



Scarborough College

SICK/INJURED BOARDER POLICY

This policy applies to the boarding community.

Protocol for House Staff: General Illness/Injured Boarders

General Illness

■ School Hours

Pupils who are not well enough to attend school should go to the Medical Centre to be assessed by the School Nurse. Pupils should wear their school uniform and bring appropriate clothes to change into if they are admitted.

The School Nurse will inform the pupil's tutor and reception and a note will be placed in the staff common room so teaching staff are aware the pupil is absent.

Pupils will be discharged at the end of the school day, a summary of care given with general condition of the individual will be sent to house staff via Boarding House communication form.

If a boarder is too ill to attend breakfast and unable to get up to the Medical Centre the duty house staff should bring the pupil to the Medical Centre in their car or arrange transport.

■ Outside School Hours

◆ Evenings

Any pupil that has not been well enough to attend school is restricted to the house once the school day has finished. Provision should be made for a meal or snack if the individual is not able to attend the dining hall for tea. Before settling for the night, each individual must be re-assessed, anyone with a high temperature of 38 degrees and above must be checked every two hours throughout the night, if temperature is not settling. Administer paracetamol every six hours and encourage hourly oral fluids. Remove heavy duvets, replace with cotton sheets and encourage light nightwear. Any medication given should be recorded accordingly. communication treatment, should be recorded on ISAMS. It is the responsibility of the on duty house staff to ensure the School Nurse is informed the following day or the duty staff coming onto duty if over the weekend.

◆ Weekends

Any pupil not well enough to attend breakfast should be left in their room, a drink and toast should be offered mid-morning if no breakfast taken. Pupils should be checked hourly to determine whether their condition has deteriorated or showing signs of improvement. Always ensure the individual has access to unlimited drinking water. Any medication given should be recorded accordingly.

At both lunch and tea if the individual is not able to attend the dining room, provision should be made for a light meal to be brought to the pupil's room.

It is the responsibility of the staff member on duty to ensure that accurate communication is made with the appropriate staff, to ensure that a continuous high standard of care is delivered at all times. It is the responsibility of the on duty staff to ensure the School Nurse is informed the following school day.

■ Vomiting and/or Diarrhoea

If a pupil has acute vomiting and/or diarrhoea they must stay off school for 48 hours as per NHS guidance, where possible they need to be isolated and have the single use of toilet facilities. In school hours the pupil must stay in the Medical Centre. Encourage regular fluids to avoid dehydration and normal diet if possible. Refer to the doctors at Central Healthcare if the pupil has any of the following:-

- ◆ Dehydration (signs in children include passing not urine, a dry mouth and tongue, unresponsiveness, sunken eyes, irritability and confusion), lack of energy.
- ◆ Blood in your stools.
- ◆ Vomiting that continues for more than 2 days.
- ◆ Diarrhoea that does not clear up after 7 days, or
- ◆ If the infection was caught while travelling abroad.

■ Accidents/Minor Injuries

Boarders who have an accident or minor injury in school will be referred to the School Nurse or first aid trained staff for assessment. Out of school hours boarding staff act as responsible parents and should be able to deal with minor injuries using the first aid equipment available. If in doubt staff are to refer to duty staff who is first aid trained or NHS 111/Central Healthcare/accident and emergency department as appropriate. All actions should be recorded, parents and/or Healthcare Practitioner informed as necessary and an accident form should be completed and sent to Health and Safety co-ordinator, by who ever witnessed the accident.

■ Accident and Emergency

◆ School Hours

If a pupil requires assessment at the accident and emergency department the Healthcare Practitioner will escort. Parents and/or house staff will be notified accordingly. In the event the Healthcare Practitioner remains in accident and emergency department past school hours they must contact the house parent directly who will then call member of senior management team to attend accident and emergency department and relieve the Healthcare Practitioner.

◆ Evenings/Weekends

If a boarder attends the accident and emergency department outside school hours or on a weekend duty house staff must contact the senior management team and call to organise suitable cover for the house or an escort to accident and emergency. All information must be recorded appropriately and it is the responsibility of the house parent to ensure the Healthcare Practitioner is informed when she is next on duty and parents/guardians are notified as soon as possible.

If in doubt and further medical reassurance or guidance is required, the following numbers are available to call at any time:-

Central Healthcare – 6 days a week 8:00 a.m. – 20.00 p.m., closed on Sundays

Telephone: 01723 369440

NHS Direct: Telephone: 111

Can be contacted for confidential health advice and information 24 hours a day, 7 days a week, including details of a duty pharmacist.

Staff Training

All boarding staff receives annual update on the administration of medication, record keeping.

All boarding staff should have a basic first aid training certificate and medications management training completed at induction.

Policy Last Reviewed – September 2019



Scarborough College PROTOCOL

School Hours

Pupils who are not well enough to attend school should go to the medical centre to be assessed by the School Nurse. Pupils should wear their school uniform and bring appropriate clothes to change into if they are admitted to the medical centre.

The School Nurse will inform the pupil's tutor and reception and a note will be placed in the staff common room so teaching staff are aware the pupil is absent.

Pupils will be discharged at the end of the school day, a summary of care given with general condition of the individual will be sent to the boarding house staff who is on duty.

If a boarding pupil is too ill to attend breakfast and unable to get up to the Medical Centre the duty house staff should arrange transport up to school, where the School Nurse will admit to the Medical Centre for the day.

Outside School Hours

Evenings

Any pupil that has not been well enough to attend school is restricted to the house once the school day has finished. Provision should be made for a meal/snack if the individual is not able to attend the dining hall for tea. Before settling down for the night, each pupil must be re-assessed, anyone with a high temperature, 38c degrees and above, must be checked every two hours throughout the night, if temperature is not settling. Administer paracetamol every four to six hours, no more than eight in twenty four hours. Encourage hourly oral fluids. Remove heavy duvets, replace with cotton sheets and encourage light nightwear. Any medication given should be recorded accordingly. Treatment should be recorded ISAMS. It is the responsibility of the on duty house staff to ensure the School Nurse is informed when she is next on duty.

Weekends

Any pupil not well enough to attend breakfast should be left in their room, a drink and toast should be offered mid-morning, if no breakfast taken. Pupils should be checked hourly to determine whether their condition has deteriorated or showing signs of improvement. Always ensure the individual has access to unlimited drinking water. Any medication given should be recorded accordingly

At both lunch and tea if the individual is not able to attend the dining room, provision should be made for a light meal to be brought to the pupil's room.

It is the responsibility of the staff member on duty to ensure that accurate communication is made with the appropriate staff, to ensure that a continuous high standard of care is delivered at all times. It is the responsibility of the on duty staff to ensure the School Nurse is informed when she is next on duty.

Vomiting and/or Diarrhoea

If a pupil has vomiting and/or diarrhoea they must stay off school for 48 hours, where possible they need to be isolated and have the single use of toilet facilities. In school hours the pupil must be admitted to the medical centre. Encourage regular fluids to avoid dehydration to replace lost fluid during diarrhoea and/or vomiting. Refer to the doctors at Central Healthcare or NHS 111 urgent if the pupil has any of the following:

- Dehydration - signs in children include no passing of urine, a dry mouth, unresponsiveness, sunken eyes, irritability and confusion.
- Blood in your stools.
- Vomiting that continues for more than 48 hours.
- Diarrhoea that does not clear up after five days, or
- An infection that was caught while travelling abroad.

Accidents/Minor Injuries

Boarders who have an accident or minor injury in school will be referred to the School Nurse or first aid trained staff for assessment. Out of school hours boarding staff act as responsible parents and should be able to deal with minor injuries using first aid equipment available. If in doubt staff should telephone NHS 111 or escort to Accident and Emergency department as appropriate. All actions should be recorded, parents and/or School Nurse informed as necessary and an accident sheet completed and sent to the Health and Safety co-ordinator.

Accident and Emergency

School Hours

If a pupil requires assessment at the accident and emergency department the School Nurse will escort, Reception will be informed. Parents and house staff will be notified accordingly. In the event the School Nurse remains in accident and emergency department past school hours they must contact the house parent directly who will then make arrangements with house staff and then call the senior management team to attend accident and emergency department and relieve the School Nurse.

Evenings/Weekends

If a boarder attends the accident and emergency department outside school hours or on a weekend duty house staff must contact the senior management team on call to organise suitable cover for the house or an escort to accident and emergency. All information must be recorded appropriately and it is the responsibility of the house parent to ensure the School Nurse is informed when she is next on duty and parents/guardians are notified as soon as possible.

If in doubt and further medical reassurance or guidance is required, the following numbers are available to call at any time.

Central Healthcare: Telephone: 01723 369440
Monday – Friday 8.30 a.m. – 20.00 p.m., closed on Sunday

Out of these hours on dialling you will be directed to the out of hour's service.

NHS Direct, telephone: 111

Can be contacted for confidential health advice and information 24 hours a day, 7 days a week, including details of a duty pharmacist.

Staff Training

All boarding staff receives annual training on the administration of medication.

All boarding staff should hold a basic first aid training certificate.

Protocol Last Reviewed – September 2019