



# Intimate or Invasive Medical Procedures Policy

Med 04

Reviewed by FM in Nov 18 | Next Review Date: Nov 19

**This is a whole School Policy including Prep, Pre-Prep, EYFS, After School Care and Holiday Club**

1. **Aim:** Abberley Hall has strict procedures for administering medication of any type and this is outlined in the Administration of Medication Procedure.
2. It is recognised that a small number of pupils may require additional treatments that are not covered by the schools Administration of Medication Procedure because they have unusual or special specific medical needs which may require treatment that would be considered intimate or invasive. Examples would be extreme allergic reaction (anaphylactic shock); epileptic seizure, which may involve invasive medical procedures such as giving an injection. Example of an intimate treatments that could be carried out at school, would include administration of prescribed treatments of suppositories, enemas or application of cream to the skin.
3. **Purpose:** The Policy is to provide clear guidelines to medical staff on how to assess the needs of pupils who may require either emergency treatment or ongoing treatment that is considered to be invasive or intimate in nature. This policy should be read in conjunction with the Administration of Medication Policy and Asthma Policy and any treatments must be carried out by medically trained members of staff.
4. The number of pupils who have unusual or special medical needs will be very small. Early identification and careful planning by the Senior Medical Matron will allow the needs and circumstances of a particular child to be met. This should be done by creating an individual **Health Care Plan** (see Appendix 1).
5. Pupils requiring administration of medication or procedures (not covered under the school's Administration of Medication Policy) will require a **Health Care Needs Risk Assessment** and where this risk assessment identifies the need, a **Health Care Plan** should be developed by the Senior Medical Matron and should involve the parents of the child.
6. **The Health Care Needs Risk Assessment** will identify:
  - a. Any risk around the health care need for the child;
  - b. Any risk around the health care need for the others, including children, staff and visitors;
  - c. Control measures to manage the risks, i.e. resources, environmental considerations;
  - d. Training needs – who will need to be trained, and what support is needed for the child's health care needs to be managed safely at school.
7. Some pupils who need regular prescribed medication may not need an individual healthcare plan if it is determined, following the **Health Care Needs Risk Assessment**, that their care needs can be met under the existing policies and guidelines of the school.

8. Any invasive treatments should be risk assessed and appropriate precautions implemented such as having a second member of staff present while the more intimate procedures are being followed and details of the appropriate personal protection to be worn.
9. Staff should protect the dignity of the child as far as possible, even in emergencies.
10. For those children who require treatment including invasive medical procedure, only those who are appropriately trained should administer such treatment. Training in invasive procedures must be conducted by qualified medical personnel. Subject to parents/carers consent all staff should be aware of the pupil's condition and where to locate trained staff in the case of an emergency.
11. There should be sufficient trained staff to cover for any absences. All staff must be made aware of the importance of respecting the confidentiality of medical information.
12. It may be appropriate for pupils to keep items such as an adrenaline auto-injector (Epi-pen, Jext, Emmerade) with them in the School. Where this is not appropriate, sufficient care should be taken to handle and store medicines and medical aids for use in emergencies at the school. Items such as preassembled syringes or adrenaline auto-injectors must be in a suitable additional sealed container e.g. plastic box, and clearly marked 'Emergency Medication' and with the pupil's name. Under no circumstances should medicines be kept in first aid boxes.
13. It is essential, that wherever items are stored, the trained member of staff has immediate access to it.

### **Useful Links**

NHS Checklist for Health Care Needs Risk Assessment

<http://www.nrls.npsa.nhs.uk/resources/?EntryId45=59825>

**The Board of Governors will be monitoring compliance with this policy.**

**Signed:** ..... **Date: 14 December 2018**  
**Governor (Safeguarding)**  
**Catharine Hope**

**Signed:** ..... **Date: 14 December 2018**  
**Headmaster**  
**Mr Will Lockett**

**This is a whole School Policy including Prep, Pre-Prep, EYFS, After School Care and Holiday Club**



## Appendix 1. Abberley Hall Healthcare Plan

Child's Name

Form

Date of Birth

Home Address

Medical Diagnosis or Condition:

Date

Review Date

### CONTACT INFORMATION

<b>Family Contact 1</b> Name	<b>Family Contact 2</b> Name
Phone No. (work)	Phone No. (work)
(home)	(home)
(mobile)	(mobile)

<b>Clinic/Hospital Contact</b>	<b>GP</b>
Name	Name
Phone No.	Phone No.

Describe medical needs and give details of child's symptoms:

Daily care requirements: (e.g. before sport/at lunchtime):

Describe what constitutes an emergency for the child, and the action to take if this occurs:

Follow up care:

Who is responsible in an Emergency: (State if different for off-site activities/ school trips):

Form copied to:

