



Category	Health & Wellbeing		
Document Name	Health & Wellbeing of Students Procedures		
Accountable Body	Grafham Grange School Governing Body		
Reference	HW.P1.01	Date Ratified	7 th October 2015
Version	1.1	Last Update	30 th Sept 2015

Related Documents

Document	Reference
Health & Wellbeing of Pupils/Students Protocol	HW.P1.T1
Safeguarding and Child Protection Procedures	SC.P1.01
Health and Safety Statement of Arrangements	HS.P1.T1

Reference Material

Guidance
<p>Keeping Children Safe in Education DfE March 2015</p> <p>Working Together to Safeguard Children DfE March 2015</p> <p>Gillick competency and Fraser guidelines NSPCC</p> <p>Residential Special Schools National Minimum Standards (Care Standards Act 2000).</p> <p>The Children's Act 1989.</p> <p>The Regulation of Care Act 2001.</p> <p>The Nursing and Midwifery Professional Code of Conduct.</p> <p>The Administration and Control of Medicines in Care Homes and Children's Services, (June 2003). Royal Pharmaceutical Society of Great Britain</p> <p>Guidelines for the Administration of Medicines (2002) Nursing and Midwifery Council, London</p> <p>Data Protection Act (1998)</p> <p>Health & Safety Executive (HSE) website.</p>

Related Policies

Name	Reference
Health & Wellbeing of Pupils/Students Policy	HW.P1
Safeguarding and Child Protection Policy	SC.P1
Health and Safety Policy	HS.P1
Behaviour Management Policy	BM.P1
Data Security, Protection & Retention Policy	SY.P1



1. Medical Contract & PHE Contact

Grafham Grange School maintains a medical contract with Wonersh surgery and the named School Medical Officer is Dr Daulton.

The school's local Public Health England (PHE) centre is:

Kent, Surrey and Sussex PHE Centre

County Hall North
Chart Way
Horsham
West Sussex
RH12 1XA

Telephone: 0844 225 3861

2. Medical Facilities

Grafham Grange School has a purpose built surgery providing an office and treatment room. The surgery is normally staffed during the school day by a qualified nurse (currently 3 days per week) and at other times first aiders are available to attend to the children's/young people's medical needs.

Security

Surgery keys are available from the key press in the staff room, however only suitably qualified staff may administer medication (controlled or other) or first aid. The loss of any keys must be reported to the Head of Care and the School Business Manager, without delay.

The door and windows to the surgery is locked overnight, during every weekend and school holiday. The curtains are also closed to prevent visual awareness of medical equipment and medicine cabinets.

There are 2 further secure medication cabinets one on each residential floor. Only suitably qualified staff may access these cabinets to administer medication.

Students may only be granted access when accompanied by a member of staff.

3. Protection from Infection

Risk Assessment

The following risk assessment details the groups of staff and the risk of contamination based on their duties. Comprehensive information is to be made readily available to all staff and access to immunisation provided if requested.

Category	Potential Risk	Potential Impact	Likelihood 3 = certain 2 = often 1 = seldom	Severity 3 = major 2 = serious 1 = slight	Risk Rating 6 - 9 = High 3 - 4 = Med 1 - 2 = Low
Care Staff	Infection as consequence of student contact, bodily fluid spillages or injecting drug equipment	Contracting Hepatitis A, Hepatitis B, HIV, Meningitis, Tetanus	1	2	2



Category	Potential Risk	Potential Impact	Likelihood 3 = certain 2 = often 1 = seldom	Severity 3 = major 2 = serious 1 = slight	Risk Rating 6 - 9 = High 3 - 4 = Med 1 - 2 = Low
Teacher / TA's	Infection as consequence of student contact or with bodily fluid spillages	Contracting Hepatitis A, Hepatitis B, Meningitis, Tetanus	1	2	2
Medical Staff	Infection as consequence of student contact, bodily fluid spillages or injecting drug equipment	Contracting Hepatitis A, Hepatitis B, HIV, Meningitis, Tetanus	2	2	4
Domestic Staff	Infection as consequence of contact with bodily fluid spillages	Contracting Hepatitis B, Meningitis	1	2	2
Maintenance	Infection as consequence of contact with bodily fluid spillages, animal manure or soil	Contracting Hepatitis A, Hepatitis B, Tetanus	2	2	4
Administration	Infection as consequence of student contact or with bodily fluid spillages	Contracting Hepatitis B, Meningitis	1	2	2

Control Measures

Control	Procedures / Information
Hand Washing & Hygiene	1. Follow hand washing and good hygiene techniques as described in the Trust Health & Wellbeing of Pupils/Students Protocol
Immunisation	2. Boarding students are offered flu vaccinations through the medical officer at the school if required. Day students organise flu vaccinations through their own G.P. 3. Diptheria, Tetanus and Polio boosters are organised through the Jarvis centre. 4. All staff at Grafham Grange are advised to have immunisation against Hepatitis B at their own GP surgery.
Spillages	5. Spillage buckets are located in all areas of the school and it is the responsibility of the domestic staff to check the contents monthly.
Clinical Waste	6. Clinical waste facilities are located in the surgery.

Immunisations

Immunisation sessions are arranged with the School Medical Officer or The Jarvis Centre in Guildford. The school nurse making the arrangements checks both the surgery diary and the school office diary to ensure there are no previous bookings and booked sessions are entered into both diaries.

Flu immunisations are offered every autumn to Year 11 students or those who have underlying health conditions. Leavers' boosters are offered to all boarding students in year 11 at the beginning of the summer term.

The school nurse prepares and sends out the appropriate consent forms for these sessions, with follow up phone calls or additional forms sent out as required. Families of day students are advised by letter, to consult their GP about immunisations for flu and leavers' boosters.

Other immunisations, as recommended by The Department of Health or the area Health Authority are carried out by a visiting medical team. The Jarvis Centre provides the school with the letters and consent



forms to send to the parents/carers. We are required to post these completed consent forms back to the clerk, two weeks prior to the booked session. The school nurse contacts the parents/carers of any child/young person whose form has not been returned and send another if necessary. Any information that needs to be forwarded to parents/carers following the session is arranged by the visiting team, in liaison with the school nurse.

The school nurse:

7. arranges suitable times for the students to arrive in the surgery and the teaching staff are given lists that morning or beforehand.
8. is present during sessions carried out by visiting medical teams, to offer reassurance and guidance to the students and advice to the visiting professionals as required.
9. ensures children/young people arrive in an orderly manner and remain in the surgery after the immunisation for the length of time recommended by the visiting team.
10. liaises with senior managers in any situation where additional staff are required.

4. Administration of Medication

Record of Staff Approved to Administer Prescribed Medication

Staff members listed below have satisfactorily demonstrated their competency to issue medication according to the criteria laid down in the competency check list.

Date	Name	Job Title	Opus Expires
30.9.15	Paul Robertson	Assistant Headteacher Aspirations & Wellbeing	05.01.2017
30.9.15	Steve Mitchell	Head of Care	30.04.2016
30.9.15	Kay Longbottom	Head of Key Stage 4/5	30.04.2016
30.9.15	Samantha Cox	Designated Safeguarding Lead	02.06.2016
30.9.15	Derek Hume	Co Tutor	04.03.2016
30.9.15	Han Watchel	Co Tutor	02.06.2016
30.9.15	Jessica Luscombe	Co Tutor	01.09.2016
30.9.15	Donna Winston	Co Tutor	03.06.2016
30.9.15	Katie Wright	Co Tutor	24.11.2016
30.9.15	Ian Jamieson	Co Tutor	13.03.2017
30.9.15	Rowena Tyler	Teaching Assistant	05.01.2017
30.9.15	Melanie Porter	Teaching Assistant	05.01.2017
30.9.15	Jessica Clark	Teaching Assistant	27.11.2016
30.9.15	Nick Landais	Co Tutor	29.05.2017

5. Bathing & Showering

It is important that all students are enabled to maintain high standards of hygiene whilst at Grafham Grange School. Parents/carers are requested to provide personal toiletries for boarding students at least consisting of shampoo, shower gel or soap, deodorant, toothbrush and toothpaste and a brush, flannels and towels.



It is expected that the students shower or bath daily in the bathroom areas. The care staff assess the individual child's/young person's competence in personal care tasks and implement guidelines and risk assessments to promote development of self help skills and identify risk management strategies promoting independence and development of self help skills.

Where required, an Occupational Therapist assesses the individual needs of students and supply appropriate equipment where required, for example slip mats, grab rails, shower chairs etc.

It is expected after showering or bathing that towels and flannels are hung on separate pegs to dry to promote hygiene. Care staff recognise privacy needs of individual students at all times and offer assistance only where required. Education is provided through PSHE on the need for promotion of good personal hygiene and dental hygiene to enable individuals to make informed choices in this area and develop their skills and independence.

6. Promoting Health & Wellbeing

The curriculum and extended learning activities used to support the Health & Wellbeing of students include:

Area	Strategy
<p>Mental & emotional wellbeing (e.g. targeted support reflected in personalised learning plans based on an individual's statement of needs/EHC plan, assessing and monitoring the impact of interventions).</p>	<p>Therapy is a fundamental part of the student's individual Personalised Learning Plans (PLPs) and anchored on the specialist input needs as identified in legacy statements, EHC Plans and individual therapy assessments for students and includes at minimum:</p> <ul style="list-style-type: none"> • Speech and Language Therapy. • Occupational Therapy. • Psychological Therapies. • Nursing expertise delivered by Virgin Care. • Personalised therapeutic interventions e.g. music therapy, art therapy, CBT. <p>In addition, the integration of therapy through multi-disciplinary working and a blended approach to meeting the customised needs of each student will be developed as a feature of the school, going above and beyond the approach in other schools nationally.</p> <p>The PLPs clearly provide information to all staff regarding the support and provisions required for individuals.</p>
<p>Social wellbeing (e.g. anti-bullying, peer support/mentoring, anti-radicalisation, internationalism to support equality & diversity).</p>	<p>The school's ethos and values on Equality & Diversity, Anti-Bullying and Anti-Radicalisation are taught throughout the curriculum and school life.</p> <p>Anti-Bullying strategies include an Anti-Bullying week, assemblies by Achievement for All and self-assessment tools.</p> <p>Students are taught aspects of SMSC in Tutor groups including actively promoting the fundamental British values of democracy, the rule of law, individual liberty, and mutual respect and tolerance of those with different faiths and beliefs.</p>
<p>Physical wellbeing (e.g. sports and recreational activities, food & diet/healthy living and substance misuse).</p>	<p>The school offers young people a range of recreational and leisure pursuits; the chance to develop hobbies and opportunities to mix socially together and with others. All young people are actively encouraged to partake in at least one or two leisure activities each week as part of rebuilding self-esteem and confidence. We acknowledge the importance of sport in developing an appropriate level of competition, teamwork, physical and mental health and so actively</p>



Area	Strategy
	<p>promote participation in a range of activities.</p> <p>Physical Education is an important aspect of the boys wellbeing and the curriculum supports a range of sporting activities and educating the students on how to be physically healthy and exercise.</p> <p>Substance misuse is covered in the SkillForce programme.</p> <p>Connect Catering provide the meals at the school and the catering manager ensures the children maintain a healthy, balanced diet as well as meeting individual dietary needs. A new servery in the dining room allows the catering team to offer more choice and also caters for boys with a limited diet due to medication.</p> <p>Residential students agree a menu that has a good balance of healthy food options, boys and staff place a food order via the school kitchen. The meals are prepared and cooked each evening by the boys, supported by the staff. They will learn what are healthy or unhealthy meal options and develop their understanding of ingredients and commodities when preparing meals for individuals and larger groups.</p>
Positive relationships (e.g. PSHE/Sex & Relationship education programmes).	SRE is covered in the SkillForce programme and the school's SRE procedures are in place.
Student Voice	A School Parliament is in place and allows all students to voice their opinions and concerns.
Parent Voice/Communications	<p>The Designated Safeguarding Lead and Family Liaison supports all parents/carers and carries out home visits when required.</p> <p>Regular parent forums and events are also held to allow parents/carers to share concerns or provide feedback.</p>