



Marlborough House Vinehall

A REPTON SCHOOL

MEDICAL POLICY FOR MHV SCHOOL

MHV School is welcoming and supportive of pupils with medical conditions. Pupils with medical conditions can enjoy the same opportunities and access to activities as all pupils.

At MHV school all pupils are supported so that they can:

- be healthy
- stay safe
- enjoy and achieve
- make a positive contribution
- be confident to achieve economic wellbeing in their future.

MHV will listen to the views of pupils and parents so that they feel confident in the care they receive from MHV school and are satisfied that their needs are met.

Parents, have prime responsibility for the child's health and should provide the school nurse with all relevant information about their child's medical condition.

Parents at MHV school are asked if their child has any medical conditions on the enrolment form and are aware that if the Medical Form is not completed and returned before the first day of term it may delay their child's start date.

Parents at MHV understand that they should let the school know immediately if their child's medical needs change.

Where medical conditions of pupils at MHV school are serious, adversely affect a child's quality of life and impact on their ability to learn MHV school will make reasonable adjustments. MHV school is committed that all staff understand their duty of care to children and young people and know what to do in the event of an emergency.

MHV understands that all children with the same medical condition will not have the same needs.

MHV recognises that duties in the Children and Families Act relate to children with disability or medical conditions and are anticipatory of their needs.

MHV school is committed to staying connected with a child when they are unable to attend school because of their condition.

Where a child is returning to MHV school following a longer period of absence school will work with East Sussex County to ensure that the child receives the support they need to reintegrate effectively. This could be following a period of hospital, home education or arranged alternative provisions.

MEDICAL PROVISION

Izzie Jendrulek (School RGN) is responsible (with ratification from the Governors) for pupils living with long term medical conditions and the implementation of the individual health care plan IHCP.

The team involved in caring for children with medical conditions:

- The school nurse.
- The school G.P: Oldwood Robertsbridge and Battle surgeries.
- The Houseparent – In loco parentis to boarders. First aid trained. Qualified to administer medicines.
- The Assistant Houseparent – First aid trained. Qualified to administer medicines.
- The Administrators to the Pre-Prep - First Aid Trained. Qualified to administer medicines.
- The school dentist, Nicola Grainge, High Street, Robertsbridge. (For emergencies only).
- The school optician, Barraclough's, Battle. (For emergencies only).

INDIVIDUAL HEALTH CARE PLANS

All children with a medical condition that requires action will have an individual healthcare plan (IHP) have essential and lifesaving information logged and accessible to relevant staff.

Any plan and recent updates should be recorded and agreed between the parents, the pupil and the person completing the plan as well as communicated with relevant staff at MHV school.

If appropriate, the plan will be drawn up with input from the child, relevant school staff, and healthcare professionals, ideally a specialist if the child has one.

Health Care Plans are written and updated by the school nurse and are a stand-alone policy for each child with a medical condition. These issue clear advice as to how to treat the individual child as required.

The Health Care Plans, medication consents are agreed with the parent, with consent to treat, and indemnity signed.

An IHP will detail what care a pupil may need in school, when they need it and who is going to give it.

An individual health care plan and logged information on the use of emergency medication help staff to identify the necessary safety measures to support children with medical needs and ensure that they and others are not put at risk.

It also includes information on the impact any health condition may have on a child's learning, behaviour, or classroom performance.

Staff who need to know about the plan are those staff members who have responsibility for the child during school and hours of activities at the school. Staff receive training and will have access to the plan through the medical SharePoint site.

The Health Care Plans are kept in Dispensary and shared via SharePoint and with relevant teaching staff members.

At the beginning of each term all new children with medical conditions will be discussed with the staff by the School Nurse/Matron, and training given, as necessary.

MHV school will make sure that there is more than one member of staff who has been trained to administer the medication and meet the care needs of an individual child. MHV schools governing body has made sure that there is the appropriate level of insurance and liability cover in place.

Boarders:

Boarders will register with the school Doctor and complete additional forms.

Boarders have their weights and heights checked at the beginning of each term and a record is kept on each child of concern.

ADMINISTRATION OF MEDICINES

MHV school will not give medication (prescription or non-prescription) to a child under 16 without a parent's written consent. (Medical form).

Parents or guardians are required to deliver the prescribed medication to the front office or to a medicine administrator where a consent form is signed.

MHV school staff are not permitted to administer medication if it is not written in clear English. The medication must have the child's full name and date of birth on the packaging. The prescription must

also be written in clear English. International students may sometimes arrive with prescribed medication from abroad in which case an accompanying letter/prescription from the physician (translated into English) must be provided.

MHV school makes sure that all staff providing support to a pupil receive appropriate training. This should be provided by the specialist nurse/school nurse/other suitably qualified healthcare professional and/or the parent. The specialist nurse/ school nurse/other suitably qualified healthcare professional will confirm their competence, and MHV school keeps an up-to date record of all training undertaken and by whom.

Medicines will be stored in a locked cupboard in the dispensary. Routine medicines will be added to a medicine chart, and the child will come to dispensary according to the set times on the medicine chart.

All medicines including those that are 'over the counter medicines' are dispensed as per consent (as per registration form or following updates) and according to the 5 Rs of medicine administration:

Right Patient: Always verify the patient's identity using at least two identifiers, such as their full name and date of birth, and check it against the medication order.

Right Medication (or Drug): Ensure the medication name and strength on the label exactly match the prescription, paying attention to similar-sounding names.

Right Dose: Confirm the dosage is appropriate for the patient and the prescribed amount is measured accurately using the correct equipment.

Right Route: Administer the medication via the method specified in the order (e.g., oral, intravenous, topical), as the route dramatically affects absorption and effectiveness.

Right Time: Give the medication at the correct frequency and time of day, often within a specific time window (e.g., 30 minutes before or after the scheduled time) to maintain therapeutic levels.

Please also see the ADMINISTRATION OF MEDICINES STANDARD OPERATING PROCEDURE AND OTC protocol (appendix 2).

When administering medication, for example pain relief, MHV medicine administrators will check the maximum dosage and when the previous dose was given. Parents will be informed. Medicine administrators will not give a pupil under 16 aspirin unless prescribed by a doctor.

If an incident occurs where a medication error occurs and a pupil misuses their medication, or anyone else's, their parent is informed as soon as possible, and the school's disciplinary procedures are followed where applicable. A significant incident or near miss will be followed by a root cause analysis.

This school securely medication and equipment securely, and all medicine administrators receive training on storage and administration of medicines.

MHV staff will keep controlled drugs stored securely, but accessibly, with only named staff having access. Staff at MHV staff can administer a controlled drug to a pupil once they have completed clinical training (nurse or systems such as Opus).

MHV staff will complete the Controlled drug book upon receipt, administration and return of a controlled drug.

MHV school will store medication that is in date and labelled in its original container, in accordance with its instructions.

All named medications/equipment are returned to the parents at the end of the school term with the exception for emergency adrenaline auto injectors (unless requested). Parents are required to provide new and in-date medication at the start of each term.

MHV school disposes of needles and other sharps in line with local authority procedures.

The School Nurse/Matron ensures that the Dispensary is adequately stocked with medicines, medical supplies, first aid refills and a small supply of OTC pharmacy medicines.

RECORD KEEPING

MHV school makes sure that the pupil's confidentiality is protected.

MHV school seeks permission from parents before sharing any medical information with any other party.

MHV school meets with the pupil (where appropriate), parent, specialist nurse (where appropriate), and relevant healthcare services prior to any overnight or extended day visit to discuss and plan for any extra care requirements that may be needed.

MHV school keeps an accurate record of all medication administered, including the dose, time, date, and supervising staff.

PHYSICAL ACTIVITY

MHV school is committed that the school environment including the physical environment, as well as social, sporting and educational activities are pupil centred.

MHV school is also committed to an accessible physical environment for out-of-school activities as well as involvement in structured, unstructured activities and extended school activities.

MHV school is conscious of potential social problems that pupils with medical conditions may encounter and will use this knowledge, alongside the school's bullying policy, to help prevent and deal with any challenges. PSHE and science lessons provide opportunities to raise awareness of medical conditions to help promote a positive environment.

Physical activity is at MHV school, and all relevant staff makes appropriate adjustments to physical activity sessions to make sure they are accessible to all pupils. This includes out-of-school clubs and team sports.

At MHV school pupils will be discouraged and guided as to take part in activities if they are affected by a relevant medical condition or previous injury.

MHV school will ensure that pupils have the required medication/equipment and snacks with them during physical activity.

Symptoms such as fatigue, lack of concentration, mood changes and behavioural issues may be due to a pupil's medical condition. The school will support pupils with understanding mitigating factors and not penalise pupils with the above symptoms. The school will support the pupil by making reasonable adjustment due to their medical condition.

MHV school will refer pupils with medical conditions who are finding it difficult to keep up educationally to the SENCO who will liaise with the pupil (where appropriate), parent, and the pupil's healthcare professional.

OFF GAMES:

If it is necessary for the pupil to be signed off games or PE due to an injury or systemic infection their parents are required to contact the school office with this information.

Boarders will be added to the off games list by one of the boarding or medical team.

If a child develops an illness or injury during the day, then the School Nurse will issue an off games notification via the current communication IT system.

ALLERGIES

MHV school is actively working towards reducing or eliminating triggers, allergens and health and safety risks.

MHV School staff are informed on medical conditions which includes avoiding/reducing exposure to common triggers. The anaphylaxis log, asthma inhaler log as well as Medical House staff list include the triggers for pupils with asthma, sensitivities, and allergies.

MHV school makes sure that a risk assessment is carried out before any out-of-school visit, including any educational placements. The school nurse reviews and amends these assessments according to the latest medical updates and ensures that staff are confident to address the medical needs of the pupils that attend out of school visits.

Staff on behalf of pupils must carry emergency medication with them during outing, and they should know exactly where to access it at school. This information is shared with staff at inset trainings and can be cross checked on the medical SharePoint site.

Emergency medication/equipment such as EpiPens are readily available at the school front office and are signed in and out for trips.

The catering manager receives a prompt up-to-date list of pupils with dietary requirements and changes.

MHV school reviews all medical emergencies and incidents to improve the health and safety of pupils.

MHV school liaises with all relevant parties including the pupil (where appropriate), parent, school's governing body, all school staff, catering staff, employers, and healthcare professionals to ensure that the policy is planned, implemented, and maintained successfully.

FIRST AID

MHV staff feel confident in knowing what to do in an emergency. The number of staff who have a first aid qualification and/or administration of medicines qualification exceeds recommended numbers per child and area.

The responsibility of First Aid lies with the individual First Aider. All First Aid given need to be recorded on the IT communication system. An accident book is located with the school nurse for accidents that exceed mild interventions such as giving a plaster for superficial cuts.

The boarding team all carry up to date First Aid Certificates, and the school nurse will ensure that the sufficient teaching staff will have first aid training. The training covers using a defibrillator, adrenaline auto-injectors, asthma inhalers, and any other emergency medicine when prescribed for e.g. for seizures or diabetes.

The first response bag, trip bags, and several first aid kits-are kept in dispensary and named locations around the school. First Aid rucksacks for matches and pitch side bags are with the Games department. First aid kits are situated around the school (Appendix 4). It is the responsibility of the member of staff who has used a first aid kit to inform the school nurse of what they have used so that she is able to replace the missing items.

The school has the use of two regularly checked defibrillators available (Pavillion and main building-cellar entrance).

HEAD INJURIES

If a child presents with a head injury their condition will be monitored extremely carefully.

If there are no signs of concussion the child will be sent back to class with head injury advice, and it will be recorded on the current communication IT system as soon as possible. This also notifies the parents with head injury advice.

We follow the RFU 'Return to play after concussion' protocol (Appendix 9)

If the Head Injury occurred during a trip or away match, the supervising games staff member will contact the nurse or school office. The head injury event will be reported and communicated with the parent by including Head Injury advice (forms) either sent with the child (Appendix 5) upon return or followed up by e-mail so that this handover is not missed.

If a child had a bump to the head during an away match or the staff member has reason to believe that a child may be at several different locations during a school day or on the school bus, the child can be given a wristband to clearly signal that a child had a bump to the head.

If a child shows symptoms of concussion all efforts will be made to contact their parents to advise them to take the child to see their G.P or visit A and E. If we cannot contact the parents, the school will ring 111/999 for the child to be triaged.

An incident form will be completed if the child has suffered from concussion.

There are Head Injury Instructions available (Appendix 5).

MINOR ILLNESSES AND SAN ADMISSION

The dispensary is covered 24 hours a day during term time, and an emergency buzzer (outside San 1) can be used to alert the duty person if nobody is in dispensary. Out of hours cover is provided by the houseparent or assistant houseparent.

On admission to the San the child's details will be recorded in the San folder (Appendix 1) and parents contacted.

If the child is local their parents will be contacted with the option to collect them and care for them at home.

If a boarder has a minor illness or has a temperature, they will be cared for in the sanatorium (San).

Parents will be regularly updated with the child's condition throughout their stay in the San.

If a boarder needs to see a doctor an appointment will be made at either Robertsbridge or Battle Surgery.

In an emergency the child will be taken straight to A and E, or an ambulance will be called.

RESPONSIBILITY FOR HANDING OVER AND CONFIDENTIALITY

During handover in Dispensary the medical team must be always aware of confidentiality.

Each member of the medical team needs to read the daily log each shift. The San file and medication chart needs to be reviewed, as necessary.

The Dispensary is no different to any medical room and the children and staff has a right to confidentiality even if this may cause conflict within the team / staff at times.

INFECTON CONTROL

MHV is committed to prevent the spread of infections by ensuring routine immunisation, high standards of personal hygiene and practice, particularly handwashing, and maintaining a clean environment.

MHV School follow the recommendations laid out by the Public Health Agency. We follow the Public Health on Guidance on Infection control in Schools and Other Childcare Settings. (Appendix 6).

Anti-bacterial gel dispensers are outside the Sans and Dispensary and in all the washrooms.

Children will be reminded regularly on the importance of effective hand washing.

Disposable gloves are available in Dispensary and supplied to the Pre-Prep department as required.

Flu vaccinations are offered to each year group on a rolling programme by the NHS East Sussex Immunisation team. This year, years Reception, 1, 2, 3, 4, 5, 6, 7 and 8 are being offered the nasal vaccination.

H.P.V Vaccinations are offered once a year to the Year 8 children and consent forms will be sent to parents by the NHS East Sussex Immunisation Team via the school nurse/school's office.

PROFESSIONAL DEVELOPMENT

The school nurse is obliged to keep a Personal Professional Profile, and it is her responsibility to ensure that she is regularly trained and attends relevant study days.

The school nurse and the medical team must show an elevated level of proficiency in first aid skills including defibrillator, adrenaline auto-injectors, and any equipment relevant to current student medical conditions.

REPORTING OF INCIDENTS

If a child is involved in a serious medical incident an incident form and medical incident report will be completed and a record on the IT communication system will be completed.

Serious incidents will be reported to the Health and Safety Officer who will also see the reported incident statistics each term.

A serious incident at work or that results from the working environment will be reported to RIDDOR.

This policy is regularly reviewed, evaluated, and updated. Updates and Standard operating procedures are produced every year.

In evaluating the policy, this school seeks feedback from key stakeholders including pupils, parents, school healthcare professionals, specialist nurses and other relevant healthcare professionals, school staff, local emergency care services, governors, and the school employer.

References

[NHS England » Medication safety management](#) (Mar 2025)

[Early years foundation stage \(EYFS\) statutory framework - GOV.UK](#)

[Supporting pupils with medical conditions at school - GOV.UK](#)

www.medicalconditionsatschool.org.uk

[My Guardians - Educational Guardianship and UK Guardianship Services](#)

[Types of reportable incidents - HSE](#)

LIST OF APPENDICES

SAN PROTOCOL FOR MHV VINEHALL SCHOOL

1. ADMINISTRATION OF MEDICINES AND OTC protocol*
2. RECORD OF INJURIES AND TREATMENTS RECEIVED*
3. FIRST AID KIT LOCATIONS*
4. HEAD INJURY ADVICE LETTER*
5. "GUIDANCE ON INFECTION CONTROL IN SCHOOLS AND OTHER CHILDCARE SETTINGS"
6. MEDICAL FORM FOR MHV SCHOOL*
7. R.F.U RETURN TO PLAY AFTER CONCUSSION
8. ANAPHYLAXIS AND AUTO INJECTOR LOG*
9. ASTHMA AND INHALER LOG*
10. ASTHMA REVIEW FORM
11. DIETARY AND ALLERGY AND 'NO CONSENT TO CERTAIN MEDICINES' LOG*
12. MEDICAL HOUSE LIST OF PUPILS NURSERY-YEAR 8*

ALL APPENDICES ARE KEPT IN THE DISPENSARY OR ON SHAREPOINT*