

CITY OF LONDON SCHOOL FOR GIRLS

SCHOOL NURSE GUIDELINES

If a girl or member of staff is taken ill, she should be sent, or taken, to the Medical Room by the entrance to the Preparatory Department. A full-time nurse is in attendance. If she is out of school, there are other members of staff with First Aid training who can be contacted. The Form Tutor of any girl sent to the School Nurse should be informed. See document 'Medical Room procedures' in the Staffroom for further information re medicals, vaccinations etc.

Medical Room Procedure

Girls leaving the medical room during lesson times are given a slip of paper with name, form and time of leaving to present to the teacher when they return to class if she has been longer than 10 minutes with the nurse. When a girl is sent home it must be documented on the Engage Unite System. No girl may leave school without permission from parent or guardian. All children should be collected from school when unwell unless their parent or guardian specifies that they are happy for the child to travel alone. It is possible for the School Nurse to arrange for an unwell girl to go home by taxi (with the parent's consent). School has an account with the Black Taxi Company and parents will be billed on the next term's account or parents may arrange for children to be picked up in this way, and the driver should be told to come in to Reception who will ring through to the Medical Room for the child to be brought down, this also needs to be documented on the Engage Unite System. A buff permission slip has to be handed in at Reception as the girl leaves school. Pupils leaving school before the end of the day must also sign out in the appropriate book at the reception desk.

First Aid

When the School Nurse is not available a note is displayed on the Medical Room door instructing girls to go to reception who will find a First Aider. These First Aiders will deal with emergencies only. Girls with routine problems will be advised to seek out their Form Tutors or Head of Year at break times or in the lunch hour. A list of First Aiders is also displayed by each First Aid Box. First Aiders should record date, name of casualty and any First Aid treatment given in the Yellow Accident Report book on the School reception. The only medicines which will be available in the School Nurse's absence are the girls own medicines in Cupboard No. 2 near the door.

Note B: Reserve asthma inhalers which belong to individual girls are kept in a large plastic container on top of the filing cabinet in the Medical Room.

Accident Forms

These should be completed for any accident on school premises, signed by the member of staff at the scene of the accident and sent to the Bursar if it is a minor accident, or Headmistress if it is more serious, particularly if it involves a piece of

school equipment, a hospital visit, or being sent home. It is also necessary to inform the City of London of any accidents by calling 0207 332 1920 as well as filling out the appropriate forms. When the School Nurse is not in school the Accident Book is kept in Reception. Accidents to pupils should be recorded. Accident forms are available from The School Nurse.

Medicals

- New girls will be seen by the School Nurse who will measure them and discuss any medical needs.
- Year 7 will be offered the BCG vaccination if eligible.
- Year 8 girls are offered the HPV vaccination for cervical cancer.
- Year 10 will be offered Tetanus, Diphtheria and Polio Booster as well as The Measles, Mumps and Rubella Vaccination.

Verrucas

Girls with verrucae are no longer excluded from swimming and barefoot activities. Advice may be obtained from the School Nurse if required.

Girls Own Medicines

The School Nurse should have a record of all medication taken on a regular basis. Very few girls are on regular medication. Many girls have particular tablets which they only need occasionally e.g. specific migraine or hay fever tablets. These are kept in cupboard No. 2 in the Medical Room, for which the key is kept in the top draw of the Nurse's desk.

Asthma

All girls who suffer from asthma are expected to have their own inhalers with them in school and to use them as advised by their own GPs. They are also strongly recommended to keep a spare inhaler in the Medical Room in case their own one is not available. (As mentioned under 'First Aid'). They should not share nor use anyone else's medication.

Sun Safety

Advice on sun safety may be obtained from the School Nurse, who does stock sun cream and after sun gel.

Diabetes

Diabetic children should always be allowed access to the Medical Room but should not be left unattended if unwell. Diabetic pupils should leave spare insulin in the medical room fridge and will have an emergency box containing glucose tablets/sugar cubes.

Low Blood Glucose (Hypoglycaemia)

One of the most important aspects of caring for a diabetic child at school is the early recognition and treatment of low blood sugar. These episodes are referred to as insulin reactions, hypoglycaemic attacks or, more commonly, in the child's own jargon as 'hypos'.

The blood sugar may become too low as a result of any of the following factors:

- Giving too much insulin.
- Having inadequate carbohydrate in the diet.
- Being late for a meal or snack.
- Undertaking excessive physical activity.

When a child's blood sugar becomes excessively low, certain symptoms will be noticed. Many of these have already been experienced during the child's initial stay in hospital. A child may therefore be able to inform the teacher of an impending hypoglycaemic attack. Early recognition may enable the child to rectify the situation quickly but, since confusion is often present as a result of hypoglycaemia, this may not always be possible. The symptoms of hypoglycaemia are: hunger, shakiness, headache, double vision, occasionally nausea and vomiting and, less frequently, tingling and numbness of lips and tongue. However, because the child may not always recognise the symptoms, the diagnosis will often need to be made by the teacher. The teacher will therefore need to recognise different features of the attack and these are:

- Early manifestations
- Confusion
- Irritability
- Pallor and Sweating
- Later manifestations
- Listlessness
- Wandering attention
- Naughtiness and stubbornness
- Difficulty in reading
- Unreasonable tearfulness
- Unsteadiness

If these symptoms are treated promptly, normal behaviour will usually return within five to ten minutes. Failure to treat them will result in the child becoming unconscious.

Treatment of Low Blood Glucose

All diabetic children should carry with them, at all times, either sugar or glucose tablets. Teachers who have a child with diabetes in their class should follow the golden rule, 'if in doubt, give sugar'. If the child or teacher notices the onset of an attack, sugar should be given at once, in the form of either:

- Two heaped teaspoons or three sugar lumps in water; or
- A glucose tablet to suck; or
- A boiled sweet to suck; or
- A sweet drink such as Coke or Lucozade.

If there is no improvement after five minutes, the dose of sugar should be repeated.

If a child (or an adult for that matter) becomes unconscious do not give anything by mouth. Ensure that the patient is breathing adequately and call an ambulance.

Epilepsy

Convulsions (fits) are often due to epilepsy. Convulsions look frightening but are rarely dangerous and last only a few minutes. The casualty usually makes a full recovery. The procedure is:

- If possible, try to help her to the floor and make the area around her safe.
- If possible, loosen clothing at the neck and place a soft pad under her head.
- When the convulsions have stopped, place her in the recovery position until she wakes up.
- Upon recovery, stay with the casualty until she feels well again.

DO NOT:

- Move the casualty unless there is danger
- Restrain her open her mouth or put anything in it
- Wake the casualty
- Give anything to drink or eat until fully recovered

You must get medical help if the casualty does not recover within 10 minutes, has another fit or has been injured during the convulsion. Time how long the fit lasts and note which limbs were affected. ALWAYS CALL AN AMBULANCE IF THIS IS THEIR FIRST CONVULSION / THEY ARE NOT A KNOWN EPILEPTIC.

Recovery Position

The procedure is:

- Turn casualty onto her side. Bend her upper arm and leg to prop her in the position shown.
- Keep her head tilted back with her jaw forward to maintain the open airway.
- Make sure she cannot roll forwards or backwards.
- Check her breathing and pulse frequently. If either stops, follow the ABC of Resuscitation (Airway, breathing and circulation).

Nut Allergy

A number of girls in the school suffer from severe nut allergy. Briefing sessions for staff have been provided. Further information may be obtained from the School Nurse.

Girls with Special Medical Needs

The School Nurse will provide the Headmistress and Heads of Section with information on girls with special medical needs. Other staff may also obtain this information in confidence from her when necessary – for example when planning a trip out of school.

Medical/Health Records

The School Nurse compiles a set of records based on the Health Information Sheet for every girl in school. Health Information Sheets are sent out by the Admissions Secretary prior to the girl starting at school. The information on the Medical Records is continuously updated by the School Nurse to include:

- Details of vaccines given in school.
- Copies of accident forms for that particular girl.
- Nature of illness when girl was sent home unwell.
- Notes by School Doctor at Medicals and other consultations.

These records are confidential Medical documents which are accessible only to the School Nurse. Medical Records are kept on file in the Medical Room for approximately three years after the pupil has left school. 'Old girls' frequently telephone for information concerning dates of vaccinations etc.

Health for Staff

Staff are free to consult the School Nurse when they wish about their health concerns. The School Nurse liaises with the Occupational Health Section at Guildhall if staff have health concerns or need to see the Medical Officer of the City of London Corporation.

Updated June 2016