

School Nursing Policy

Last update: November 2023

Last Updated by: Giles Montier (Headteacher)

Next review date: Deember 2025

Statement of intent

St George Madrid employs a school nurse on-site to help support the health and well-being of students and staff.

The school nurse is often the only health care provider in the school; therefore, the school nurse may be called upon to work closely with teachers, classroom assistants, office personnel, and other staff in order to carry out a wide range of school-related health activities.

Knowledge of the applicable practice laws and regulations is essential for the school nurse to practice within the scope of local legislation as set by the Comunidad de Madrid.

Services provided by school nurse

1. Promotes and protects the optimal health status of children.
2. Develops guidelines for the management of illness and injury interventions.
3. Provides training to designated staff on recognition of signs and symptoms of illness and disease.
4. Performs health assessments and participates in IEP development.
5. Provides health education and counselling. Maintains, evaluates, and interprets cumulative health data to accommodate individual needs of students.
6. Provides chronic disease management and education.
7. Plans and implements Individual Healthcare Plans (IHP) and services for children with disabilities and/or health conditions that interfere with learning, including medication administration and monitoring.
8. Participates as the health consultant on school teams.
9. Promotes and assists in the control of communicable diseases through immunization programs, early intervention, surveillance, reporting, and follow-up of contagious diseases.
10. Recommends provisions for a healthy school environment conducive to learning.
11. Provides health education, health resources, wellness programs, and curriculum recommendations to the school staff.
12. Provides first aid and assessment of injuries or illnesses on the school site.
13. Assists in the formation of health policies, goals, and objectives for the school.
14. Coordinates school/community health activities and serves as liaison between school, home, community, and health care providers.

Personnel

An English and Spanish-speaking school nurse is located in the medical room from 9:30-16.30 every day. The nurse is on call for emergencies during a designated lunch break from 14:30-15:30.



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Visits to the nurse

Children may only visit the nurse if they have been issued with a nurse pass by a teacher or assistant (including during break & lunch times), unless they are directly accompanied by a member of staff.

The nurse should be called to the scene by sending a child or adult directly to the nurse's room/reception when:

- The child has lost consciousness
- Seizures
- Broken bone where child cannot be moved
- Serious cuts and bleeding
- The teacher/adult believes it would be detrimental to move the child

Calling home

The nurse will call parents on the school number under the following circumstances:

- The child has a fever of over 37.5 degrees
- The child has vomited
- For any head injuries or bumps
- For serious bleeding (see emergency procedures)
- For injuries resulting in swelling or restricted movement
- For suspected broken bones
- When the child is in distress from feeling unwell

Initially, the nurse will speak directly with parents. Unless specifically requested by the parents or at the discretion of the nurse, there will be no need for communication between the parents and the child at this point.

The nurse will not call home but will record in iSAMS:

- Any visit to the nurse throughout the day
- Bruises
- Minor bumps and grazes.
- Minor cuts treated with a plaster

When it is decided that the child will be going home, the nurse will inform reception so that iSAMS will be updated and inform the class teacher/form tutor by email (copying in Head of Primary/Secondary). The parents should be provided with written notification of the complaints and treatments, plus advice for further action (if required) through the School Nurses app or in hard copy. The child should be kept under observation either in the medical room or on a chair outside until parents arrive. The child will not be sent back to class.

Calling an ambulance

If the Nurse and staff dealing with the incident think that it is in the best interests of the student to take them immediately to hospital; the student will be taken to the hospital nominated by the school insurance documents.

Parents will be notified by telephone as soon as possible if the child is going to be taken to hospital. In an emergency, if the parents cannot be contacted and it is thought appropriate, the child will be taken immediately to the nearest suitable hospital. Nurse or office staff will continue to attempt to contact parents.

Where an accident or serious illness occurs on a school trip, the child will be taken to the best available hospital in the area and parents will be contacted as soon as possible.

In all cases requiring the use of an ambulance, the child will be accompanied by a member of staff, usually the school nurse.

It is at the nurse's discretion if the child requires urgent medical attention. Due to the nature of such cases, it may not be possible for parent authorisation to be obtained in advance. Parents will be informed, as soon as possible, as to which hospital the child is being taken to and parents may be asked to meet the child at the hospital.

Allergies / Ongoing medical problems

Parents are asked to notify the school in writing about any new allergies (food or medication) that their child has, or any change in contact number or medical conditions. This information is stored in iSAMS.

Major school events

Major school events, especially those of a sporting nature should have a nurse in attendance. The nurse is expected to work overtime to cover such events when they fall outside of working hours.

When the nurse is not present

For minor accidents and illness, the school has some items of medical equipment and instructions to help non-medical staff with the appropriate first aid treatment. Only the school nurse is permitted to dispense medication to students, regardless of whether parental permission is provided.

Staff should send students to reception if they cannot find a suitably first-aid trained member of staff to deal with the injury.

Responsibilities of parents

To limit the chances of making other children ill, parents are asked not to send their child to school if the child has any of the following:

- Fever (37.5°C+)
- Diarrhoea
- Vomiting
- Contagious disease (chickenpox, HFMD – hand, foot and mouth disease, mumps, diphtheria)
- Head lice

Epidemic control

Parents are asked to inform the school if their child has any infectious or contagious illness. The school may inform other parents of a possible outbreak via email, whilst maintaining the confidentiality of the child affected.

A child displaying symptoms of a contagious disease (a disease which can easily be passed on to other people) may be sent home.

The procedure is:

- Any child appearing ill or coughing or sneezing excessively will be sent by a member of staff to the nurses office
- The Nurse will conduct a temperature check.
- A student with a temperature of 37.5°C will be kept in the nurses area and checked again after 30 minutes.
- If the temperature remains 37.5°C, the parents will be contacted and asked to make arrangements for the student to go home.



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Medication

Children should not bring medication to school and take it without adult supervision. Parents must communicate with the class teacher and nurse if they are sending medication, by email or in person.

The Nurse will store medicines (in the original container) sent in with a child and will supervise the student taking them in the Medical room in the correct quantity at the proper time.

Medicines will only be given if there is a written and signed note from a parent/guardian.

Medicines may not be stored in bags for any students. This includes vitamins and over-the-counter medications.

The school policy requires the Nurse only to give medicines where it is clear that they will help control pain or fever, with parental permission obtained first verbally by phonecall.



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