



مدرسة الكويت الانجليزية
KUWAIT ENGLISH SCHOOL

Medical Procedure Policy

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Medical Procedure Policy

Aims

The aims of our Medical Procedure Policy are to:

- Ensure the health and safety of all staff, pupils and visitors
- Ensure that all staff are aware of their responsibilities with regards to health
- Provide a framework for responding to an incident and recording and reporting the outcomes

Serious Trauma and Medical Emergencies

Serious trauma includes:

- Head injury associated with loss of consciousness
- Any possible spinal injury
- Bleeding
- Fracture
- Any major incision, laceration or puncture wound
- Foreign body either ingested or embedded
- Poisoning
- Major burns

Medical emergencies include:

- Anaphylaxis (severe allergic reaction)
- Any pyrexia (elevation of temperature) which is accompanied by headache, neck stiffness, vomiting or abdominal pain i.e. suspected meningitis
- Fainting, loss of consciousness
- Low BP, chest pains
- Severe asthma attack
- Convulsion
- Hypoglycemia (low blood sugar) / Hyperglycemia (high blood sugar)

In the event of a child or member of staff suffering from any of the above the school will take the following action.

1. The School Nurse/s will immediately inform a member of the Whole School Leadership Team.
2. The WSLT member will arrange for an ambulance to be called. (Tel: 112)

3. The WSLT member will contact the casualty's parents (or next of kin) who should go directly to the hospital.
4. The Nurses' responsibilities are to assess the situation and provide the necessary First Aid to all injuries sustained. Unless in imminent danger, the casualty will not be moved and the Nurse/s will continue to monitor the situation, until the transportation is arranged. If there are any doubts to the nature of the injury, the Nurse/s will use their medical judgment as to whether she suspects a fracture
5. A member of the WSLT will accompany the patient to the hospital and await arrival of parents (or next of kin).
6. The Nurse will remain in contact with the WSLT who will update the parents accordingly
7. The Nurse will complete a Child Incident Report on immediate return to School. A copy will be provided to the Head Teacher and class teacher. Following a member of staff being taken to the hospital an Incident Report form should be submitted to the Head Teacher for that department.

Minor Trauma and Minor Medical Episodes

Minor trauma includes:

1. Head injury with or without scalp wound.
2. In the event of a pupil receiving a head injury the nurse will
3. Assess conscious level
4. Control any bleeding/clean wound as appropriate
5. Record heart rate, respiration and pupil reaction
6. Observe for headache, sensitivity to light, memory loss, agitation, loss of concentration, lethargy, tiredness and dizziness

Minor medical episodes include:

- Pyrexia (elevation of temperature)
- Diarrhea
- Vomiting

In the event of a child or member of staff suffering from any of the above the school will take the following action.

1. The School Nurse/s will contact the parents (or guardian) who should collect the casualty from the Clinic and notify the class teacher
2. The Nurse/s will provide the appropriate First Aid, administer appropriate medication e.g., antipyretic/analgesic (Panadol) providing there is parental consent. (The protocol of administering medication should be adhered to).
3. Paracetamol does not cure infection, in adults paracetamol should be given for aches and pains associated with flu. Antipyretic agents should be considered in children

with fever who appear to be in distress and unwell. They should not routinely be used with the sole intention of reducing temperature.

4. The incident/episode and the treatment/medication administered will be recorded against the child's record in the Medical Log Book, iSAMS or on 3sys.
5. In the case of the injuries above, the parents (or guardian) will be advised to seek a medical opinion as soon as possible.
6. In the case of head injuries (whether major or minor), parents should be notified in writing, advising them of the incident and the aftercare of head injury. Written information to be sent home with pupil
7. In the case of injuries whether major or minor if a pupil needs to be sent home, the Nurse will notify the class/form tutor.

Any other Minor Injury/Aliments

1. These may be treated as appropriate by the Nurse, providing there is parental consent -Temperature is only a guide, clinically if the child appears sick and weak the child should be sent home.
2. Parents will be advised of any action taken i.e. administration of First Aid or Medicine. NB Unless underlying medical conditions make it necessary, parents will not be informed if their child has visited the school nurse for the following reasons;
 - small bruises
 - falls and trips resulting in no injury
 - grazes requiring minimal treatment (ie, graze cleaned and plaster applied)
 - small cuts to hands and knees and other body parts, excluding the head
 - temperature check with no fever recorded
 - visits to the nurses room with no treatment necessary

Unwell or Injured child at school

To limit unnecessary visits to the Nurse/s, children must have a pass showing that the teacher has given permission to go during lesson times.

School Trips

First aid bags will be provided by the Nurse/s for school trips. If a child with special medical needs, (eg Diabetes, severe allergy, asthma) is attending then the Nurse/s will liaise with both parents and staff to discuss how the child's condition will be managed whilst off the school premises.

Nut free zone

We are a **nut free zone** and children are not allowed any nut products in their snack at any time, as we have children with severe allergies to nuts



Staff Health

The Nurse/s will provide nursing care as appropriate to unwell staff. The nurse/s should hold a list of staff with medical conditions

Medical Equipment

The Nurse/s will ensure all medical equipment (Oxygen, thermometer, AED, height/weight BP apparatus, blood sugar testing) are in good working order and are maintained as per manufacturer's instructions.

Administration of prescribed only medication

Periodically, individually prescribed drugs may be required to be administered by the Nurse/s. This should only be done if there are clear, written instructions by parents giving the name/class of the child, name of medicine, dosage, date and time the medication should be given and the parent's signature. The nurse at the end of the day will return the medicine to the teacher or the parents.

Regarding requests for the school nurse to administer medicine to pupils in the school - any antibiotics or panadol, parents should provide the school nurse a note from the doctor stating that their child is fit to attend school.

Verbal instructions are insufficient; if a parent calls with instructions they will be asked to visit the Nurses' Clinic and sign to acknowledge ultimate responsibility regarding this medication.

Any eye drops/ointment, nose drops or ear drops are considered to be in this category and the above policy applies.

Any medicines administered by the Nurse will be logged and the following information recorded in the Medical Centre section of the MIS:

- Name / Class of child
- Name of medicine
- Dosage
- Date and time the medicine was given
- Name of the administering Nurse