

## **Overview of Medical Procedures:**

### **Student Illness**

Students who appear genuinely ill may exit the classroom with a green card and visit the Attendance and Student Welfare Officer (ASWO). Please do not send students for minor complaints and generally they should not be accompanied by another student. No student should ever be out of the classroom without a green card from their teacher.

### The Role of the Attendance and Student Welfare Officer

The Attendance and Student Welfare Officer will make an initial assessment. As no medication will be administered unless they are prescribed by a doctor, the ASWO can:

- Provide water for dehydration
- Check for obvious rashes
- Take a temperature
- Talk to a student to ascertain symptoms
- Apply cold compress
- Apply sticking plasters
- Telephone parents/carers and suggest the student should go home/see a doctor.

The ASWO and representatives are FIRST AID trained, they are not a medical professional. They deal with medical situations in light of their training. Consequently, the expectation is that students will only visit student welfare for a short time, either their issue will be resolved or, if the student is too sick to remain in college, the ASWO will phone home to request permission for the student to go home providing an outline of her concerns. If parents are unable to be contacted but the student is too ill to remain in class, they will stay in the Student Welfare and Personal Coaches Office until able to go home.

### Use of Emergency Services

The ASWO will call an ambulance should there be any concern about a student's immediate health. Parents/Carers will be contacted immediately and asked to come in to college to travel in the ambulance or to meet their child at Casualty. A student will always be accompanied by parent or member of staff (usually the child's Personal Coach) when travelling in an ambulance.

### Head Injuries

#### **All head bumps MUST be noted by the teacher and the parents informed.**

In line with current legislation the school maintains an Accident Register and Log which is kept in the Principal's office. Accidents must be recorded in this Register. Assistance to complete this will be provided by Amanda Curry.

Serious accidents require immediate medical attention and the Medical and Welfare Team will call an ambulance particularly where the incident includes shock or loss of consciousness, no matter how brief. Parents **MUST** be contacted immediately and advised of the action taken and whereabouts of their child.

### **Administration of Medicine**

The Governing Body of the School has approved a policy with regard to the administering of medication. The salient points are:

- Medication should only be taken in school when absolutely necessary and should be left with Medical. No pupil under 16 should be given medication without his or her parents' written consent.
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- A member of staff giving medicine should check:
  - The name of the pupil
  - The written instructions
  - The prescribed dosage
  - The expiry date.

If there is any doubt about anything, checks should be made with parents or health professionals before proceeding.

Responsibilities of Attendance and Student Welfare Officer

Administrative Tasks	Welfare	Daily Responsibilities
<p>Coordinate vision tests, dental checks, BCG vaccinations etc for School Health; inform teaching staff of arrangements. Organise flu jabs for staff.</p> <p>Coordinate training with Borough Schools Nurse for staff regarding emergency administration of adrenaline for allergies and oxygen therapy for asthma.</p> <p>Order first aid supplies.</p> <p>Re-stock school first aid kits. Ensure first aid kits are available for school trips and off-site activities.</p>	<p>Inform Vice-Principal of any child protection or safeguarding issues.</p> <p>Liaise with relevant Personal Coach regarding any student concerns i.e. health, emotional, or if a student is going through a crisis.</p> <p>Liaise with Borough Educational Welfare Officer regarding student health issues relating to absences.</p> <p>Keep student medical information and circulate to Heads of Department for distribution to year teams / departments.</p> <p>Keep waiting list and make appointments for Hounslow Youth Counselling Service.</p>	<p>To offer care and attention to students who are unwell or require first aid. Contact parents if student is unable to remain at College.</p> <p>Administer first aid and medical provision to staff and daytime community users, if required.</p> <p>Keep record in day book of students visiting medical room. Complete Borough Accident form, if necessary.</p> <p>Keep records regarding medication in school.</p> <p>Administer medication to ADHD students.</p> <p>Collect any students from class they have failed to take their daily medication.</p> <p>Provide / supply sanitary ware for female students.</p>



**STUDENTS' MEDICAL NEEDS**

2016 - 2019

**Student Medical Daily Records**

To be completed on spreadsheet by ASWO for each student who visits student welfare.

Date	Name	Form	Comments	Time Returned to Class	Home Time of phone call

