

Forres Sandle Manor (Non-Academic) Policy

Policy Title	Health and Welfare
Policy Lead (Appointment (& Initials))	Head Matron (NB)
Date of Last Review	February 2020
Date of Next Review	February 2021

HEALTH AND WELFARE

AIMS

All members of staff are committed to promoting and safeguarding the welfare of all pupils at the school. We aim to provide a caring and attractive environment, where each child is supported and encouraged to succeed by the ethos of the school. There is a fostering of positive attitudes and feelings, such as self-confidence, self-esteem, independence, responsibility and the care and consideration of others. This document explains the roles and procedures adopted by the school to assist in keeping children healthy and safe.

STAFF WITH PARTICULAR CARE RESPONSIBILITIES

- Mr Wells is the Headmaster and has overall responsibility for all the children and staff in the school. He will ensure that the balance of curriculum alongside sport, activities and leisure time are suitable for children in each age group. He will also ensure that only staff with enhanced DBS checks are appointed, who will support the school ethos and who will promote and safeguard pupil welfare and learning.
- Mrs Cochand is the school's Designated Person for Child Protection (DSL). She is also the Deputy Head (Pastoral)
- Mrs Rowntree is Head of Boarding and has overall responsibility for boarders.
- Miss Brown is Head Matron and is responsible for the health and welfare of all pupils. She also leads the Matrons' department.
- Mr Peak is Deputy Head (Academic) and is in charge of discipline.
- Mrs Whiteley runs our PSHEE programme called 'Lifeskills' and will include health and welfare advice, education and promotion in her lessons.
- Mrs Clare Rowntree and Mr Richard Rowntree are resident house parents for all boarders, girls and boys respectively.

In addition other staff will support pupil welfare in the evenings or at weekends.

FSM has a school Doctor and most boarding pupils are registered at the Fordingbridge Surgery. The school Doctor meets new boarders for a short 'medical' when they start and he/she visits the school on Tuesdays or as required, although often one of our matrons will accompany a child to the surgery. A child may see the doctor in private or a female doctor can be arranged if they wish. If parents of boarders prefer, they can continue to take their child to their home GP but the school cannot undertake to do so. FSM recognises and acknowledges the child's wishes and their competence to consent to treatment.

ACCIDENT, ILLNESS OR INJURY OF A PUPIL

- In school a **MATRON** will administer first aid and over the counter remedies may be used including paracetamol. Younger children will be accompanied to see matron by a friend or adult, as appropriate. If there is a major incident (e.g. lacerations, broken bones, head injury, anaphylactic shock) the child will not be moved unless there is risk of further injury and the matron will assess whether to take the child to casualty or a GP, or to call for an ambulance. An ambulance should be called if the condition is life threatening, or will get worse if the child is moved or if the specialist skills of paramedics are required. The child will be accompanied to hospital and until a parent arrives. In certain cases, e.g. on a school trip, or in an emergency the supervising adult may need to act as matron and administer first aid if competent to do so. Notifiable injuries and diseases will be reported to the relevant authorities as required.
- **NB** If there is any doubt about the treatment or course of action a medical opinion (usually a GP or casualty) should be sought. Any member of staff or parent may request this if they feel that it is required. However in all other matters the matron's decision will be respected (e.g. decisions about a child being on, or off, games).

IF ILLNESS ARISES WHILST AT HOME

Parents are requested to keep their child at home whilst it is in their child's best interest to do so, or the best interest of other pupils at the school. Please see the recommendations for infectious diseases. Parents should keep the school office informed while their child is absent both with the nature of the illness and with the expected time off school. On the child's return to school any special requirements for medication, games or diet should be given to the Matrons' department, and the appropriate forms completed.

RECORDING AND COMMUNICATING

Health and welfare matters are co-ordinated by the Head Matron and the Head of Boarding and detailed confidential records are kept of all treatments and related matters for all pupils until they are aged 25. Welfare notes that may assist in the care of pupils are made available on a 'need to know' basis to care staff. Weekly staff meetings enable any concerns and welfare issues to be discussed. All significant incidents of a medical nature are reported to a child's parent or carer together with information of any medication given or further treatments advised. Parents are encouraged to contact the school should they have any concerns. School telephone lines are open at all times and both a matron and the Head of Boarding can be contacted after office hours.

OFF GAMES

Children may be put "off games" by a parent/carer or by a matron. Please inform the school office the length of time to be off, and the type of sport to be excluded.

GETTING BETTER BAY

Pupils who are unwell may rest in the 'Getting Better Bay' with bathroom, TV and TLC until they are collected by parents or get better, whichever is soonest! They will be cared for by a matron with medication, drinks and snacks as appropriate. The Getting Better Bay consists of two individual bedrooms, in order to separate the genders. Matrons can be contacted at any time from the Getting Better Bay by the use of the red phone.

MEDICAL AND SOCIAL PROFILE

This form is completed for all new pupils and should contain anything that may be relevant to promoting the child's health and welfare whilst at school. Parents are requested to complete an update annually to ensure that information held is up to date. This information is confidential but may be used on a 'need to know' basis. Further information which may arise may be brought to the attention of staff and, if appropriate, information may be given to parties outside the school e.g. another school may be informed if a child has a nut allergy. If a parent or child wishes any information may be kept private unless this risks their health or welfare.

SPECIAL REQUIREMENTS

Children with specific requirements for diet, health, disability, behaviour, race or language will be accommodated where practicable. Their needs will be discussed individually and if required an individual health and welfare care plan will be implemented. Please note we are a **NUT FREE** school.

MEDICATION: ADMINISTRATION AND STORAGE

- **All medication** brought to school, both over the counter remedies and prescribed drugs, must be given to the Matrons' department together with written instructions indicating complaint, name, dose and time (please complete Medicines Form A). Occasionally children may 'self-medicate' when it is in their interests to do so (e.g. with inhalers) and with specific permission from a Matron and their parent. (Please complete Medicines Form B).
- Medicines will be kept in original containers locked in the drug cupboard in the surgery and will be administered by one of the matrons unless pupils are on a school trip when another member of staff may act as a matron. Controlled drugs will be stored and recorded separately. All pupil medication should be collected at the end of the course/term or it will be disposed of.
- Matrons will administer first aid and routine over the counter medications as required including paracetamol and ibuprofen. A list of over the counter remedies used is available on request.
- Medicines will be administered and recorded according to the following checks: GP or parent instructions, reason for administration, contra-indications, name, dosage, date, time.

IMMUNISATIONS AND VACCINATIONS

Influenza vaccinations are offered to boarders with immuno-deficiency disorders in November each year. Travel vaccinations can also be arranged for registered boarders. The Human Papillomavirus vaccine (HPV) is offered to girls aged 12 to 13 years (school year 8). This is administered by the NHS at school with written permission from parents. For more information about this vaccine log on to www.immunisation.nhs.uk/hpv.

DENTISTS AND OPTICIANS

Routine appointments for dentists and opticians should be arranged for holiday periods. Overseas boarders can sometimes be accommodated in the Fordingbridge practices but there may be a waiting list.

HEALTH AND HYGIENE

All pupils are supervised by games staff in the changing rooms and are provided with individual shower cubicles and lockers for clothing. Changing times are staggered so that younger pupils can get changed first. Day pupils are expected to take dirty clothing home as required and at least weekly. Matrons organise and wash boarders' clothing and supervise the bath-time routine. Boarders may choose a bath or a shower and matrons will be on hand to help with hair washing. Pupils are encouraged to take responsibility for their hygiene and clothing and to respect the privacy of others. Parents are asked not to enter the changing rooms except before 8.55am each day, and at the beginning and end of each term.

BOARDING ACCOMODATION

All boarders sleep in bedrooms with pupils of a similar age and are expected to show consideration for others sharing this living space. Resident and duty staff keep a close eye on relationships, tidiness and sleep. Day pupils are not allowed in the bedrooms, unless given permission by a matron. Parents are asked not to enter the bedrooms without permission except at the beginning and end of each term, a sleep-out weekend or on a Monday morning.

This policy is complemented by the following school policies which also refer to health and welfare issues:

- Child Protection.
- Anti-Bullying.
- Catering at FSM.
- Discipline.
- Worries and Complaints.
- Health and Safety.
- Boarding at FSM.