



LATHALLAN SCHOOL HEALTH AND WELLBEING

Matron/School Nurse

There is a residential Matron and a day Matron, who is also a registered nurse, offering 24 hour care. In addition, a number of staff have undergone First Aid training. All medical information on pupils at Lathallan is kept by the Matron and parents are asked to keep her informed of any illnesses, medical conditions and other related health issues. It is also requested that Matron be kept informed of the progress of children during extended illness, whilst absent from School. Naturally, the confidentiality of a child's medical records is respected at all times. Out of hours, Matron can be reached on 01561 362220 Ext 1.

Health Forms

Before the start of each term, parents are sent a 'Health Update' form. Parents are asked to complete the form, so that School records can be updated. All information is treated in the strictest confidence and it is very important that these forms are completed and returned for each child at the start of term.

Medical Conditions

It is important for the wellbeing of your child, and to ensure that the appropriate emergency first aid is given, if and when required, that Matron be kept informed of any medical conditions relating to your child. This information is requested at the point of registering a child as a new pupil at Lathallan and will be updated as appropriate during the course of their time at the School based on information given by the parents.

Medicines

If your child is required to take medication, either on a regular basis, or in response to a temporary condition, these medicines should be delivered to Matron for safekeeping and administration by her. Clear instructions as to dosages and frequency should be given in writing. Children should not be allowed to retain medications for self-administration unless specifically agreed to by Matron.

Illness whilst at School

If a child becomes unwell whilst at School, Matron will consult the child's medical history form. Parents will be contacted immediately and informed of the child's condition. Consent will be sought prior to any medicines being administered. If Matron is unable to contact either parent or elected guardian she will administer minimum doses of medicine (pain relief etc.) as appropriate, unless specifically requested not to do so on the child's medical registration form.

Accidents/Injury at School

If a child is injured whilst at School the duty Matron will assess the injury on site and administer first aid as appropriate. Should the injury appear to be potentially serious, or require hospital treatment,

Matron will organise an ambulance and the child will be accompanied to the nearest A&E Department (usually Aberdeen Children's Hospital). Parents will be contacted immediately the initial assessment of the child has been undertaken at the School, and advised of the circumstances of the accident, the extent of the injuries, actions undertaken and proposed actions. Parents will be invited to attend if they are able. When a child is registered as a pupil at Lathallan, parents are asked to sign a form giving consent to the School to authorise emergency medical treatment for the child should the School be unable to contact either parents, or if the parents/guardian are unable to attend. Parents will be kept fully informed at all times of the progress of the child and actions taken.

Absence from Class or School

If a child is absent from School due to illness, the School asks that the School Office is informed on the first day of absence either by phone to 01561 362220 or by email to office@lathallan.org.uk. Parents should keep the School updated on the child's progress and expected return date when known. If it is necessary for a child to be excused from School for a medical appointment, please inform the class teacher and the School office of the expected absence either by telephone, email or in writing.

Head Lice

Parents are asked to inform Matron if head lice are detected on a child. Information leaflets on detection, and treatment, are available at School and on the web site. If a child is found to have head lice, the School will advise parents of all children in the child's Form to check their child's head carefully using conditioner and a nit comb. Guidelines strongly advise that all family members should be checked and treated should a child present with Head Lice.

Infectious diseases

Parents are asked to inform the Matron if a child is diagnosed as having an infectious disease (other than coughs or colds). A child should be kept away from School until the illness has subsided and/or their doctor has informed the child that they are no longer infectious and can return to School. In the case of stomach upsets pupils must remain out of school for 48 hours.

Inoculations

Parents are asked to indicate on the child's medical registration form (completed when the child first registers at Lathallan) which inoculations have been received and when. Should a child receive additional inoculations during their time as a pupil at Lathallan, parents are asked to inform Matron of the nature of these inoculations and the date administered. If a national Public Health Initiative is undertaken, written consent will be sought from parents prior to any vaccination programme being undertaken.

Dentist

Local Authority School Dentists do not visit Lathallan during term time. Parents are asked to organise regular checks for their children at their own dentist during the School holidays.

Food and Drink

Please ensure that our Matrons department have details of any special dietary requirements or allergies. All dietary requirements are catered for should they be necessary.

Every child needs a clean water bottle that can be filled daily from the class jug or water fountain. The School provides both a mid-morning snack of fruit, home-baking and juice or hot chocolate for every child, and for Junior School pupils a mid-afternoon snack after Games.

Lunch - All children take lunch in the Dining Room within the Castle. Children are offered a hot and cold selection, jacket potatoes, salads, sandwiches, fresh fruit daily and water or milk to drink. A packed lunch will be provided for day trips/outings. The children are encouraged to try out new foods and to be healthy. All food is freshly cooked and prepared each day by school catering staff. No food should be brought into School.

Tea – This is served in the Dining Room and consists of a hot and a cold choice as well as pudding. This is served at 5.15pm and is for Boarders and those doing evening activities.

Birthdays - The class teachers are happy to share out Birthday Cakes brought into school. Shop bought cakes only please.

Anti-Bullying Policy

The School takes the issue of any form of bullying very seriously and strives to ensure that every child is happy and confident at Lathallan School. The School strongly discourages bullying of any kind and encourages children to come forward and speak to any member of staff if they feel they are the victim of such practices. An Anti-Bullying Policy is available for review by parents/pupils.

Drugs & Alcohol Education (PHSE)

Personal, Health and Social Education (PHSE) is conducted within the School timetable and is taught to pupils from J5 upward. This education covers issues such as morals, ethics, manners, drug education modules, personal safety and the Emergency Services amongst others. Education in these areas is integrated into the curriculum for J1-4. Specific consent for these classes is not sought, but if you have any concerns what so ever or wish to discuss the programme in more detail, then please speak to your child's Form Teacher as appropriate. Matron covers issues of a more sensitive nature and parents will be contacted to provide consent on any specific subjects. Other areas of moral and ethical education are covered by the Deputy Heads of School and the Headmaster during assembly time. There is a separate Drugs and Alcohol Policy – this can be requested from the Admissions Office or School Office.

Fire Drills

The alarm system at both the School and the Castle are tested weekly. Fire evacuation practices for the whole School are held each term during daylight and hours of darkness.

Security Entry

Doors to all school buildings have security entry locks on the doors, which require a code to open them. All visitors should report to the Castle.

Safety on Campus

The School takes very seriously the issue of safety of each pupil across the spectrum of School activities. Every effort is made to both ensure adequate supervision, safety of buildings and equipment and the use of protective clothing and equipment as appropriate. The introduction of **Risk Assessments** further assists in this process. If you have any questions, issues or concerns regarding any aspect of your child's safety at School, please speak to their Form Teacher, or Head of School as appropriate who will be pleased to help you.