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Care of Students who are Unwell Policy



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Document Title:	Care of Students who are Unwell
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Author:	School Nurse
Individuals Involved in Developing the Document:	Deputy Head Teacher Pastoral
Document Purpose:	This procedure describes the process for taking care of students who are unwell
Relevant to:	School Nurse, Guidance Counsellors, House Parents, Host Parents, Emergency Telephone Holders, Accommodation Officer, Head Teacher, Deputy Head Teacher Pastoral/Academics
Related Documents:	<ul style="list-style-type: none">-Health and Safety Policy-Management and Administration of Medicines Policy-Care of Students with Chronic Health Conditions and Disabilities Policy- Public Health England: Guidance on Infection Control in Schools and other Childcare Settings- Devon Health Protection Team; Viral Gastroenteritis (Norovirus) Outbreak Guidance for Schools in Devon
Date Introduced:	30 th June 2016
Date of next review:	September 2021
Change Log (what changes have been made, by who and when):	September 2017 – MBR changed job titles, clarified process for students too ill to attend school. June 2018 – MBR: re-ordering of out-of-hours advice; minor wording changes.



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Care of Students who are unwell

In the event of a student being unwell:

Students are able to summon staff assistance readily and rapidly when ill, day or night

- Ensure Pathway Managers (PM), host parents, house parents, nearest first aider and the emergency telephone holder are easily contactable with effective communication systems
- Ensure all students are aware of telephone number to call in the event of sudden illness
 - New student information
 - New student induction
 - Notice boards in school and in the residences common rooms
 - Information in each of the student rooms

Management of students who report feeling unwell out of school hours:

Following being contacted that a student is unwell the student should be assessed and a decision on the next course of action should be taken:

- If life threatening or an emergency call 999
 - All students are to be accompanied by a member of staff in a taxi or if necessary an ambulance to be seen in hospital
- Administration of homely medicines by those trained to do so
- Contact the NHS out of hours service – call 111
- Contact GP surgery during office hours
- Contact out of hours GP and follow the instructions on the surgery answer machine message

Contact the emergency phone holder at any stage in assessing an unwell student and especially to inform if student needs to go to hospital

Management of students who report feeling unwell during school hours:

Students in Host Families:

- The host parent will encourage the student to attend school to be seen by the school nurse



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- The student will be seen by the school nurse
 - The student will be given homely medicines if required and either be treated in the sick bay or sent to lessons
- In the event of the student being too unwell the host parent will contact the school nurse to report the student is sick
 - The school nurse will see the student in the host family home accompanied by a PM or other member of staff as necessary.
 - The school nurse will assess the sick student, administer homely medicines if required and either bring the student into school or to one of the sick rooms in a staffed boarding residence.
 - The school nurse will discuss with the student and inform the PM's in the event the student needs to be seen by their GP
 - An appointment will be made for the student to see their GP
 - All students under the age of 18 will be accompanied to this appointment by a member of staff
- All consultations with students will be documented by the school nurse and a daily sickness report will be sent confidentially to the PM's and Head of Pastoral Care.

On arrival at the host family home the host parent is required to accompany all students (providing permission has been given by the parents) to a pharmacy to purchase a supply of Paracetamol and throat lozenges or their use when unwell. These medicines need to be securely locked away until required by the student

Students in Residences:

- The house parent will encourage the student to attend school to be seen by the school nurse
 - The student will be seen by the school nurse
 - The student will be given homely medicines if required and either be treated in the sick bay or sent to lessons
- In the event of the student being too unwell, the house parent will contact the school nurse to report the student is sick (via the daily reporting)
 - The school nurse will see the student in the residences accompanied by a PM or other member of staff
 - The school nurse will assess the sick student, administer homely medicines if required and either encourage the student to come into school or authorise absence in residence.
 - The school nurse will discuss with the student and inform the PM's in the event the student needs to be seen by their GP



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- An appointment will be made for the student to see their GP
- All students under the age of 18 will be accompanied to this appointment by a member of staff
- The student will be told not to leave the residences unless attending a Doctor's appointment (over 18's only) or returning to school
- All consultations with students will be documented by the school nurse and a daily sickness report will be sent confidentially to the PM's and Head of Pastoral Care

Management of Sick Students in Residences and Host Families:

- The PM's will inform the host parent/house parent who reported the sickness and the house parent due on the next shift that the student is home unwell
- At the start of their shift (4:30pm) the residence house parent will check the student and keep checking them as necessary throughout their shift.
- The host parent will check the student when able to/on returning home and will keep checking them as necessary
- The house parent will be made aware of any medicines administered to the student
- The house parent may administer homely remedies such as paracetamol , ibuprofen, lemsip, throat lozenges, dioralyte and anti-histamine tablets providing they have been trained to do so
- The students in host families will be encouraged to inform their host parent that they have received medicines in school and following reading the 'Assessment when Dispensing Medicines', the host parent may administer homely remedies on the students request.
- If the students condition deteriorates or the house or host parent is concerned they will contact the emergency telephone holder
- If life threatening or an emergency call 999

Management of students who report feeling unwell whilst at school:

- All students will attend the sick bay if they feel unwell in school
- If an examination of a student requires they remove items of clothing there must be two members of staff present
- All students will have a parental agreement stating whether or not they may receive basic medicines (see medicines policy) and whether or not they can visit a pharmacy to gain further medicine as needed
- Homely medicines will be administered as required and by someone trained to do so
- Alternatively students with parental consent will be advised to visit a pharmacy (outside of lessons) to get further over the counter medication as needed



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- In the event of students being too unwell to return to lesson they will be nursed in the sick bay
- If a student needs to see their GP an appointment will be made for them
 - All students under the age of 18 will be accompanied to the GP by a member of staff
- In the event of an emergency or a life threatening situation call 999
 - All students are to be accompanied by a member of staff in a taxi or if necessary an ambulance to be seen in hospital
 - Inform Head Teacher and Deputy Head Teacher of Pastoral
- The school nurse will inform the PM's of the students location
- All students will have access to toilet facilities
- All students will be made comfortable and will have access to food and water
- All consultations with students will be documented by the school nurse and confidentially filed

Where parental consent is mentioned this refers to students aged 14 up until their 18th birthday

Infectious Diseases/Illness in School:

Infectious diseases occur naturally and commonly in school settings. This is a result of the degree of close contact between students and staff, and the difficulties in maintaining a perfect state of hygiene

Outbreaks of infection may lead to disruption of the school routine and costly control measures

- Where possible the school will prevent the increase in an outbreak of infection into the school and limit its spread
- Following advice from Public Health England and NHS UK; in order to prevent the spread of gastro-enteritis illness, all students and staff **must** stay at home or be isolated for 48hours after their last episode of vomiting and/or diarrhea
- If an infectious disease is present at school (2 or more linked cases)the school nurse will inform the Head Teacher and Deputy Head Teacher and the local Health Protection Unit should be contacted so that appropriate control measures can be discussed

Care of students with Vomiting and Diarrhoea (Gastro-enteritis/Norovirus)

- Students in residences need to be isolated in single rooms with their own bathroom facilities, towels, cutlery and utensils
- Students in host families should be isolated in single rooms where possible and given their own supply of towels, cutlery and utensils
- Students must not be in close contact with other students



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- Students need to ensure they wash their hands frequently and thoroughly with soap and water and especially after using the toilet and before preparing food
- All students **must not** return to school until 48 hours has passed since their last episode of vomiting and/or diarrhoea
- Students who fall ill with vomiting and diarrhoea in school should be sent home where possible or nursed in the sick bay until the end of the day
 - Students being nursed in the sick bay will have their own hand washing and toilet facilities
 - Any contaminated waste in school will be disposed of in a yellow bag for incineration
 - All linen will be changed daily and washed on a high temperature
 - All treatment given by the school nurse will be documented in the students medical notes
 - The school nurse will inform the host parent and house parent about the students illness and advice will be given about the care of the student when at home
- In the event of a serious outbreak where more accommodation may be required for isolation of students, a contingency plan would be made, whereby other isolated accommodation would be located and staffed. This decision would be made by the Head Teacher

Please refer to: Public Health England – ‘Guidance on Infection Control in Schools and other Childcare Settings’ for a full list of infectious and notifiable diseases

Please also refer to:

The Health and Safety Policy, the Management and Administration of Medicines Policy and Care of Students with Chronic Health Conditions and Disabilities Policy

References:

NHS UK: www.nhs.uk

Public Health England: Guidance on Infection Control in Schools and other Childcare Settings
www.gov.uk

Devon Health Protection Team; Viral Gastro-enteritis (Norovirus) Outbreak Guidance for Schools in Devon