

Policy



Unwell Policy for Boarders

*Nurturing today's young people,
Inspiring tomorrow's exemplary citizens*



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SECTION 1 – INTRODUCTION

The school has, and implements effectively, appropriate policies for the care of boarders who are unwell and ensures that the physical and mental health, and emotional wellbeing of boarders is promoted. These include first aid, care of those with chronic conditions and disabilities, dealing with medical emergencies and the use of household remedies.

Suitable accommodation, including toilet and washing facilities, is provided in order to cater for the needs of boarding pupils who are sick or injured. The accommodation is adequately staffed by appropriately qualified personnel, adequately separated from other boarders and provides separate accommodation for boarders where this is necessary.

In addition to any provision on site, boarders have access to local medical, dental, optometric and other specialist services or provision as necessary.

All medication is safely and securely stored and proper records are kept of its administration. Prescribed medicines are given only to the boarders to whom they are prescribed. Boarders allowed to self-medicate are assessed as sufficiently responsible to do so.

The confidentiality and rights of boarders as patients are appropriately respected. This includes the right of a boarder deemed to be “Gillick Competent” to give or withhold consent for his/her own treatment.

SECTION 2 – HEALTH CHECKS

On admission boarders' parents are asked to complete a questionnaire about the pupils past medical history. They are asked to sign to give consent for investigations and treatment to be carried out at the doctor's discretion.

SECTION 3 – PARENTAL CONSENT

Parents are requested to provide written consent for the administration of First Aid and medical treatment before pupils are admitted to the School. It is also revised regularly through medical questionnaires, at least once a year.



SECTION 4 – PRESCRIBED MEDICATION

All medication should be **administered from the Medical Room for the safety of all**. However, the medication must be prescribed only for that individual and must be clearly labelled with all statutory requirements met. Only staff who have received training in administering medication may do so.

SECTION 5 – NON-PRESCRIBED MEDICATION

Non-prescription medications that may be kept in the Medical Room are: Paracetamol, simple linctus, Cetirizine, Saline eye wash, Antisan, and TCP. Separate consent must be obtained from parent/guardian for the administration of antihistamines for hay fever sufferers. **No students/parents are allowed to bring medication from home. No medication from overseas will be accepted under any circumstances.**

SECTION 6 – STORAGE

Medication will be stored in a **locked Medical cupboard** in the Medical Room or those that need to be refrigerated will be in a **locked fridge** in the medical room. Prescribed medication will be stored separately inside the locked medical cupboard.

SECTION 7 – PRESCRIBED MEDICINE ADMINISTRATION PROCEDURE

- The member of staff will announce that medication is to be dispensed and that all students on medication should arrive at the Medical room.
- The pupil's name and date of birth and the expiry date will be checked against the medicine.
- An allergy history will be obtained.
- The member of staff should record the name and dose of the medication, the time and date and the person administering the medication.
- If a child refuses, the staff has no power of enforcement.
- Once the medication is dispensed, the student should be reminded of the time for their next dose and the medication should be returned to the secure cabinet.

The onus is on the child to come to the Medical Room at the appropriate time. The parents will be notified if a child refuses in the best interests of that child. Emergency services will be called if a refusal compromises a child's safety.



SECTION 8 – SELF-MEDICATION, PRESCRIBED SHAMPOOS & CREAMS AND INHALERS

Some medication, such as inhalers or epipens, will need to be with students at all times for use in an emergency.

Others, such as prescribed shampoo and creams may be kept by the student for personal use.

SECTION 9 – CHRONIC ILLNESS MANAGEMENT

Chronic illnesses are those conditions which in most cases cannot be cured and are controlled with drugs and other treatment, these are often life-long and limiting in terms of quality of life. These conditions develop slowly and their onset time ranges from before birth to late in life. Some examples include diabetes, epilepsy, asthma and anaphylaxis etc.

Our medical staff are pleased to work and support families and pupils suffering from chronic illnesses and hope for them to achieve independence and self-management. Individual health care plans will be drawn up, working closely with the pupil, health professionals and the family and reviewed every year, or whenever there is any significant change to the child's condition or treatment.

The health care plans can be found in the medical room; these will be referred to in the event of an emergency where additional information can be found on what sort of support the pupil needs. The incident will be recorded and parents will be informed as soon as possible.

SECTION 10 – ARRANGEMENTS FOR OFF-SITE ACTIVITIES AND TRIPS

A full first aid box should always be taken on School outings. At least one qualified first aider will be on all school trips. Children who have asthma should take their inhalers with them.

If the trip involves external caterers, phone ahead to arrange gluten free meals and to avoid allergy food items.

SECTION 11 – WHAT IS FIRST AID

"First Aid" means the treatment of minor injuries which do not need treatment by a medical practitioner or nurse as well as treatment of more serious injuries prior to assistance from a medical practitioner or nurse for the purpose of preserving life and minimising the consequences of injury or illness. For the avoidance of doubt, First Aid does not include giving any tablets or medicines, the only exception being giving aspirin in accordance with accepted first aid practice to treat a suspected heart attack.

SECTION 12 – WHO ARE THE FIRST AIDERS

A member of staff who has completed a First Aid course and holds a valid certificate of competence in First Aid at Work (FAW) or Emergency First Aid at Work (EFAW). A list of qualified First Aiders is displayed throughout the school and include:

<u>NAME</u>	<u>TRAINING</u>	
MI Luqman Amla	<ol style="list-style-type: none"> 1. Emergency paediatric first aid & emergency first aid at work 2. Administration of Medication in Schools 	Head of Maintenance / Head of First Aid
MI Misbah Chowdhury	<ol style="list-style-type: none"> 1. Paediatric first aid 2. Administration of Medication in Schools 	Boarding Staff
Mr Arsalan Aslam	Emergency paediatric first aid & emergency first aid at work	Pastoral
MI Khalid Patel	Emergency paediatric first aid & emergency first aid at work	Boarding Staff
Q Anas Patel	Emergency paediatric first aid & emergency first aid at work	Boarding Staff
MI Juber Ibrahim Patel	Emergency paediatric first aid & emergency first aid at work	Boarding Staff
MI Juber A Patel	Emergency paediatric first aid & emergency first aid at work	Boarding Staff
Q Idris Patel	<ol style="list-style-type: none"> 1. Paediatric first aid 2. Administration of Medication in Schools 	Boarding Staff
MI Siddik Sarigat	Emergency paediatric first aid & emergency first aid at work	Boarding Staff
MI Gulfam Khan	Paediatric first aid	Boarding Staff
Bilal Kharchouch	Emergency paediatric first aid & emergency first aid at work	Boarding Staff
Nurmohmed Dudhiya	Emergency paediatric first aid & emergency first aid at work	Boarding Staff

MI Abdul Samad	Emergency paediatric first aid & emergency first aid at work	Boarding Staff
MI Ghulam Sajid (Murtadha)	Emergency paediatric first aid & emergency first aid at work	Boarding Staff
Saffuan Ahmed	Emergency paediatric first aid & emergency first aid at work	Student
Daniaal Abbas Khan	Emergency paediatric first aid & emergency first aid at work	Student
Samiul Hussain	Emergency paediatric first aid & emergency first aid at work	Student
Ibrahim Rafique	Emergency paediatric first aid & emergency first aid at work	Student
Zayed Ahmed Ali	Emergency paediatric first aid & emergency first aid at work	Student
Abu Tahir	Emergency paediatric first aid & emergency first aid at work	Student
Sheikh Maruf Ahmed	Emergency paediatric first aid & emergency first aid at work	Student
Usman Hussain	Emergency paediatric first aid & emergency first aid at work	Student
Nazmul Islam	Emergency paediatric first aid & emergency first aid at work	Student
Tahajul Islam	Emergency paediatric first aid & emergency first aid at work	Student
Saidur Rahman	Emergency paediatric first aid & emergency first aid at work	Student



SECTION 13 – FIRST AID BOXES

- First Aid boxes are marked with a white cross on a green background and are stocked in accordance with the suggested guidelines in Guidance Note 37 of the First Aid Guidance. (<http://www.hse.gov.uk/firstaid/legislation.htm>)
- First Aid boxes are located at these positions around the School site and are as near to hand washing facilities as is practicable:
 1. First Aid Room
 2. Admin Office
 3. Principals Office
 4. Pastoral Office
 5. Library
 6. Kitchen
 7. Supervisors Room
 8. Student Kitchen
 9. F4
 10. F13
 11. S5
 12. S9

SECTION 14 – PROCEDURE IN THE EVENT OF ILLNESS, ACCIDENT OR INJURY

- Pupils may visit the **office/medical staff at any time**. If a pupil is in need of medical attention, then the designated staff member on duty should be sought immediately to attend to the situation. The member of staff will then decide on the next course of action and provide the next steps as required. First Aiders can also be called for if necessary and should be called in the event that medical staff is not available immediately.
- Any spillage of blood or other bodily fluids will be managed using appropriate PPE. If this occurs in the medical room then the medical officer on duty or First Aider will deal with it. Elsewhere in the school, the **H&S Coordinator will deal with it**.



SECTION 15 – REPORTING

However, minor the issue, the medical staff always is informed and all medication or first aid given will be recorded. These reports will be strictly confidential and only accessible by the Medical Officer

SECTION 16 – RECORD-KEEPING

Records are kept of any medication or treatment administered to a pupil whilst under the care of the school.

Records are kept of all significant accidents/illnesses in the relative folders.

SECTION 17 – INFORMATION ON PUPILS AND CONFIDENTIALITY

The Medical staff will be responsible for reviewing pupils' confidential medical records and providing essential medical information regarding allergies, recent accidents or illnesses, or other medical conditions which may affect a pupil's functioning at the School to the Principal, class teachers and First Aiders on a "need to know" basis. This information should be kept confidential but may be disclosed to the relevant professionals if it is necessary to safeguard or promote the welfare of a pupil or other members of the School community.

SECTION 18 – LOCAL GP REGISTRATION

All the boarders are registered with a local GP. The GP has a flexible approach with the school to see children that are in need of any medical attention. He is also responsible for medical supervision of pupils not registered in an emergency. Pupils not registered with him will use their own registered GP or the Urgent Care Centre as required. Our preferred local GP is Dr Naseef at Orient House Medical Centre, 216 Wigan Road, Bolton.

All under 16's visiting the Doctor will be accompanied by a Chaperon



SECTION 19 – BOLTON GP OUT OF HOURS SERVICE

This Bolton GP Out of Hours service is only accessible when the surgery is closed. It is a community based service which delivers urgent primary care in the out of hours period.

The service is currently based at Waters Meeting Health Centre and is operational from 6:30pm -8am Monday to Friday and all weekend from 6:30pm on Fridays until 8am Monday and bank holidays.

It is important to note the Out of Hours Service is not a walk-in-centre. All appointments are made by telephone. Routine calls will be given advice only and will be asked to go to their own surgery when next opens. If a student under 16 needs to visit the Out of Hours service, then a member of staff should accompany the student to the appointment. Students over 16 can visit the appointment on their own and transport should be organised accordingly for this visit.

SECTION 20 – NHS 111

NHS 111 can help if you have an urgent medical problem and you are not sure what to do.

SECTION 21 – EMERGENCY PROCEDURES

- 1 Contact will be made to the emergency services detailing the incident.
- 2 In the event that an ambulance is needed to be called, arrangements for the ambulance to have access to the accident site should be made. Arrangements should be made to ensure that any pupil is accompanied in the ambulance by a member of staff. Parents will be contacted as soon as possible. The member of staff will remain until the student's parents arrive.

SECTION 22 – DENTAL AND OPTICAL TREATMENT

All dental and optical treatment will be sorted out by the parents. In the event that a student wants a check-up, or an urgent treatment is required, the staff will contact his family to arrange a suitable time for him to be picked up and assessed.



SECTION 23 – ADMINISTRATION OF MEDICINE (I.E. WRONGFULLY/WRONG PERSON)

In the event that any medication is administered wrongfully or to the person it was not prescribed for, then professional help will be sought immediately through the means of the emergency services, and/or Out of Hours GP, and/or NHS Direct by calling 111.

Parents will be notified at the earliest opportunity.

All such occurrences must be logged and the **Head of Care** must be informed immediately.