

## HEALTH CARE POLICY & PROCEDURES

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## Purpose

This policy describes the provision of Healthcare available for students at The Junior and The Senior School.

The School recognizes that pupils may suffer from medical conditions that may affect their schooling and encourages and supports all pupils to achieve their full potential in all aspects of school life regardless of illness or disability.

Parents are encouraged to contact the School Nurse to discuss their child's health.

This policy is underpinned by best practice standards of:

Managing Medicines in Schools and early Years Settings (UK Dept for Education & Skills 2002)

The Code: Standards of conduct, performance and ethics for nurses and midwives (UK Nursing and Midwifery Council (2008),

Seeking consent: working with children (UK Department of Health 2001)

## Application & Responsibilities

This policy applies to all members of the school community; students, staff, parents and visitors.

## Documents Required Prior To Entry

Parents are expected to provide detailed information regarding their child's health. Prior to joining the Schools the following documents must be returned completed:

## Medical Forms

### PART 1: MEDICAL HISTORY (Application form1)

Parents have the prime responsibility regarding their child's health and must provide a full medical history including past and current medical problems, treatment, vaccinations and allergies. In particular, parents are to disclose fully any medical problem or procedure which might have to be administered in an emergency situation which may conflict with any belief or practice nor allowed by the parents.

It is suggested and advised by The Ministry of Health that students are up to date with usual childhood vaccination requirements or international best practice. Please provide the original or

full copy of vaccinations. A doctors letter that the student is in good health with no contagious disease, should also be attached to the application form.

### Ministry of Health for Cyprus

The Child and Adult Immunization Programme in Cyprus is defined by the Ministry of Health, based on the recommendations of the World Health Organization (W.H.O) and specifically of the Expanded Programme of Immunizations (EPI). The Immunization Schedule in Cyprus is being modified and updated periodically according to the epidemiological incidence of Communicable Diseases, the social economic status and the international scientific literature. Based on this programme, school and pre-school age children are being vaccinated against diseases, considered to be a major threat for public health. An appropriate and well organized immunization programme is a key element of the healthcare system. The Immunization Schedule was last updated in 2012.

### VACCINES WHICH ARE GIVEN ONLY ON SPECIFIC INDICATIONS

Vaccination	Age:													
	Birth	2 Months	4 Months	6 Months	8 Months	12 Months	13 Months	15 Months	18 Months	20 Months	24 Months	4 - 6 Years	11 - 12 Years	14-16 Years
Diphtheria Tetanus Pertussis		DTaP	DTaP	DTaP				DTaP	DTaP			DTaP		DTaP
Polio		IPV	IPV	IPV				IPV	IPV			IPV		IPV
Haemophilus Influenza Type B		Hib	Hib	Hib		Hib	Hib	Hib	Hib					
Pneumococcal Conjunctated		PCV	PCV			PCV	PVC	PVC		<b>PV</b>				
Hepatitis B		Hep B	Hep B		Hep B	Hep B								
Meningococcal Conjunctated						Men C	Men C							
Measles Mumps Rubella							MMR	MMR				MMR		
Varicella							Var	Var	Var			Var		

### Immunization for Adults

1. Td Adults-given if recommended doses were missed and as a booster dose very 10 years
2. Hepatitis B (Hep B )- given to adults who belong to high risk groups
3. Measles-Mumps-Rubella (MMR)-given if recommended doses were missed
4. Influenza-given to high risk groups and for other specific indications

## **PART 2: CONSENT FOR TREATMENT (CFT FORM 1)**

See Section 7 for more information on Consent.

### **Medical/First Aid Room**

#### **SCHOOL NURSE**

The School Medical Room is run by a Qualified Nurse. The School Nurse is responsible for:

- Providing care to students who feel unwell
- Overseeing the medical room
- Assessing the health of students and monitoring their health progress.
- Health promotion and management of conditions such as allergies and asthma
- Collating medical history forms and maintaining an electronic register
- Ensuring that specific medical needs are shared appropriately with School staff (e.g. prior to a trips/activities)
- Monitoring medicines throughout the school and risk assessing students who self-medicate
- Referring to and liaising with Dentist/Optician and other Healthcare providers
- Administering remedies in line with Medicines Policy
- Liaison with parents and staff
- Maintenance of confidentiality
- Assisting on the health aspects of Personal Health and Social Education
- Advising on travel health requirements prior to trips or visits
- Ensuring the First Aid care is available as per the First Aid Policy

#### **OPENING HOURS**

The School Nurse is available Monday – Friday 07.15-15.00.

Outside of these hours the Medical Room can be accessed by staff members that are Life guards/

First Aid qualified.

Facilities are provided in the Medical Room for pupils who require assessment, treatment or advice.

#### **REFERRAL TO SCHOOL NURSE**

Students that are unwell in the morning should not be brought into school; parents are to seek advice from their own doctor.

If a student becomes unwell during the day the School Nurse will assess and advise. If necessary parents will be contacted to collect their child. As directed by the Ministry of Health sick children should not be kept on the premises in case of cross infection.

The Ministry of Health and Labour's directive of no medicines to be administered or kept on the premises unless prescribed by a doctor and HM1 form completed by parent are adhered to by the nurse.

## Health Care Providers

### HOSPITALS

Nicosia General & Makarios Children's Hospital are used for urgent or emergency care: The decision to attend which hospital is made by the referrer (School Nurse, or other member of staff responsible for the student).

If the parents of the student make the decision that they want their child to go to a private hospital/ clinic it must be made clear that ALL charges are borne by the parents. If an adult casualty makes the same decision it must be made clear ALL charges will be their own responsibility.

### COUNSELLING OR OTHER EMOTIONAL/ PSYCHOLOGICAL SUPPORT

Students may be referred for counseling or other therapy following an assessment by the School Nurse and the Head of Pastoral Care. The School has an established link with Various Clinics but other specialists will be referred to depending on need and expertise. The School also has its own Counselor who holds a qualification in Psychology. If parents choose for their child to see an Educational Physiologist parents are expected to pay for assessment and any subsequent treatment.

## Emergency Services

In the case of the Student/Adult needing to go to the hospital and an ambulance is needed Form 1 CES must be used call 112. The patient will automatically be sent to the Local Public Hospital. The First Aider in charge should make arrangements for the ambulance to have access to the accident site and be met at the entrance of the site.

Students will be escorted to hospital by a member of staff.

If the parents of the student make the decision that they want their child to go to a private hospital/ clinic it must be made clear that ALL charges are borne by the parents. If an adult

casualty makes the same decision it must be made clear ALL charges will be their own responsibility.

## Consent & Confidentiality

### CONSENT

#### Consent to Treatment

Consent is the agreement for a healthcare professional to provide treatment or care and may be indicated verbally or in a written format.

Parental consent is required where students require any form of treatment unless it is an emergency or might be considered, in loco parentis, as minor.

It is the School's practice to involve the parents unless the student asks specifically not to involve them (see below on Confidentiality). It is beyond the context of this policy to describe the complex medico-legal situations where refusal to consent may be overruled.

### CONFIDENTIALITY

In accordance with the nurses' professional obligations, medical information about students, regardless of their age, will remain confidential. However, in providing medical and nursing care for a student, it is recognized that on occasions the nurse may liaise with the Principal and Heads of School, and that information [with the student's prior consent] may be passed on as to other professionals as necessary.

With all medical and nursing matters, the nurse will respect a student's confidence except on the very rare occasions when, having failed to persuade that student, or his or her authorized representative, to give consent to divulgence, the nurse considers that it is in the student's better interests or necessary for the protection of the wider school community, to breach confidence and pass information to a relevant person or body).

## Records & Documentation

Student medical records are stored securely in the Medical/First Aid room which remains locked when not in use. Electronic information is stored on the appropriate School Network where access is limited.

The Medicine's Policy details the various documents that are required to ensure the safe management of medicines.

## **Infection Control**

Parents will be contacted if advice from the Nurse, recommends vaccinations (e.g. pandemic flu).

## **Educational Trips & Visits (And Activities)**

Parents provide the Trip Leader with relevant medical information (including insurance and emergency contact details).

Students will not be able to participate in Trips and Visits (or Activities) if the Medical Forms are not completed.

The Nurse will advise as necessary on travel health requirements for overseas visits;

It is advised and suggested as guideline from World Health Organization that tetanus, diphtheria and polio vaccinations are up to date when travelling overseas.

## **Related Policies**

This policy accompanies other School policies and procedures, specifically:

- Medicines Policy
- First Aid Policy
- Safe Guarding and Child Protection policy
- Health and Safety Policy

## USEFULL CONTACTS

Ministry of Health Cyprus  
Prodromou Street, Nicosia 1148  
Tel: 22605300  
Website: [www.moh.gov.cy](http://www.moh.gov.cy)

Ministry of Education & Culture Cyprus  
Kimonos & Thoukydidou Corner, Acropolis, Nicosia 1432  
Tel: 22800600/700  
Website: [www.moec.gov.cy](http://www.moec.gov.cy)

Ministry of Labour & Welfare  
LordouVyronos 7, Nicosia 1463  
Tel: 22401600  
Website: [www.mlsi.gov.cy](http://www.mlsi.gov.cy)

## DOCUMENT CONTROL

Date Implemented; June 2015

Date Reviewed: 1.9.2016

Date Revised:

Ratified by Board:

Date of next Review: