child consents to disclosure in writing, or
  - A court of law requires disclosure, or
  - Disclosure is justified in the public interest
3. In accordance with the school nurse's professional obligations, medical information about girls, regardless of age, will remain confidential. However, it is recognised that on occasions the nurse may liaise with parents or guardians, the head mistress or other academic staff, and that information, ideally with the girl's consent, will be passed on as appropriate. With all medical matters, the nurse will respect a girl's confidence except when, having failed to persuade the girl to give consent to divulgence, the nurse considers it in the girl's best interests, or necessary for the protection of the wider school community, to breach confidence and pass information to a relevant person or body.
4. It should be noted that the duty of confidentiality applies to those under 16 years old as well.

***From: 'Working in Independent and Boarding Schools, Guidance for Nursing Staff'  
Royal College of Nursing***

***'Good Practice in Boarding Schools Boarding Schools' Association***

## C. BOARDERS

### 1. DEALING WITH ACCIDENTS AND EMERGENCIES

- There is a Critical Incident Plan that applies to all members of KC.
- There is an up-to-date list of staff, students, students' next of kin and their contact numbers kept in the office of the Housemistress and in the school office.
- Contact numbers of support agencies and personnel are kept in the offices of the Housemistresses
- Medical Consent Forms signed by parents and Medical Information will be kept in House in a secure place and will be provided by the School Sister.
- An Incident Report format clarifies the roles and functions of personnel in the event of an accident and will be used to record every accident or incident
- Accidents within the House will be covered by a contingency plan and all staff, as well as Sixth Form boarders, will participate in a First Aid Training Course

### 2. ACCIDENTS AND INCIDENTS OF A MORE MINOR NATURE

- In the event of a girl having a minor accident e.g.
- Tripping and falling with grazing and some bruising
- Small burn while cooking
- Incurring minor cuts
- Slight sprain or strain of wrist, ankle

The Duty Staff or a Senior Girl must be called immediately to review the situation and render appropriate first aid. The School Nurse or the School Doctor may be contacted for advice. If the adult in charge decides, after advice, that medical treatment is needed, the girl will be taken to the surgery or to A&E. Girls will be accompanied by an adult who has delegated medical authority to sign for treatment. An Injury Report must be made in the House Incident book indicating the date, time, how the incident occurred and the action taken. A copy of the Injury Report must be sent to the School Health & Safety Officer and School Sister on the next working day. The Accident Book must also be completed.

### 3. SENIOR GIRL

Appropriate first aid may include placing the boarder in a recovery position, applying a clean bandage or towel to the wound, support an injured limb, covering the person to ensure body heat is conserved. No drugs or substance by mouth or injection may be given; help may be given e.g., undoing medication, finding inhaler or Epipen, and aiding the injured boarder to use these. Summoning help and even dialling 999.

### 4. MAJOR ACCIDENTS AND INCIDENTS

- In the event of a girl being involved in one of the following
  - a. Being rendered unconscious
  - b. Incurring serious burns
  - c. Incurring serious cuts or injuries
  - d. Breathing difficulties
  - e. Severe bleeding
  - f. Allergic reaction
  - g. Probable broken limb bone
- The person finding the injured boarder must first summon an ambulance by dialling 999.
- The person finding the injured boarder must then summon the senior member of staff on duty.

- The Headmistress (or School Health & Safety Officer/Deputy Head, or Head of Prep School) must be informed of the name of the pupil, the situation that was found and the hospital to which the pupil has been taken. The boarder must be accompanied by an adult with delegated medical authority or such a person will be called to the hospital.
- In the event of damage to the property or the incident being thought to relate to deficiencies in the property the School Health & Safety Officer must be informed immediately.
- Details must be entered into the Accident Book and passed to the School Nurse and Bursar at the next available opportunity.
- A written report must be prepared by those concerned and passed to the School Health & Safety Officer, School Sister and copied to the Headmistress within 48 hours.
- The School Health & Safety Officer is responsible for notifying the Health and Safety Executive as appropriate.
- First Aid boxes should be well equipped, clearly visible and accessible at all times. The Housemistresses are responsible in conjunction with the School Sister for ensuring that the First Aid boxes are maintained in accordance with the School Policy and that the boarders are aware of their location.

**5. HEALTH MATTERS - see also Administration of Medication procedure**

- A girl who is not well during the school day must report to the School Sister.
- Appointments with doctors or dentists will be made by the School Sister or the Housemistress, as the need arises.
- Boarders may be allowed to return to the House to go to bed on a School Day if recommended to do so by the School Sister, subject to the agreement of the Housemistress on duty.
- Boarders under the age of 16 are not allowed to keep prescribed or non-prescribed medicines in their rooms without the full knowledge and specific permission of the School Sister, except for inhalers and Epipens with piriton. Any other medicines must be handed to the Housemistress/Housemaster or School Sister who will administer them as required as per the Medication Procedure.
- Boarders over 16 must register all drugs, prescription or non-prescription, with Sister and keep them locked in their room. A risk assessment will be completed.
- School Sister will inform House Staff of any illness or medication via a daily "pink sheet".
- House Staff will undertake training on the administering and recording of medication. School Sister to arrange.

**6. The school reserves the right to insist that Sister keeps and dispenses all medication to any girl.**

## D. ALLERGIES

### Care and management of girls with serious allergic reactions

#### Aims

To ensure the health and safety of the girls in our care

#### Precautions

- Allergies are listed on the school PASS database.
- The Catering and Food Technology departments are made aware of all known food allergies by Sister.
- Important notices will be displayed in the Staff Room, Main Offices, Kitchen, Sick Bay, Food Technology and Boarding Houses as appropriate, stating the allergy, the treatment required and a photograph of the girl.

#### Epipen

Having taken advice from the Anaphylaxis campaign organisation, with our site layout it has been decided that the safest place for an **Epipen to be kept is with the girl**. This will be carried with them throughout the day, the only exception being during PE lessons, when they can be given to the member of teaching staff.

The girl may also carry an antihistamine with their Epipen, so they can take it immediately when they have a reaction. This is on condition they keep it with them and do not share it with others.

A spare Epipen should be kept in the main school office when this is available. This is for use if an ambulance takes longer than ten minutes to reach the school.

## E. ADMINISTRATION OF MEDICATION

### 1. TO ENSURE THE SAFE ADMINISTRATION OF ANY MEDICATION REQUIRED BY PUPILS.

- All girls, boarders and day girls must have a signed medication consent form allowing Sister or in the case of boarders (including flexi-boarders) their Housemistress /Housemaster, to give non-prescription medication. No medication may be given without this form.
- We only use the medications that appear on the Homely Medicines Consent List.
- No other member of staff may administer any medication, unless instructed by the child's parent.
- For residential trips, a member of staff may give non-prescription medication if the consent part of the form is completed and signed.
- There will be a medication trail audit for all medicines bought by the school and dispensed by school staff. This will be a record in sickbay and in each boarding house.

### 2. PRESCRIPTION MEDICATION FOR DAY PUPILS

- Prescription medication may only come into school if Sister is informed. A completed consent form signed by the parent, available from our website, or signed letter from the parent must be brought in by the girl.
- If a pupil is over 16 (Lower and Upper Sixth) she may keep the medication with her and take it unsupervised.
- The following conditions apply:
  1. Only the dose required comes into school,
  2. The medication is in the correct container properly labelled, and
  3. The medication is not left unattended.
- Under 16 the medication must be given to Sister. Sister will then dispense it at the correct time:
  1. The medication must be in the correct container, properly labelled.
  2. Only the doses required may come into school.
  3. It must be accompanied by a letter from the parent giving full instructions, including when the last dose was given. NB. Pharmacies will give you a second container for medication if requested.

### 3. PRESCRIPTION MEDICATION FOR BOARDERS

- Sister must be informed of all medication that comes into school for any girl.
- After discussion with Sister, if a pupil is over 16 she may keep the medication with her providing it is kept locked in her cupboard in her dorm, or in her bag which must not be left unattended. A 'Self Administration of Prescribed Medication' must be completed for each pupil (see page 12 ).
- If a pupil is under 16, Sister/ Housemistress / Housemaster will dispense medication at the appropriate times.
- At the weekends or evening, doses will be given out by the Housemistress/Housemaster on instructions from Sister.

#### 4. NON PRESCRIPTION MEDICATION

- Under 16 - As for prescription medication.
- Over 16 - As for prescription medication. Only a small amount may come into school. It must be in a properly labelled container and locked in a locker.

#### 5. CONTROLLED DRUGS

After a risk assessment has been carried out, girls over the age of 16 deemed to be responsible may self-administer a controlled drug, e.g. Ritalin, providing the controlled drugs policy is adhered to. Under this policy, a girl would agree to keep the drug in a locked area provided for them and take it as prescribed. There is no need for double locking.

Should the girl fail to comply with the policy, staff would take over responsibility for administering the drug and it would be kept in the double locked cupboard together with a controlled drug record book for detailing incoming medication and dispensing. Any girls under the age of 16 would have their controlled drugs dispensed by staff.

#### 6. **UNDER NO CIRCUMSTANCES MAY A PUPIL GIVE TO OR SHARE MEDICATION WITH ANOTHER PUPIL OR MEMBER OF STAFF. THIS IS VERY DANGEROUS.**

#### Administration of Medication - Practical procedures for staff

- a) Decide on the choice of medication as to:
  - The symptoms
  - How severe the pain is, etc.
  - Type of pain e.g. period pain
  - Check previous medication given e.g. if they have had Feminax earlier, cannot be given paracetamol until 4 hours later. (Daily sheet from Sick Bay lists who has had medication if girl is a boarder)
- b) Check the student list in the boarding house folder if a boarder, or medication form if on a trip.
- c) Medication Audit Trail:
  - Check the audit sheet for relevant medication and check number of tablets is correct.
  - Document name of student and the number remaining in pack/bottle.
  - Sign each entry.
- d) All the following contain paracetamol so cannot be mixed with each other or ordinary paracetamol: Day Nurse, Night Nurse, Feminax. **Maximum 4 doses per 24 hours.**
  - Therefore it is safer to stick to the same drug for that day to avoid confusion.
  - E.g., if a girl has had Day Nurse then give that again.
- e) Having checked the form in the boarding house folder and decided on the appropriate medication as follows
  - See list of medications.
  - Ask the patient if they have taken anything else today (this is a double check as they may have had their own medication) if so when, (check pink sheet daily return from sickbay if a boarder).
  - Wash hands.
  - Check the instructions on the packet - **the dosage should be age appropriate.** Check the expiry date.
  - Dispense the tablets into the patient's hand-do not touch the tablets. If they are in a bottle put them into the lid and then tip into their hand. If in a blister pack-push the tablets out of the blister into the student's hand.
  - Ask the student to swallow them with water in your view to prevent stock-piling of tablets.

f) Record the following details on the medication/treatment sheet - (*see page 13*)

- Date/Name/Problem/Treatment/Time - then sign it.
- Ensure it has the date on the top.
- This form must be sent to sickbay by 8.00am the following day or email a NIL return, or given to Sister at the end of the trip.

g) If you are unsure please phone Sister 07770 376647.



## SELF ADMINISTRATION OF PRESCRIBED MEDICATION

**This is to verify that \_\_\_\_\_ is deemed able and confident to self-administer her medication as prescribed by her GP or Dentist.**

Name of drug: \_\_\_\_\_

Dose: \_\_\_\_\_

Start date: \_\_\_\_\_

What is the drug for? \_\_\_\_\_

Special instructions: \_\_\_\_\_

\_\_\_\_\_

Duration of medication: \_\_\_\_\_

Cautions: \_\_\_\_\_

\_\_\_\_\_

Review date, if on long term medication: \_\_\_\_\_

**I fully understand how to self-administer my prescribed medication, having had it clearly explained by \_\_\_\_\_**

**I will take it only as prescribed / instructed by my GP and medical staff.**

**I will keep my medication locked away and will not give it to anyone else.**

**I accept that if I do not follow the medication procedure that I may lose the privilege of self-administering.**

Name: \_\_\_\_\_ Signed: \_\_\_\_\_

Date: \_\_\_\_\_

self admin pres med/JD.sgr Feb 2015



## F. MEDICAL EMERGENCIES

### DURING SCHOOL HOURS 8am - 6.30pm

**Sister Sick Bay: 216 or 01892 820216**

**Sister J. Mobile: 07770 376647**

**Sister J. Home: 01892 536156**

#### **AFTER 6.30PM - PLEASE REFER TO EMERGENCY PROCEDURE OUT OF HOURS**

1. Ensure patient is safe.
2. Between 8.00am and 4.15pm, phone Nursing Staff in Sick Bay or on appropriate mobile.
3. After 4.15pm phone Sister Janette on her **mobile**. If there is no reply **LEAVE A MESSAGE ON THE VOICEMAIL** and ask Reception to locate a First Aider to attend the patient.
4. If there is no reply from Sister within 5 minutes, the First Aider must decide the next course of action. Only wait if appropriate to do so.
5. Our doctor is **Dr Lautch** at **Waterfield Surgery, Pembury** on **01892 825488** (8.30am to 6.00pm). Please state that it is concerning a Kent College student.
6. NHS non-emergency advice DIAL111.
7. If the patient's condition is serious **DIAL 999**.
8. Advise Headmistress/School Health & Safety Officer and Sister of actions taken and House Staff if patient is a boarder.

You may need to give instructions on how to get to Kent College. Remember to say which entrance to arrive at (Senior or Prep School).

#### **From Tonbridge**

Follow the signs for the A21 Hastings Road. One mile after joining the A21 on the left-hand side will be found a Shell petrol station. Immediately past this petrol station on the left-hand side will be found a turning, signposted Pembury Walks, Pembury Old Church and Kent College. Take this turning and follow the lane to the end. At the junction turn left into Old Church Road. Pembury Old Church will be found at the dead end of the lane and the entrance to Kent College will be found on the right-hand side.

#### **From Tunbridge Wells**

From the crossroads in the centre of town (Mount Pleasant Road, Church Road and Crescent Road) take the turning into Crescent Road with the Town Hall and Assembly Hall theatre being on the left-hand side. At the roundabout take the third exit into Calverley Park Gardens, signposted Pembury. At the T-junction turn left onto Pembury Road. Follow the signs for Pembury for approximately two miles and proceed straight over two roundabouts, following signs for the A228 Maidstone Road.

Proceed straight over the traffic lights onto the A228( do not turn into Pembury Village). After about a mile, and just before two pedestrian bridges, turn left, signposted Pembury Old Church and Kent College. The school entrance will be found at the end of the lane on the right-hand side.

If the patient needs accident and emergency facilities, these are at the Tunbridge Wells Hospital in Pembury (telephone 01892 823535/0845 155 1000) and ask for advice if required.

In cases where it is not possible to take the patient by car, for example a broken limb, severe head injury or transport is unavailable, **DIAL 999** and ask for an ambulance stating exactly where you are and the nature of the injury. Ensure someone goes to the front of the school to direct the ambulance.

## AFTER SCHOOL HOURS 6.30pm - 8am

NHS non emergency advice: Dial 111

Doctor on call: Dial 111

### **AFTER 8AM - PLEASE REFER TO EMERGENCY PROCEDURE DURING SCHOOL HOURS**

- Ensure patient is safe.
- Call Doctor on call or NHS non emergency advice line 111
- Dial 999 if an emergency
- If you need urgent advice and are unable to obtain this from any other source, please phone Sister on her mobile: **07770 376647 LEAVE A MESSAGE ON VOICEMAIL IF NO ANSWER.**

### **JAMES AND OSBORN**

- If a girl needs to be taken to hospital in the middle of the night, duty staff will have to alert one another and arrangements must be made to call in a second person for 'in house' support.
- If a member of staff needs to be taken to hospital in the middle of the night procedures will depend on whether a husband or partner can take the afflicted house mistress/master or whether this must be done by a third person. Once again one of the duty house staff will have to alert others and make arrangements to call in a second person for 'in house' support.

### **HAWKWELL AND HARGREAVES**

- The same procedures will be in place as for James and Osborn.
- GAP students can be called in for house support as they may operate as cover staff providing that another house mistress is working with them and that they are not left to look after boarders on their own.

### **ADVISE HEADMISTRESS AND SISTER OF ACTIONS TAKEN THE FOLLOWING MORNING**

## G. EATING DISORDERS

### Introduction

Eating disorders in young people are not always about issues with food, but can be a mechanism for coping with emotional distress. Although eating disorders affect both men and women, the school recognises that as a community of young women, eating disorders are an issue which the school must address.

Any girls who are stressed, unhappy or lacking in confidence may be at risk of developing an eating disorder. Triggers may include stress due to exams, problems at home or school. In some cases an eating disorder may be triggered in a vulnerable personality by a period of illness which is accompanied by a period of not eating. It is important for the school to act on any suspicions as soon as possible. Often by the time others recognise that there is an issue, patterns of behaviour are well established.

### Signs of a potential eating disorder

There are a number of indicators which may be noticed either by staff or by friends of the girl in question:

#### *Changes in appearance:*

- Weight loss
- Wearing baggy clothing
- Constantly cold
- Downy hair on face/arms
- Changes in skin/hair condition
- Skipping meals (lots of excuses)
- Avoids eating in public
- Eating low calorie foods
- Calorie counting
- Distorted body image
- Preoccupied with food
- Encourages eating in others
- Excessive, private exercising
- Irregular/cessation of periods

#### *Emotional Changes:*

- May be harder to spot as the girl may feel in control and initially euphoric about weight loss
- Rigid routines
- Becomes withdrawn
- Secretive
- Anxious
- Concentration problems
- Negative self image
- Loss of confidence
- Self Hatred
- Tiredness
- Feeling out of control & lonely
- Mood swings
- Irritability
- 'Black and white' thinking

- Signs may be noticed by a member of staff, or by friends who come to a member of staff to express concern about a friend.

## School Policy

Although it is recognised that each case will need to be handled differently there are a number of recommended actions:

- 1) Report any suspected case to the relevant Housemistress/Housemaster, Senior Tutor, Deputy Head, Assistant Head and School Sister/School Counsellor.
- 2) If disclosure has come from friends, reassure them that they are taken seriously and that action will be taken. It may help to refer them to the Eating Disorders Association website, which has a section for friends of sufferers.
- 3) In consultation with the above, decide who is the most appropriate person to talk to the girl in question. This will vary depending upon the individual. The person who talks to the girl should expect a range of different responses, ranging from denial, to defensiveness and anger. The member of staff should encourage the girl in question to see the School Counsellor, and to visit the Sick Bay, even if only 'to set the school's mind at rest'. Any further medical action would then be followed up by the Medical Staff.
- 4) If a girl's BMI drops below 18 the school reserves the right to exclude the girl until medical advice has been taken, e.g., referral to CAMHS ( Child and Adolescent Mental Health Service) or a Psychiatrist specialising in adolescent mental health.
- 5) Their participation in sporting activities will be on the advice of the healthcare professional (as in 4 above)

## H. FIRST AID POLICY

### Purpose

To ensure that there is good provision for first aid throughout the school and that procedures are understood.

### Procedures

1. If a girl or staff member is taken ill or has an accident then the Nursing Sister should be notified as soon as possible. In the absence of the Nursing Sister, a trained First Aider should be called to treat the patient.
  - a. There should be at least one trained First Aid at Work First Aider for every 50 people on site (including pupils, all adults employed by the school and visitors). With the current numbers in the school, Kent College should have at least 18 trained First Aiders at Work plus as many Emergency Aid in Schools First Aiders as possible during school hours in term time; fewer are required when the number on site is lower, e.g., weekends. A list of First Aiders is available in Reception, Sick Bay and main buildings, and is updated annually.
2. The Nursing Sister is responsible, in discussion with the Headmistresses, for nominating First Aiders and organizing training off-site. All Housemistresses/Housemasters should be trained First Aiders at Work (3 day course).
3. There should be a clearly identifiable First Aid point in each building, with an emergency First Aid kit, and a sign saying who First Aiders are. The equipment kept in the emergency kit will be suitable for the risks identified in that building; the Nursing Sister will be responsible for checking that the first aid kits are replenished regularly and particularly following an incident.
4. The First Aider is responsible for ensuring that the incident is logged in the Accident Book. There are Accident Books located at:
  - Sister's Office
  - Bursary
  - Preparatory School
  - Science
  - Boarding Houses
  - Sports Department
  - Pool
  - Food Technology
5. The First Aider must inform the Health & Safety Officer (the Estates Bursar) if accidents are occurring frequently in any area. Sister should also be informed immediately of any **injury to the head**.
6. The Accident Book must hold the following information:
  - Date, time, place, name and class of injured or ill person.
  - Details of the injury/illness and what first aid has been given.
  - What happened to the person immediately afterwards.
  - Name and signature of the First Aider.
7. For adults, the record must be kept for three years after the event.  
For children, the records must be kept until they reach the age of 25

8. All accidents on school trips should be entered into the Accident Book by the member of staff responsible at the place where the accident took place (e.g., a London theatre) as well as being logged in school records.
9. Kent College is generally a low risk environment, but there are certain areas that are medium risk, such as the Science Labs, Technology and the Swimming Pool. Risk assessments are done in all areas, and these show in more detail those sections of the school where users must be alerted to potential dangers and the procedures to be followed.
10. The teacher in charge of each school trip **must** take the appropriate First Aid kit(s). If there is any first aid incident on the school trip this must be reported to the School Sister immediately on return. All off site trips must be accompanied by at least one adult with a current one day certificate.
11. **Motor Vehicle First Aid Kits**  
The school mini-buses all carry appropriate sized first aid kits. They also carry Vehicle Emergency kits to BS standard 8599-2 appropriate for the maximum number of passengers permitted to be carried.  
  
In the case of a school trip using other modes of transport, e.g., coaches, cars, the appropriate number of Motor Vehicle kits together with first aid kits will be taken.
12. List of First Aiders see Appendix 1.

## I. ALCOHOL RELATED INCIDENTS

### AIM

To ensure the health and safety of the individual boarder and the boarding community as a whole.

If a member of the boarding community returns to school apparently under the influence of alcohol, the housemistress/master or her/his deputy must assess how much they might have consumed. If she is assessed to be well enough to be sent home to parents/guardians house then parents are to be informed and the student may be collected or put in a taxi and sent home or to a guardian at parents expense.

No girl is allowed to be drunk in the boarding house.

Sister must be informed.

If the girl appears very drunk, she must be assessed by a medically qualified person i.e. a doctor at the hospital, in case of alcohol poisoning, as we do not provide a 24 hour medical facility to enable the girl to be admitted for close observation.

No girl should be allowed to go to bed unsupervised by a responsible adult. In severe intoxication, the risks of hypoglycaemia, convulsions, respiratory depression, inhalation of vomit due to suppression of the gag reflexes, all leading to coma and possible death, are very real in adolescents and cannot be underestimated. They do not metabolise alcohol as efficiently as adults.

[See also: Drug Policy - Girls.]

## **J. EMOTIONAL AND SEXUAL HEALTH**

Girls are informed and supported throughout the school , via the PHSCE programme, resilience training and form times with access to the Chaplain, School Counsellor and School Nurse as well as the (teaching) pastoral team.

Sister is available for sexual health information as required/appropriate.

Further guidance is found in the Senior School Sex Education Policy and PSHCE policy.

## K. SICKBAY PROCEDURES

Sickbay is open 8.00am -4.00pm weekdays for boarders who are unwell. It is also for daygirls who become unwell during the school day, until they are well enough to return to lessons or to be collected to go home. Sickbay is usually staffed by Sister and the Medical Assistant.

Surgery times are as follows:

Weekdays:	08.00-08.30	<b><u>Boarders only</u></b>
	10.05-10.25	
	11.45-11.55	
	12.55-13.55	
	16.00-16.10	

Sister endeavours to be in her surgery at the above times, but does have to take boarders for routine appointments and respond to emergencies in both the Senior and Prep Schools as they arise.

- If a girl becomes unwell, report to Sick Bay at the above times.
- A girl should not leave lessons or study periods unless it is urgent and must always ask permission from your teacher. Ask for a note and go to Reception. They will call Sister.
- **She may not stay in Sick Bay without permission.**
- If the girl has been injured, depending on her injuries Sister or another first-aider will be called.
- Reception will know of Sister's whereabouts and will contact her on her mobile phone, 07770 376647.
- If Sister is unavailable, depending on the circumstances, another first-aider may be called, the girl may be allowed to lie down, may be told to return later or be sent home.
- **No girl may phone home to be collected due to illness.** Sister or in her absence the front office will contact parents once the need to do so has been established. If Sister is unavailable permission will be sought from a senior member of staff.
- **No girl may leave school without signing out at reception.**

(A version of this appears in the day and boarding information pack).

Reviewed by Sister: March 2011

Agreed by SLT: May 2011

Approved by Education Committee: May 2011

Approved by Governors: June 2011

Reviewed by Sister: August 2013 and March 2015;

Agreed by SLT:

Approved by Education Committee: October 2015

**FIRST AID AT WORK FIRST AIDERS:**

Anthony Beard	Sarah Fuller*	Andi Linford*	Iris Stafford*
Rachel Boxall*	Joanna Hall*	Georgina Lucy*	Carmel Sutton*
Emily Cliff*	Elizabeth Hayes*	Jonathan Marshall*	Elizabeth Thacker*
Jo Cox	Debra Hopper*	Jane Oliver-Murphy*	Gilly Thorpe*
Arlene Cyster	Glenn Hougham*	Sally Overy*	Jennifer Tobin*
Carol Davidson*	Tendai Karalius	Debbie Sainsbury*	John Watson*
Lindsay Denning*	Anthony Kirk-Burgess	Deborah Saunders	Philippa Webb
Janette Devine*	Sarah Kruschandl	Donna Shepherd*	
Sue Greenhalgh*	Rebecca Leach*	Oliver Snowball	

**EARLY YEARS FIRST AIDERS:**

Stella Beard*	Olivia Fitton-Brown	Kristina Warren
Philippa Dabin	Alison Knapp*	

**EMERGENCY AID FOR PEOPLE WHO WORK IN SCHOOLS FIRST AIDERS:**

Nigel Ashton	Jennifer Glasspool	Sarah Kruschandl	Angela Quigley
Neil Attwood	Marion Gow	Daren Lee	Susannah Rayner
Tim Bailey	Janet Gowen-Smith	Helena Levett	Lorna Roberts
Audrey Belanger	Louise Hallam	Claire Lusher	Kim Russell
Ann Benfield	Melanie Hambleton	Jo Manning	Deborah Saunders
Matt Brown	Gary Hardwick	Pauline Mardon	Irina Scinteie
John Browne	Jimmy Harris	Amanda Masters	Gill Shukla
Sylvia Caird	Joanne Hill	Harry Matthews	Claire Skinner
Julia Chellel	Keir Hoffman	Louise Maule	Nicola Sneddon
Anthea Church	Beverley Hood	Vanessa McVickers	Claire Songhurst
Eva Coddington	Elizabeth Hooper	Barbara Mitchell	Richard Starkey
Aynsley Cowie	Carly Hudson	Claire Mortlock	Deborah Stein
Nicky Denton	Antonia Hutchinson	James Mossman	Sarah Stone
Andrew Dixon	Jeanette Jenkins	Ana Nieto	Kieth Tully
Emma Donovan	Linda Jorden	Cat Noyek	Clare Waller
Martin Edwards	Tendai Karalius	Sophie Percival	Susan Waller
Steve Edwards	Mike Kent-Davis	Robert Preedy	Chris Warrington
Ken Fitzell	Peter Knight	Kate Pusey	Chris Whyld
			Wendy Young Min

**\*denotes defibrillator trained. Ben Allberry & David Middlehurst also defib trained.**

**Copies are available in:** Boarding houses, Bursary, Estates Office, Food Technology, Kitchen, LRC, Marketing, PE Office, Prep School, Reception, School Office, Science, Sickbay, Staff Room, Staff Workrooms (Knowles, Hawkwell & Walker) Swimming Pool, Tilley, Offices of: Headmistress, Deputy Head, Divisional Heads.

### **Protocol for dealing with suspected FGM**

If a student complains of the following signs or symptoms: (not all may be present)

- A girl or woman may have difficulty walking, sitting or standing
- A girl or woman may spend longer than normal in the bathroom or toilet due to difficulties urinating
- A girl may spend long periods of time away from a classroom during the day with bladder or menstrual problems
- A girl or woman may have frequent urinary or menstrual problems
- There may be prolonged or repeated absences from school or college
- A prolonged absence from school or college with noticeable behaviour changes, (e.g., withdrawal or depression) on the girl's return could be an indication that a girl has recently undergone FGM
- A girl or woman may be particularly reluctant to undergo normal medical examinations
- A girl or woman may confide in a professional
- A girl or woman may ask for help but may not be explicit about the problem due to embarrassment or fear

And is a student from a country where FGM is culturally acceptable:

- Give reassurance that she will be treated with great care and thought for dignity and privacy
- Arrange an appointment with the School GP / Nurse at GP practice
- Refer to the Child Protection Policy

SGR/Medical Handbook review January 2015 Draft FGM protocol