



FIRST AID & MEDICAL EMERGENCY POLICY

Introduction

The aim of this policy and procedural documents within is to ensure that all staff have knowledge of the medical care arrangements and, where necessary, the skills to provide first aid management or impart information for others to receive medical care.

This document has additional procedural guidelines on:

- Emergency Response (Appendix 1);
- Swimming Pool Usage (Appendix 2);
- Swimming Pool Emergency Response (Appendix 3)
- Guidelines for Accompanying a Pupil to a Medical Facility (Appendix 4);
- Guidelines for Medical Care on an Off-Campus/Overseas Trip (Appendix 5);
- Infectious Illness Intervention Procedures (Appendix 6).

The College employs full time, qualified, English and Bahasa Melayu speaking nurses to deliver health care and First Aid to pupils, staff and visitors to the school. During the College working day the nurses are located in the Medical Room which is situated on the first floor near the library and opposite the Staff Common Room. The College also has a fully operational Sanatorium ("San") located at the back of Holman House/4G pitch, which is operational in the evenings and at weekends. Facilities are provided for pupils to stay overnight in the San. A nurse will always be in residence there overnight both to care for pupils staying in the San and/or to provide care for a boarder who is taken ill overnight. The operating hours of both facilities are:

For Medical Room

Monday to Friday	07:30 to 18:30
Saturday	07:30 to 18:30
Sundays and Public Holidays	09:30 to 10:30 and 18:00 to 19:00

For San

Monday to Friday	18:30 to 20:00 Normal running of Medical Clinic 20:00 to 07:30 (Call Duty)
Saturday	18:30 to 09:30 (Call Duty)
Sundays and Public Holidays	10:30 to 18:00 (Call Duty) 19:00 to 07:30 (Call Duty)

There is also access to a local English speaking doctor in the nearby Mercato shopping centre. Opening hours and contact details are posted outside the Medical Room and in all the Boarding Houses.

A list of first aid qualified staff will be displayed in the Medical Room, the Common Room Lounge, the School Reception and Sports Centre. Online First aid training is undertaken with Educare by all staff with practical training delivered by the College Healthcare Coordinator. Where practicable staff should feel able to deal with any instances of minor first aid e.g. simple application of a plaster/cleaning a small wound.

1. Guidance on pupils attending the Medical Room:

- Pupils in the Prep School must be accompanied by a familiar adult (i.e. Prep School Teacher/Teaching Assistant), or, if not practical, the nurse should be called to the classroom. The only exception to this is for pupils in Year 6 who may be permitted to visit the Medical Centre unaccompanied, provided they are well enough to do so and have a signed note from their Class Teacher to this effect with the time and reason given. This note must be handed to the nurse upon arrival.
- Pupils in Senior School can be sent to the Medical Centre on their own during class time for minor matters, so long as they have permission from the teacher indicated by a signed note.
- Pupils in Senior School may go to the Medical Centre between lessons with a signed note from the teacher of their next lesson.
- Pupils in Senior School may go to the Medical Centre at break, lunch-time or after Period 7 without a note. However, during CCA time, a note from the supervising teacher is required.
- At all times a nurse will always treat pupils in distress or any urgent matters without a note. However, pupils who report requesting to rest or for any non-urgent matters will be asked to return to their class and get a note from their teacher first, unless the Medical Centre has received an email from the pupil's HMM/Class Teacher to expect them.
- If a pupil is suffering more severe symptoms or is in any form of distress, an adult should ensure that they are safely delivered to the Medical Room or that the nurse is called to the pupil, whichever is more practical.
- In the case of severe injury (such as suspected broken bones) a pupil should not be moved and the nurse or first aider should be called immediately through the use of a pupil/TA "runner" or by telephone.
- If a boarder requires medical treatment overnight, and another pupil is already in the Sanatorium, it will be necessary for a member of House staff to accompany the pupil to the Sanatorium. A boarder who requires medical treatment overnight must not be permitted to leave the Boarding House unaccompanied.

2. Head Trauma (minor and major)

- All pupils who have a suspected or confirmed head trauma (even if minor and with no presenting symptoms, swelling or redness) should be seen by the nurse immediately for assessment.
- If a spinal injury is suspected don't move the pupil and call the nurse immediately with details of the incident.
- Use emergency services in all cases that involve: conscious level deficit; fitting; suspected skull fracture (deformity/fluid from nose or ears)
- Parents/guardians/HMMs/Head of Prep and the Deputy Head (Pastoral) are to be informed of any head trauma sustained by their child whether on campus or off campus activities. Prep School pupil head/face bumps are reported to parents before the child goes home (either immediately by telephone/email if there are concerns or a note home with the child).
- A child who has already been seen by the nurse for a head/face bump must be sent back to the Medical Room immediately if any of the following symptoms present themselves at a later point: dizziness, sleepiness, nauseous, vomiting, crying, slurred speech, blood from ears, headache etc. In this case it

may be necessary for arrangements to be made for them the pupil to be taken to the nearest hospital for assessment.

- If there is any loss of consciousness no matter how brief the pupil is to be assessed by a medical practitioner ASAP.
- Pupils who sustain a head injury during the course of a sporting activity should be immediately removed from the activity and must not be allowed to resume sporting activities until they have been assessed by a doctor. Refer to Head Injury Policy and Return to Play Policy.

3. Minor Illness and Injury

College staff have a duty of care to all pupils and should send them to the Medical Room immediately if they present with any of the following signs and/or symptoms:

- Fever;
- Vomiting or diarrhoea;
- Nose bleed (if faint do not move the child, but send for the nurse);
- Persistent cough or sneezing;
- Persistent headache;
- Persistent abdominal pain;
- Suspected head lice;
- Slurred speech;
- Mild allergic reaction (sneezing, skin irritation);
- Moderate to severe allergic reaction (hive like rash, facial swelling, breathlessness) Send for the nurse with details of illness if there is debilitating breathlessness;
- Head bump of any sort (we always take a very cautious approach to head bumps);
- Injury to the face or head of any kind;
- Bleeding wounds (deep continually bleeding wounds are an emergency – see Emergency Response Guidelines);
- Multiple irritating insect bites or bee/wasp stings;
- Appears just generally 'out of sorts'/not themselves and/or extremely quiet;
- Debilitating menstrual discomfort;
- Onset of menstruation (for guidance with hygiene);
- Or any other ailment which results in a child being uncomfortable or appearing unwell;
- Does not seem better after a visit to the Medical Room earlier in the school day.

4. Illness and Injury Recording and Reporting

- The visits of pupils, staff and visitors to the Medical Room will be recorded by the nurse in a confidential electronic file.
- Boarding House pupils' visits will also be recorded in a Google sheet which is electronically shared with the pupil's Boarding Housemaster/mistress.
- The Medical Room must be informed of any First aid provision administered in the Boarding House so that this information can be recorded in the pupil's medical file.
- Serious incidents or near misses will be logged on an Accident and Incident Record form (hard copy in Medical Room or request electronic version). This form will be completed by staff witnessing the incident within 24 hours of the incident and sent to the Medical Room. Copies must be sent to the pupil's HMM, Deputy Head (Pastoral)/Head of Prep and, in the case of a sporting accident/injury, the Director of Sport.
- The Deputy Head (Pastoral) monitors incidents and accidents and takes the required measures to reduce further injury/incident.

5. Illness and Injury Communication

- The nurse will inform the parents, the class teacher and/or HMM/Head of Prep if a pupil:
 - is to be sent home/their House;
 - has received an injury or suspected bump to the head/face;
 - or will need more involved or urgent medical care.
- The nurse has access to the school mailing database and will use the emergency contacts given therein. If the system is down the Medical Room and Admissions maintain paper copies for staff use.
- The pupil will remain in the nurse's care until taken home or for further treatment off campus.
- The College nurse will communicate directly with the parent/guardian if the unwell pupil is to be taken home. In most cases the pupil will be escorted to Reception for collection or, if more practical, the pupil can leave from their Boarding House.
- The pupil's HMM/Head of Prep may be asked to assist if parents are not contactable on normal numbers.
- All efforts should be made to contact parents/guardians in the event of a potentially serious situation. However, if they cannot be contacted treatment and/or transport to hospital should be arranged by the school as a priority. In such cases the Deputy Head (Pastoral) must be informed.

6. Non-Emergency Medical Referral

- In the case where the school nurse recommends the pupil has further assessment and treatment by a clinical specialist the parent/guardian will be notified.
- If parent/guardian agrees the pupil will be referred and transport arranged to either Dr Fauziah Clinic, Mercato Complex, Nilai Medical Centre, Nilai. or KPJ Hospital, Seremban.
- It is the parent/guardian responsibility to provide transportation if another clinical specialist facility is preferred.

7. Emergency Management (also see Emergency Response Guidelines for whole school and swimming pool- Appendix 1 & 3)

- The College will make arrangements to take a child/pupil to hospital with or without being able to contact parents for permission.
- The nurse will co-ordinate communication with emergency medical services (EMS) if practical to do so in a timely manner, otherwise any staff can initiate the EMS and make the nurse aware of the situation as soon as possible.
- Emergency contact numbers are situated outside the Medical Room, Reception, Common Room Lounge, Prep School, Sports Centre and in each Boarding House.

EMERGENCY CONTACTS:

- National Ambulance and Police 999 or 112 from mobiles
- Fire Service (Bomba) 994 or 112 from mobiles
- Nilai Medical Centre 06-8500999
- Medical Room mob no: 016-224 5842 or ECiM no: 06 2402 188 ext: 266
- Maha Mas Medic Services: 03-40449099/03-4022399 Or 1-300-888-999
- First Ambulance: 03-77851919

8. Red Flag Health Conditions

- Pupils with known medical concerns are identified on admission through the Pupil Medical Information completed by parents/guardians and a brief interview and health assessment with pupil/ and parents/guardian during the first weeks after admission.
- This information is recorded on the school database (iSAMS) and Health Alert Database and then shared with relevant staff (including the food caterers in the case of a food allergy).
- All relevant staff will be expected to make themselves familiar with this information.
- Pupils with severe or life threatening medical conditions e.g. Diabetes, Epilepsy, Asthma will also have a Medical Alert and Management Form. This form will have a photo ID, details of the condition and information relating to the pupil's Medical Care Plan. These forms will be in a separate folder in the Medical Room and will be displayed on a notice board in the Staff Common Room.

9. Cleaning of bodily fluids and accidents

- Bodily fluid spillages should be dealt with by the College cleaning staff (Sodexo) who have had guidance on proper handling of spills. (Sodexo 24 Hour Help Desk Tel: 019 225 0848) who have had guidance on proper handling of spills.
- Spillage guidelines are displayed in prominent areas for cleaner's access including the Boarding Houses.
- Keep pupils/adults away from any spills until they have been properly dealt with.
- The Medical Room can be notified to alert cleaners to a spillage site.

10. Infectious Diseases (also see Infectious Illness Intervention Procedures- Appendix 6)

- Notifiable diseases in Malaysia are the responsibility of the local doctors and they will take all necessary steps to inform the local health authorities as necessary.
- The College follows all recommendations of the local health authorities and Ministry of Health. Parents will be kept fully informed of all infectious outbreaks at the College.
- Classrooms which have been used within 24 hours by a child/adult with a notifiable infectious disease will be fully disinfected (including all surfaces and equipment) by the College cleaning staff under the supervision of the nurse and the facilities manager.
- The College takes steps to minimise the spread of infectious diseases by health education, early recognition and isolation procedures. For further details please refer to 'Infectious Illnesses' in the College's 'Provision of Medical Care Policy'.

11. First Aid Kits Provision

First aid kits and supplies are located in the following school areas:

- Medical Room
- Reception/Visitors
- Science labs
- D&T Room
- Art Room
- Auditorium (one backstage and one in control room)
- PE Office
- Prep School
- Boarding Houses
- Pavilion building
- Guard Houses

A travel kit will be taken on all school trips off campus. Staff taking such trips must notify the Medical Centre with trip details including: location, number of pupils/staff, number of groups and any red flag medical condition pupils. It is the trip organiser's responsibility to identify red flag pupils and to give the Medical Room at least one week's notice of a school trip to organise a first aid kit.

12. Health Monitoring and Education

1. The school nurses will conduct health screening on pupils annually. Parents will be informed of any concerns noted during the health screening.
2. The school nurses will be involved in health education programmes including efficient hand washing/sanitising, cough etiquette, and personal hygiene in the Prep School and contribute to the College PSHE Programme.
3. The College is committed to providing all the pupils with the necessary knowledge and skills to maintain good health and wellbeing through school education programmes.

Appendix 1: Emergency Response Procedure

This guideline is to be followed in the event there is a medical emergency on the College campus.

Resources:

- Medical Centre/SLT Mobile phones
- First aid kit + emergency contact numbers
- Pupil or staff runner
- Nominated first aiders and support persons

If a staff member has witnessed or been alerted to a medical emergency on campus the following steps should be taken:

- Assess and stabilise the situation corresponding to the person's training and experience.
- If the incident requires urgent care with ambulance transportation **call 999**. Depending on wait time given, call Nilai Medical Centre (or one of the other private ambulance numbers given) for a private ambulance (numbers listed outside Med Room/PE office/Reception/Common Staffroom).
- If the casualty is assessed as not breathing, basic life support with CPR ratio of 30:2 (chest compressions: rescue breaths) should be commenced and the AED will be retrieved from the Medical Room/PE office and attached to the casualty ASAP.
- If the casualty is bleeding heavily apply pressure to the wound and elevate the part (not if a broken bone is suspected).
- Send for the College nurse via phone, swimming pool panic button or pupil/staff runner. Give as many details of the incident as possible (where, what, type, severity, casualty's name).
- Access a first aid kit (know the location of the closest kit).
- Ensure physical and emotional safety of other pupils.
- The nurse will organise first aid support, appropriate first aid equipment, the co-ordination of ambulance arrival with College receptionist and alert a member of the College Senior Leadership Team ("SLT") and HMMs.
- SLT, HMMs or College nurse will contact parents/guardian.
- A member of staff (ideally someone the pupil knows well i.e. house staff) will accompany the casualty to attending medical facility. They will take with them, pupil health details (including insurance information), parent/guardian contact details, pupil identification and ECiM liaison contact details. The Medical Centre holds a float of money which the attending member of staff can take with them in the case a cash deposit is required.
- The College will arrange transport to retrieve staff from the attending medical facility when the duty of care has been handed over to parents/guardian.
- The Medical Room will provide an incident debriefing to staff and pupils.
- The services of a Counsellor will be organised if necessary.

Emergency Contact Details

National Ambulance/Police **999/112** (mob ph)
Medical Room: **016-2245842**
Satwant Kaur (College Healthcare Co-ordinator): **012-3085498**
Nilai Medical Centre **06-8500999**
Maha Mas Medic Services: **03-404 49099/03-402 2399 or 1-300-888-999**
First Ambulance: **03-77851919**
St. John's Ambulance: **017-6226398**
SLT on Call Telephone: **016 224 9417**
Deputy Head (Pastoral): **016 224 8134** (S Ottewell)
Sodexo 24 Hour Help Desk Telephone: **019 2250848**

Appendix 2 – Swimming Pool Safety Procedures

Good Practice regulations for Staff

Pool design and depth

- Outdoor – 25m x 6 lanes
- Shallow end – 160cm
- Tiled poolside

Potential areas of risk

- Pool edge is slippery when wet;
- Tiling surround;
- Steps when entering the pool area;
- Changing room floors slippery when wet;
- Steps for exiting the pool;
- Diving blocks.

Arrangements for lessons

- Pupils should wait inside changing rooms until teacher is poolside.
- Staff member unlocks changing room gate.
- On instruction, pupils enter and sit in designated area next to the pool.
- Pupils should be seated for pre-session briefing.
- No pupil should go near the pool edge, enter or test the water until instructed to do so by the teacher in charge.
- Pupils must know and observe the whistle signals
 - ⇒ 1 Short blast – Stop, Look and Listen
 - ⇒ Long continuous blast – Everyone out at the nearest edge, sit down away from the poolside.

Responsibility for safety

- Duty of care for pupils remains at all times with the teacher.
- Even in the case of specialist instructors being brought in, responsibility remains with the teacher.
- There is need for good communication skills.
- The swimming pool is regarded in law as a place of work and must be treated as such in terms of risk to health.

Safety qualifications

- Whenever there are pupils in the water, a responsible adult must be present at the poolside who is able to effect a rescue and to carry out cardio-pulmonary resuscitation.
- Where teachers are responsible for the safety of a programmed session, such as a swimming lesson, it is recommended by the Health and Safety Executive (HSE), that they have a current swimming life-saving award.
- Therefore, if a staff member, supervising a swimming session has no qualification, there must be another person (staff or pupil) on the poolside who is qualified.

Supervision and pupil conduct

- Routines, deep and shallow water and other relevant notices should be brought to the attention of the pupils before the start of any session.
- The teacher should be able to see all pupils throughout.
- The teacher should not enter the water if this leaves no supervising adult on the poolside.
- In addition

- ⇒ No running
- ⇒ No diving in the shallow half of the pool
- ⇒ No pushing
- ⇒ No horseplay
- ⇒ No bombing
- ⇒ No dunking

Pupil/teacher ratio

The following ratios must not be exceeded for the safe supervision of pupils in the swimming pool:

- 20:1 mixed ability groups (pupils with a range of ability from improver standard to competent swimmer).
- 30:1 Swim team training.
- 12:1 non-swimmers and beginners (young children and adults being introduced to swimming).
- There is maximum swimming capacity of 36 pupils in the pool at any one time.

Social Swimming Sessions

- For non-timetabled/regular social swimming sessions involving pupils (e.g. Boarding Houses/Prep School) the number of suitably qualified staff and additional supervision required will be decided on an individual basis. This will be based on the Risk Assessment produced by the member of staff running the session due to the potential higher risks involved.
- The Risk Assessment must take into account the number of pupils, the age range of pupils, the ability of pupils and any specific activities being undertaken.

Weather conditions

- Pupils to be made aware of College Lightning Policy and what to do in the event of the Lightning Alarm being activated whilst in the pool/pool area.

Pool safety and equipment

- The pool and surround is adequately supplied with appropriate equipment
- It is the responsibility of the teacher in charge to ensure that this readily available at the start of each session
- Equipment is to be checked on a regular basis
- It is highly desirable that the teacher in charge has a mobile phone with pre-set emergency contact numbers.
- All incidents need to be reported to the Director of Sport and PE and on an Accident and Incident Record Form.

Emergency Contact Numbers

National Ambulance/Police **999/112** (mob ph)

Medical Room: **016-2245842**

Satwant Kaur (College Healthcare Co-ordinator): **012-3085498**

Nilai Medical Centre **06-8500999**

Maha Mas Medic Services: **03-404 49099/03-402 2399 or 1-300-888-999**

First Ambulance: **03-77851919**

St. John's Ambulance: **017-6226398**

SLT on Call Telephone: **016 224 9417**

Deputy Head (Pastoral): **016 224 8134** (S Ottewell)

Date: December 2019
Review Date: December 2020
Responsibility: College Healthcare Co-ordinator

Sodexo 24 Hour Help Desk Telephone: **019 2250848**

Appendix 3: Emergency Response Procedure Swimming Pool

This procedure is to be followed in the event of an injury or situation requiring emergency assistance from the College nurses and/or transfer to hospital by ambulance.

Resources:

- First Aid kit and Spinal Board situated in PE office (in addition to one in the Sanatorium);
- Mobile phones;
- First aid kit + emergency contact numbers;
- Pupil or staff runner;
- Nominated first aiders and support persons.

If leading staff member assesses the situation as requiring College nurse assistance/an ambulance ASAP (severe head injury, spinal injury, near drowning) the following steps are taken:

- Press the panic button (red buttons x 2 situated on the dressing room side of pool) This will alarm in the Administration area and the Medical Room.
- Designated First Aider will stabilise and provide first aid care to casualty calling on others to help as needed.
- Support person 1 will contact National Emergency Services 999/ Private Ambulances (number pre-set in mob).
- Support person 2 will contact the College nurse (even if the panic button has been pressed as a back-up measure) via mobile phone or send a runner with information that should include: brief details of incident, the possible severity of the incident and the casualty name if known.
- Support person 3 will ensure the physical and emotional safety of other pupils.
- The College nurse will organise: first aid support at poolside; appropriate first aid equipment; the co-ordination of ambulance arrival with school receptionist and alert members of SLT and HMM.
- The school receptionist (during office hours) will contact the guards to direct the ambulance to the road above the swimming pool. The College nurse will be responsible for this after hours.
- ELT, HMMs or College nurse will contact parents/guardian.
- A member of staff ideally someone the pupil knows well i.e. house staff) will accompany the casualty to Nilai Medical Centre or other appropriate medical facility. They will take with them: pupil health details (iSAMS/Med Room), parent/guardian contact details, pupil identification and ECiM liaison person contact details.
- ECiM will arrange transport to retrieve staff from the medical facility when the duty of care has been handed over to parents/guardian.
- Medical Room will provide an incident debriefing to staff and pupils. The services of a counsellor will be organised if necessary.

This procedural document will be reviewed yearly and after each emergency incident or near miss.

Appendix 4: Guidelines for Accompanying Pupils to a Medical Facility

Non- Urgent

There are three medical facilities that we can use to have pupils assessed and treated:

1. **Dr Fauziah** is close by in the Mercato Shopping Complex Tel: **06-794-8890**
She is good for conditions that you don't think will need specialist treatment or radiological assessment e.g. X-rays. She is also happy to be called in an emergency to assist.

Clinic hours: **Mon, Tues, Thurs and Fri** 9:00am -6:00pm 8:00pm-10:00pm
 Wed 9:00am to 4:00pm
 Sat 9:00am-1:00pm
 Sun and public holidays CLOSED

Transport: School car, taxi or private car as appropriate

Documentation: Take a Medical liaison form and a Referral form from nurse (if on duty), Pupil IC card, Passport, Insurance Form if applicable.

Payment: Use medical expenses float (kept by the College Healthcare Co-Ordinator) – return all receipts to Finance Department

2. **Nilai Medical Centre (NMC)** is a small private hospital in Nilai (approx. 20mins by car)
Tel: **06-850-0999**
NMC should be used when Dr Fauziah is not available and or the pupil requires specialist treatment or radiological assessment. This facility is not good for head injuries, neurological conditions or where a plastic surgeon may be required for suturing.

A and E Department hours: **24 hours**

Transport: School car, school bus with driver, taxi, private car.

Documentation: Take a Medical Liaison Form and a Referral Form from school nurse, original or photocopy of pupil Identity card or Passport, Insurance Form if applicable.

Payment: All treatment and transport will be invoiced to ECiM or paid by pupils or parents (if present).

3. **KPJ Seremban** is a large private hospital in Seremban (approx. 35mins by car)

Tel: [+60 6-767 7800](tel:+6067677800)

KPJ Seremban should be used when the condition involves neurological care or a plastic surgeon

A and E Department hours: **24 hours**

Transport: School car, school bus with driver, taxi, private car.

Documentation: Take a Medical Liaison Form and a Referral Form from school nurse, photocopy of IC or Passport, Insurance Form if applicable.

Payment: All treatment and transport need to be paid in cash by accompanying person. A medical emergency cash float is kept by the Healthcare Coordinator.

Emergency and Urgent

- Call nurse on duty and an ambulance – see Emergency Contact Number Poster (in Houses and Med Room door).
- Make sure relevant HMM/Head of Prep has been notified who should contact SLT staff on duty and Deputy Head (Pastoral).
- HMM/Head of Prep/Healthcare Coordinator/College nurse to make parents/guardians aware
- If the condition is urgent but not life threatening parents who live in KL should be contacted to see if they would prefer their child to be transported to a hospital closer to them. (You will need to know the destination before contacting the ambulance service.
- A staff member will accompany the pupil. Arrangements will be made to retrieve the staff member
- Take a Medical Liaison Form and a Referral Form from school nurse, IC card, Passport, Insurance Form if applicable.
- A medical emergency cash float of RM 2000 is kept by the Healthcare Coordinator if required.
- Nilai Medical Centre will invoice directly to ECiM.

Other useful contacts:

Nurse on Duty: [016-2245842](tel:0162245842)

SLT staff (5.30pm to 8.00am): [016 224 9417](tel:0162249417)

Appendix 5: Guidelines for Medical Care during Off Campus/Overseas Trip

Medical care expenses provision

- Organise with Finance Department in advance of your trip to take a cash advance which may be used for medical expenses.
- You may also like to factor Medical Care into the cost of the trip.

Necessary Information

- Create a spreadsheet containing contact details, insurance and health/dietary information for each pupil and staff going on the trip. Laminated copies given to each member of staff.
- Make sure you know destination emergency numbers.
- Pre-set all accompanying staff mobile numbers in each other's phones.
- Pre-set important ECiM contacts into your phone (see below).
- Pre-set useful contacts of hosting school or organisation.

Medical care

- Plan staffing numbers for each trip taking into account: a staff member being ill or injured or a staff member having to accompany an ill or injured pupil to a medical facility or back to home base.
- Ensure that you have up to date medical information on all pupils on the trip.
- Ensure that you have booked first aid kits (by email) with the Medical Room at least 1 week before trip.
- Get local information from hosting school, organisation of hotel as to the best medical facility to use.
- Whether on an overseas or local trip contact ECiM Medical Room or other relevant contact with details of pupil, illness/injury, attending medical facility.
- ECiM will contact parent/guardian to inform them of the incident and to establish personal insurance payment if the pupil needs hospitalization.
- Keep all receipts for monies paid.

Trip review and feedback

- Return any cash advance to Finance Department with receipts.
- Feedback any incidents of illness or injury to Medical Room.
- Review this procedural document annually or after an incident or near miss event.

Appendix 6: Infectious Illness Intervention Procedure

The aim of this document is to adopt procedures which will: ensure early recognition of possible highly transmissible illness and early adoption of intervention procedures.

Recognition

- Post break (holiday) illness assessment by College nurses will include: history of travel and illness during the school break
- Potential infectious illness, assessment by College nurses will attempt to identify a transmission trail.
- Pupils identified in this trail who have not presented to the Medical Room will be assessed.
- If 5 cases or more with similar symptoms present within 5 days, isolation procedures put in place.

Isolation

- Pupils with symptoms of a recognised infectious illness will be temporarily isolated in the San building overnight until other arrangements can be made.
- If the pupil is a day or weekly boarder parents will be asked to isolate them at home and not return them to college until all transmissible symptoms are clear. Guardians will be contacted for any international pupils with a serious infectious illness and asked to make arrangements for them to be suitably cared for outside of school.
- Pupils will be taken to Dr Fauziah or other medical clinic for further assessment and medication as required
- A nurse will care for pupils in the Sanatorium in isolation.
- A rehabilitation plan of medical care, nutrition, rest and light activity will be provided.
- Isolation carers will use universal infectious illness precautions when caring for the pupils.
- If pupils are cared for at home parents/carers will be given recommended care information.
- There are 4 single rooms and 1 twin room in the San building which can accommodate up to 6 pupils. There is also an isolation room for infectious cases.

Nutrition

- Sodexo requested to provide nutritionally appropriate food *.
 - Delivery of meals will be arranged between Sodexo and the nurse caring for the pupil/s.
- * *chicken broth or rice porridge if meal choice of the day is not suitable*

Cleaning*

- Sodexo will provide extra triple cleaning for the isolation rooms after use by a pupil.
- Sodexo will fully clean the shared room the infectious pupil has been using.
- Sodexo will provide extra cleaning for the Medical Room.

* *Cleaning should be to a hospital standard for these areas during this time*

Information sharing

- This plan will be initiated by the College Healthcare Co-ordinator after consultation with Deputy Head (Pastoral) and HMM.
- When this plan is initiated all staff, pupils and parents/agents will be made aware of the signs and symptoms of the illness and asked to follow these guidelines:
- If a pupil or staff member develops signs and symptoms they are to present to the Medical Room if in College or stay at home if not in College.