



**St Andrew's School, Turi**

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**Medical Care Policy**

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ST ANDREW'S SCHOOL, TURI, KENYA

Compiled by:	School Doctor
Approved by:	Operations Director
Date of review:	November 2023
Date of next review:	November 2026

## 1. Policy

### Policy statement

The School recognizes its statutory and moral responsibilities to provide medical care to those who require it.

- The school understands its responsibility to be welcoming, inclusive and supporting to all pupils with medical conditions and provide them the same opportunities as others at the school.
- The school ensures all staff understand their duty of care to children and young people in the event of an emergency.
- Staff receive on-going training and are regularly updated on the impact medical conditions can have on pupils.
- Staff feel confident in knowing what to do in an emergency.
- This school understands that certain medical conditions are serious and can be potentially life threatening, particularly if ill-managed or misunderstood.
- This school understands the importance of medication being taken as prescribed.
- Staff understand the common medical conditions that affect children at this school.

### Scope

This policy and any associated procedures relate to the provision of medical care on the School site. A separate policy exists related to the administration of First Aid.

### Definitions

<i>First Aid</i>	The help given to someone who is, or who is thought to be, unwell or injured, until further medical care is available
<i>Medical Care</i>	The care provided to a patient, including but going beyond First Aid treatments
<i>The Patient</i>	Anyone who is, or is thought to be, unwell or injured
<i>Parents</i>	Either or both of a student's parents or those with legal parental responsibility
<i>Teaching Staff</i>	Anyone employed by the School to teach or supervise students
<i>Student</i>	Anyone attending St Andrew's School as a pupil or student
<i>Houseparents</i>	Include designated Houseparents, Assistant Houseparents, and anyone else acting in this capacity.

### Review

This policy will be subject to triennial review by the School Doctor.

## 2. Roles and responsibilities

### The Board

The Board ensures that there is adequate funding for and provision of medical care facilities and personnel for the School to deliver quality medical care to those who may need it.

## **The Operations Director and Headteachers**

The Operations Director and Headteachers are responsible for ensuring the school is inclusive and welcoming to those with medical conditions, liaising between interested parties, ensuring that policy is implemented and kept up to date, ensuring that staff are appropriately trained, ensuring adequate insurance provision is in place, and providing indemnity to staff who deliver medical care.

## **The School Doctor**

The School Doctor:

- ensures that systems are in place for the provision of quality medical care, and reports any significant issues to the Operations Director and/or Headteachers
- oversees the medical care provided by the School Nurses and Medical Care Assistants
- is responsible for development and maintenance of quality medical services and associated policies, protocols and procedures, and provides medical expertise to those patients who need it

## **Houseparents, Matrons and Teaching Staff**

Houseparents, matrons and teaching staff:

- have a responsibility to consider the health of the students under their care, providing appropriate reassurance, or referring the student to the medical centre for further assessment when necessary
- are responsible for being aware of the triggers and symptoms of medical conditions of students under their care, permitting immediate access to emergency medication
- ensuring that students have any required medication when out of the school buildings
- understanding the impact that students' medical conditions have on their school-related activities, and liaising with Parents and the Medical Team whenever necessary
- houseparents will at times be responsible for providing basic medical treatments such as would normally be provided by a student's parent(s) at home.

## **The School Nurses and Medical Centre Assistants**

The School Nurses and Medical Centre Assistants make initial assessments of unwell students, according to their training and expertise, and provide an appropriate combination of reassurance, treatment(s), and/or referral to the School Doctor.

## **Parents**

Parents are responsible for:

- informing the School of any medical conditions that their child has, including daily or intermittent healthcare needs related to these
- completing a Medical Questionnaire
- providing signed consent for the School to provide medical care to their child

## **3. Principles**

Medical care is provided on the principles of restoring wellbeing through the tenets of accurate diagnosis, appropriate investigation and relevant treatment and/or specialist referral when necessary.

#### 4. Facilities

The School has Medical Centres on the Senior School and Prep School sites. Both medical centres have accommodation where patients can be admitted for rest, recovery, monitoring and/or treatment.

The medical centres are equipped to deal with a variety of conditions, but are not hospitals. There will be times when a patient requires further medical care than can be provided in the School, and arrangements will be made for transfer to a more appropriate facility. The decision to do this will usually be made following a discussion between the nurse on duty and the school doctor.

#### 5. Personnel

The medical facilities and personnel are under the supervision of the School Doctor.

The School Doctor is on call for emergency medical care, and runs clinics for face-to-face consultations by appointment; the details of these are subject to change and will be published within the School.

There is a Nurse on duty 24/7, who is supported by Medical Assistants.

#### 6. Accessing Medical Services

First Aid should be administered prior to, or concurrently with, accessing medical services. Please refer to the First Aid Policy.

#### Emergencies

Please refer to the Appendix "Procedure for Medical Emergencies."

#### Transport of injured/ill students on-site

If a student is ill or injured and not in a fit state to be escorted on foot to a medical centre, the school has a vehicle and driver on call 24x7 to assist. Call the nurse on duty to inform her of the situation; she may request that you then call the transport manager to request the vehicle, or she may do this herself if she does not have other urgent preparations to make to receive the patient.

Transporting the patient is almost-always preferable to the nurse attending the location of the patient **except when the patient is:**

- **unconscious,**
- **having active seizures,**
- **has a suspected head/neck/spinal injury, or**
- **unable to weight-bear**

in which case the patient should ideally not be moved without medical assistance.

#### Emergencies requiring off-site evacuation

A school vehicle or ambulance should be used for evacuation of a patient to hospital. The most appropriate type of vehicle, including an assessment of availability, will be made on a case-by-case basis by the doctor or nurse. Air evacuation, if required, would be arranged following assessment by the school doctor. The school has arrangements with AMREF to provide this service for staff and students.

## 7. Urgent and routine care

### Staff

Staff are welcome to attend either of the Medical Centres during normal opening hours (7am – 9pm for Prep School; 7am – 10pm for Senior School) to consult with the Duty Nurse about medical issues. Please be aware that the nurse is also taking care of students and workforce, and the nurse will prioritise patients according to urgency of clinical need, not job rank or “busyness.”

The nurses can be reached by email for routine enquiries: [nurses@turimail.co.ke](mailto:nurses@turimail.co.ke)

The nurses can be reached by phone:

0789 355028 or 0708 608820 (Senior School)

0789 112145 or 0706 240854 (Prep School)

These numbers are available 24x7, but outside normal opening hours please only use them in case of emergency.

Staff can book appointments with the School Doctor by contacting the duty nurse at either Medical Centre, or by emailing [doctor@turimail.co.ke](mailto:doctor@turimail.co.ke)

If the School Doctor is unavailable and the Duty Nurse is unable to provide a satisfactory solution to the problem, the staff member can seek medical care in Nakuru, Eldoret or Nairobi; the Medical Centres hold lists of recommended specialists for various conditions.

### Prep School Students

The Prep School Medical Centre is open daily from 0700-2100hrs. A nurse is on call overnight for emergencies. The School Doctor is available to review patients at the request of the nurse.

To minimise disruption to academic and other activities, **for non-emergency issues students should make use of the following time periods to attend the Medical Centre:**

- **Before Chapel/Tutor Time**
- **Morning Break**
- **Lunch Break**
- **Afternoon Break**
- **Evening (before 1840hrs)**

**Evenings from 1900-2100hrs are reserved** for the treatment of urgent issues which should not wait until morning. Students should have a note from, or be accompanied by, a member of staff if attending at this time, or the member of staff can call the nurse in advance of sending the student.

**During lessons** students should only attend the Medical Centre with the permission of the member of staff responsible, with a brief written note.

**If a student attends with an emergency** (e.g. bleeding, or an asthma attack) he or she will be attended to regardless of the time of day or the presence/absence of a note.

**Students who attend with non-emergency issues during lessons**, and no note from a member of staff, will be sent back to lessons after a brief assessment by the nurse, and instructed to return at a more appropriate time.

**At night** a student who feels unwell should report this to the Houseparent or Matron on duty who will make a decision about contacting the Duty Nurse.

### **Senior School Students**

The Senior School Medical Centre is open daily from 0700-2200hrs. A nurse is on call overnight for emergencies. The School Doctor is available to review patients at the request of the nurse.

To minimise disruption to academic and other activities, **for non-emergency issues students should make use of the following time periods to attend the Medical Centre:**

- **Before Chapel/Tutor Time**
- **Morning Break**
- **Lunch Break**
- **Afternoon Break**
- **Evening (before 1840hrs)**

**Evenings from 1900-2200hrs are reserved** for the treatment of urgent issues which should not wait until morning. Students should have a note from a member of staff if attending at this time, or the member of staff can call the nurse in advance of sending the student.

**During lessons** students should only attend the Medical Centre with the permission of the member of staff responsible, with a brief written note.

**If a student attends with an emergency** (e.g. bleeding, or an asthma attack) he or she will be attended to regardless of the time of day or the presence/absence of a note.

**Students who attend with non-emergency issues during lessons**, and no note from a member of staff, will be sent back to lessons after a brief assessment by the nurse, and instructed to return at a more appropriate time.

**At night** a student who feels unwell should report this to the Houseparent or Matron on duty who will make a decision about contacting the Duty Nurse.

### **Students' consultation with the School Doctor**

Non-urgent appointments with the School Doctor should be booked in advance; these can be arranged either as a referral from the nurse, or at a Senior School student's request. The nurse on duty can provide information on the doctor's availability.

Senior School students who have a doctor's consultation booked in advance are required to briefly attend the Medical Centre on the morning of the scheduled consultation to confirm that they still require the appointment.

The nurse will indicate the names of students with scheduled appointments on iSAMS.

If there is an emergency or urgent condition that requires the doctor's involvement, the nurse will arrange this.

### **Medical care during off-site school trips**

All school trips should have at least one member of staff who is trained in provision of First Aid. Regular training is arranged by the school, and the Medical Department hold and distribute a list of staff with up-to-date training.

The Directors of Co-Curricular are responsible for identifying higher-risk trips and discussing with the doctor the provision of a nurse or doctor for the trip.

### **Inter-school sports events**

Ambulances and paramedics are on site for inter-school sports events, at the request of the Directors of Sports.

## **8. Contact Details**

In an emergency please follow the Appendix, "Medical Emergency On-Site Management."

A rota is published each half term to show which nurse is on duty. A nurse is available at the Medical Centre from 7am to 10pm in Senior School, and 7am to 9pm in Prep School (weekends 9am-5pm for both Medical Centres), and can be contacted by the internal line or by mobile phone. Outside these hours, contact the duty nurse by mobile phone. The Medical Centre opening hours during School Holidays will be circulated to staff in the days prior to the holiday commencing.

Contact details are as follows:

Email: [medicalcentre@turimail.co.ke](mailto:medicalcentre@turimail.co.ke)

Senior School Medical Centre:

Internal Line: 207  
Mobile (24h): 0789 355028 or 0708 608820

Prep School Medical Centre:

Internal Line: 107  
Mobile (24h): 0789 112145 or 0706 240854

## **9. Administration of medicines to students**

Please see the Administration of Medication Policy.

## **10. Illness reporting**

Daily record sheets in the Medical Centres are used to record pupils and students who are unwell, details of treatment and medication given and are signed by the nurse responsible.

Medication given to members of staff is recorded confidentially.

Lists are available on the daily bulletin section of iSAMS of pupils and students admitted to the Medical Centres, those attending appointments, and those who should be off games.

One of the medical team attends the regular Pastoral meetings to share concerns about any of the students.

## **11. Communication**

### **11.1 Consent to treatment**

Parents are required to sign in advance agreeing that a member of staff may administer medical treatments, and consent for a pupil or student to undergo emergency surgery if deemed necessary and if it is not possible to contact the parent at the time. The Admissions Department is responsible for ensuring these consent forms are collected for each student prior to their arrival on site as members of the school community. The Medical Team is responsible for their review and storage.

### **11.2 Accident/Incident reporting**

Any accident or incident involving any staff member or student should be reported to either of the Medical Centres. Both Medical Centres hold confidential detailed records of accidents and incidents which have occurred, allowing review and analysis in order to, where possible, minimise the likelihood of recurrence. This review may be done by the School Doctor, Executive Management team, the Board of Governors and the School Health and Safety Committee. Anonymised accident records are reviewed at the termly Health and Safety committee meetings.

### **11.3 Communication with parents and others**

Parents and Houseparents of students are contacted in the event of significant injuries or accidents, if a student is admitted to the medical centre, if a student requires an x-ray or hospital treatment, if a student is seen by the School Doctor, or if there are any concerns about a student's health.

In the event of a head injury, matrons, house parents and relevant teachers will be informed by the School nurses in order that appropriate monitoring can take place.

A list of students to whom medication has been administered through the Medical Centre is sent to each boarding house daily. This provides information on the time and dose given, and the reason for attendance at the Medical Centre. If a student has already had their maximum dose of a medication, then the boarding house parents will be informed by the nurse. A list of students to whom medication has been administered during the night in boarding houses is emailed to the Medical Centre the following morning by the Houseparents.

A phone call is made to Houseparents by the nursing staff to communicate details of students who may need monitoring.

The School Doctor will communicate appropriate details of consultations with students to relevant parties, which will usually include Parents and Houseparents, and may include other members of the Medical and Pastoral teams. The specific people who are contacted is a matter for professional judgement on a case-by-case basis.



If a student is admitted to the Medical Centre this will be communicated to the Houseparents and Parents; responsibility for this lies with the Nurse or Doctor who decided to admit the patient.

## **12. Allergies**

School nurses will ensure that all members of staff, including kitchen staff, are aware of students who have allergies, and the allergens to be avoided. A list of students, their known allergens, is supplied to the kitchen staff and placed in each staff room each term.

Nurses will ensure that the procedure to be adopted in the event of anaphylactic shock is clearly understood and that the location and operation of adrenaline auto-injectors is known by teaching Staff. A list of staff trained to administer AAIs is available in the Medical Centre.

## **13. Care of students with chronic conditions and/or disabilities**

### **13.1 School healthcare register**

A list of students with chronic conditions and significant past medical conditions is kept by the Medical Centre and distributed to teaching Staff each term or more frequently as required, in addition to individualised updates for students whose conditions change during the term.

Where a student requires special treatment related to these, this will be determined on an individual basis and will usually involve input from the student, his or her parents, relevant teaching Staff, the School Doctor and a School Nurse, and consolidated into an Individual Healthcare Plan.

### **13.2 Intimate care procedures**

Any student requiring routine intimate care procedures would be admitted to the school following agreement of a care plan between the student, his/her parents, and the school medical team.

In the case of an emergency intimate care procedure being required by any student, this would be carried out by the school medical team after fully informing the student (if possible) and obtaining consent from his/her parents (this is done in advance prior to the student arriving at school, but would be re-confirmed with parents (if possible) at the time of need). Please note that under Kenyan law a person aged under 18 years cannot provide valid consent for any form of medical treatment at all.

### **13.3 Ongoing communication and review**

Parents are requested to update the school of any changes to their child's health conditions on a yearly basis, or more frequently if necessary. This information is sent to and stored in the Medical Centre, and summarised into the healthcare register and Individual Healthcare Plans.

### **13.4 Storage of and access to medical information**

Information is stored both in hard copy and electronically under the care of the Medical Team. It is sent by internal email to staff who have a reason to need to know it. Records are kept for a minimum of six years.

## **14. Hospital Treatment**

In the event of a pupil or student needing an x-ray or hospital treatment a School Nurse or other appropriately trained person will accompany the child in school transport.

Where a pupil or student is injured or becomes seriously ill while on an off-site activity or away sports fixture, an accompanying member of St. Andrew's school staff should travel with the child to hospital. A list of all emergency contacts and medical information relating to pupils and students must be taken to off-site activities.

Once in hospital, the nurse or staff member accompanying the child, should remain until the parent/guardian has arrived or until completion of treatment.

## **15. Management of blood-borne diseases, including HIV**

### **15.1 Minimising risk of transmission**

Those involved in educating and caring for students with HIV or other blood-borne diseases should be sensitive to their need for confidentiality and their right to privacy. Both the parents and the student may need support, as may the teachers and others involved in the direct care of the student at school. The people who are aware that a student is infected is therefore decided on a 'need to know' basis, but this will include medical staff, Houseparents, the Head teacher and Head of Pastoral. Most HIV positive students show no symptoms of infection. If the measures outlined in this policy are put into practice then the 'need to know' is largely eliminated.

In Music lessons, there should be no sharing of reeds or mouthpieces.

In Science lessons, Students should not give blood for any reason. However, staff may use a fresh, sterile lancet on themselves to demonstrate the structure of fresh human blood. The students may take samples of 'cheek epithelial cells' if they use a cotton bud to gently remove the cells. Human saliva should not be collected for enzyme experiments.

### **15.2 Good hygiene practice**

In all cases of provision of normal First Aid disposable gloves should be used. After use the gloves should be incinerated. When work is completed, staff should wash and dry their hands. In an emergency, direct mouth-to-mouth resuscitation should not be withheld, but Ambu-bags are available for resuscitation and are strongly recommended.

Minor cuts, open or weeping skin lesions and abrasions should be covered with waterproof dressings. If staff have cuts or abrasions they should not administer First Aid if another member of staff can provide it. The burning/incineration of all used disposable gloves, soiled linen/clothes, etc. should be done after 'double bagging' the contaminated items.

### **15.3 Personal hygiene**

Razors, toothbrushes or other items that can become contaminated with blood must not be shared. Sanitary towels must be disposed of in plastic bags and will be incinerated. Tampons may be flushed down the toilet. Cleaners will be provided with protective gloves to use when disposing of these materials.

## 15.4 Treating splashes of blood

The following guidance should be followed:

- Wash the wound or splashes of blood immediately and thoroughly with soap and water. If the splashes of blood are in the eyes or mouth then wash out immediately with copious amounts of water.
- Apply a suitable dressing and pressure pad if needed.
- Seek medical advice as soon as possible.

## 15.5 Cleaning blood/vomit

Details of techniques are kept in the School cleaning protocols.

## 16. Hygiene and Infection Control

School Staff are made aware of the potential hazards when dealing with blood, body fluids and clinical waste. There is a protocol in place for cleaning body fluids, with dedicated buckets and yellow bin bags for this purpose. These are placed in each medical centre, and in each dormitory and boarding house.

To minimise the risk to themselves and others, staff dealing with injuries and sick children have access to hand-washing facilities and protective equipment. Disposable gloves are available in every First Aid box. Clinical waste is disposed of via the Medical Centres.

Containers for the disposal of sharps are in the Medical Centres.

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**Compiled by:** School Doctor  
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