

## Health Policy and Procedures

### Our Mission Statement

In a friendly, safe and supportive environment we challenge and inspire each other to maximise our potential. We nurture lifelong learners with the will to have a positive impact on the world.

### Aims

- To provide clear guidance for staff, pupils and parents on the procedures within school for promoting and safeguarding Healthy Lifestyles and Well-Being in the Primary School.
- Ensure that all staff know that they have a duty of care to intervene in the case of student illness or injury, where necessary

The procedures contain information on the following:

- Health Information Sheet
- School Physical Education / Design Technology Medical Certificate Information Form
- Canteen Provision
- First Aid / Illness Provision
- Off-Site Activities
- Health Checks
- Specific Conditions
- Notifiable Diseases
- Qualified First-Aiders

### Health Information Sheet

The Health Information Sheet has been designed to collect relevant information regarding students' health and contact details in the event of illness or emergency occurring during the school day. This information needs to be updated each school year.

At the beginning of June each year the school will send new forms to parents of all current students. Parents will be required to return the completed forms before the 1<sup>st</sup> July. During the summer break the administrative staff will collate the forms and inform the Head of Primary/Secondary of all students where there is a health need or concern. The forms will be copied and one copy filed in the Student Health Information Files and the other in the Student's Individual Personal Record File. All personal information will be stored in locked filing cabinets.

For new students to the school the Health Information Sheet will be sent out with the information packs and parents will be required to complete this before students are admitted. Information on new students will be added to the sheets completed in September. All new student information will be passed on to the Head of Primary/Secondary prior to the child starting.

If any Health Form is returned indicating any allergies or health concerns which require regular medication a form will be sent to parents and a meeting arranged with the school doctor to discuss the condition and complete and sign the form.

The confidential information can only be accessed by the following people:

- Personnel and Student Information Manager
- Student Support Coordinators
- Secondary Grade Coordinators
- Head of Primary
- Head of Secondary
- Principal

They are responsible for ensuring that information relating to an individual student's specific medical conditions and the actions needed to be taken are known by staff on a 'need to know' basis. **No information relating to student health, behaviour or well-being will be passed on to others by email.**

Once a student has left the school or an updated form has been received the old forms will be destroyed.

### **School Physical Education / Sporting Activity / Design Technology / Medical Certificate information Form**

All students who will be participating in physical education/sporting activities/design technology must bring a medical certificate signed by the family doctor practising in France. This certificate must be renewed at the beginning of each school year.

In June each year new forms will be sent to parents and request that these forms be returned to school by the 21<sup>st</sup> August. These should be returned by mid-August. By the first day of the new school year the administrative staff will check that all forms have been returned. Where a form is missing a reminder letter will be sent to parents with a duplicate form and the parents informed that until the form is completed the student will not be permitted to participate in PE, Sporting Activities or DT. The forms will be copied and one copy filed in the Student Health Information Files and the other in the student's individual personal record file, all personal information will be stored in locked filing cabinets.

### **Canteen Provision**

On receipt of the completed medical form the school will contact any parents who have indicated that their child has a food allergy or intolerance and arrange for a further form to be completed. Before the start of the new school year the school will arrange an appointment between the canteen providers, the school doctor, parents and the Head of Primary/Secondary. Parents will be required to provide completed forms and the necessary documentation from their family doctor. Once the PAI is completed Secondary Staff will be informed of the children who require special arrangements in the canteen. Parents should also ensure that children are aware of their allergy or intolerance and to inform staff if they have any concern about what they are eating.

### **First Aid / Illness Provision**

#### Primary

In the event of a student informing a member of staff that they are feeling unwell they will be sent to reception, accompanied by another student or adult. The member of staff on reception will decide if the child should be sent home and inform the Head of Primary.

In the event that a student needs to be sent home due to health concerns the EC2 receptionist will contact the parents, inform them of the problem and request that the child is collected. In the event of a significant injury the EC2 receptionist will request information from the member of staff bringing the child to the first aid room and then complete a brief record of the injury and the circumstances surrounding it. If necessary the EC2 Receptionist will request further information from other teaching staff.

In the case of injury at lunch or break times the designated first aider / member of staff on duty will provide first aid in the playground. A first aid kit will be taken outside each break time. In all cases the member of staff dealing with an injury will check that the child did not hit his/her head and also check that there is no visible head injury. Any child who needs more significant treatment should be sent in to the EC2 reception. The EC2 receptionist will complete a record of any significant accidents / injuries in the School Accident / Injury Book.

### Secondary

In the event of a student informing the teacher that they are feeling unwell and not able to participate in the lesson the teacher will send the student to their Grade Coordinator who will decide whether the student is ill enough to go home. The teacher will decide if it is necessary to send another student to accompany the ill student. The Grade Coordinator will give permission by writing in the Student Planner which the student will take to Reception and the member of staff on duty will telephone parents or the person designated as the emergency contact. Students will be asked to either sit on the sofa or wait in the Medical Room until collected.

Students feeling ill in break or lunch times should see their Grade Coordinator.

Students who are unwell are not permitted to leave school unless they have their Student Communication Notebook signed by their Grade Coordinator, Head of Secondary or Principal.

### All students

If a student is injured during a lesson, providing they are able, they should be sent to the EC1/EC2 reception accompanied by another student, if the teacher thinks it is necessary. The member of staff on duty at reception will treat the injury.

If a student is injured during a lesson and is not fit enough to go to reception then the teacher should remain with the injured student and send another student to quickly seek help.

In the case of minor head injury the First Aider should in addition to providing first aid ensure that the class teacher is informed. The teacher should monitor the child every half hour; ensure that the parents are informed and are asked to be vigilant and aware of signs like sleepiness.

If a child is sent home from school with a sickness or diarrhea bug then parents will be required to keep their child at home for forty eight hours after they have stopped the sickness or diarrhea. This also applies if the school has been informed that the reason for absence is sickness or diarrhea.

The only circumstance in which the School can administer medication is if any student is showing signs of a fever. His/her temperature will be taken and if 38.5°C or more, then in line with advice from the School Doctor, Doliprane (in powder form at the appropriate dose for the age of child) will be

administered. Parents will be contacted immediately, asked to collect their child and informed that Doliprane has been given.

If a student has vomited then this should be reported to the member of staff on duty at Reception who will arrange for an available member of the site staff to come and clean it up.

Any member of staff dealing with blood or other bodily fluids must wear protective gloves, available in the First Aid Room / first aid kit.

### Off-Site-Activities

The school policy for Off-Site-Activities will be followed at all times and all accompanying staff made aware of the health related procedures.

In order to comply with School Policy the Teacher-in-Charge will, prior to the visit, undertake risk assessment for all off-site activities and build into the arrangements appropriate preventative and protective measures which may include:-

- ensuring sufficient supervising / accompanying adults to deal with an incident and care for the rest of the group. No student or group of students will be taken on a visit by a single adult.
- selection of personnel with specific competences e.g. ability to administer an injection
- provision of training and/or information
- arrangements for First Aid which would include First Aid equipment sufficient for the activity, any pupil medication together with written parental consent and instructions for the medication
- appropriate briefing of students regarding standards of behaviour required and instructions to observe
- ensuring that all accompanying adults have read all risk assessments and confirmed in writing that they have been read and understood.

### Health Checks

At the beginning of each academic year the School Doctor will liaise with the school and set up his/her programme of visits. The Student Support Coordinators will liaise with teachers and then inform the Head of Primary/Secondary if any students have medical, hearing or sight concerns.

The school will arrange any necessary school-based medical checks and the Doctor will complete health checks. For other health related matters the School will advise parents to see their own family doctor.

Parents will be informed of the appointment day and time and requested to complete the Medical Check Form. Parents will be offered the opportunity to attend the appointment with their child.

The administrative staff will prepare student records for the Doctor to review and file any reports including the *dossier medical* from the Doctor following the medical.

At the end of each visit the Doctor will liaise with the Head of Primary/Secondary and inform him/her of any concerns. Relevant information will be passed on to other staff as appropriate and where necessary, for discussion of any issues arising from the medical which could affect a student's learning or well-being.

### Specific Conditions

### **Asthma**

Parents will be asked to provide information about asthma annually on the Health Information Sheet. If a parent informs school that a child suffers from asthma then the following will apply:

- For serious cases the Head of Primary/Grade Coordinator will meet with parents to establish the frequency of medication and check that the child is able to self-administer where applicable.
- Students will carry their asthma medication at all times including PE lessons. No student identified as having asthma will be permitted to go swimming without their medication.
- Parents will be asked to supply the school with a named inhaler or the prescribed medication and in all cases a copy of the prescription.
- Staff will be informed that they should ensure that they are aware of the actions to take in the event a child in their class suffering an asthma attack.

### **Diabetes**

If a child is diagnosed as having diabetes or information is provided on the initial health form then the following will apply:

- A meeting will be arranged between the parents, student, if appropriate, the Secondary Grade Coordinator, the Head of School and the School Doctor to review and establish the protocol as prescribed by the specialist doctor.
- The Grade Coordinator will ensure that all members of staff are aware of the details and what actions to take to support the child.
- The child will keep necessary snacks, drinks etc both in their classroom and in the medical room.
- In the event of a child being identified as having a condition that could require an injection the School Doctor will train at least three members of the school staff in the procedures to use.

### **Head Lice**

In the event that a child is identified as having head lice the class teacher will speak discreetly to parents and ask that the child be treated and inform parents that advice can be sought from a pharmacy or their doctor.

At IST we will not target individual children or classes and if information is sent out to parents it will be sent to all classes.

### **Notifiable Diseases**

It is necessary in France to notify the School and the School Doctor if students contract certain diseases or conditions such as:-

- Scarletina (Scarlet Fever) (Scarlatine)
- Measles (Rougeole)
- Malaria (Paludisme)
- TB (Tuberculose)
- Mumps (Oreillons)
- Chickenpox (Varicelle)
- Threadworm
- Head lice (Poux)
- Conjunctivitis

For a complete list of all notifiable diseases in France please see [www.invs.sante.fr](http://www.invs.sante.fr)

In the event that a family doctor informs the school that a child has one of the above diseases the school will inform the rest of the parents and the School Doctor if he/she is not the Family Doctor.

### Qualified First-Aiders

The school will keep a list of qualified First Aiders and update this on an annual basis in September each year.

The Facilities Manager will liaise with the Principal to establish if First Aid courses need to be organised and all staff are offered the opportunity to update or gain their qualification.

The contents of first aid kits will be agreed with the School Doctor and the Facilities Manager on an annual basis. The EC1/EC2 receptionist will be responsible for keeping the first aid packs fully resourced.

<b>Responsibility:</b>	School Leadership Group
<b>Audience:</b>	All Staff
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