



The British School in Tokyo

School Policies

April 2019

Policy on Medical and Healthcare Provision For Parents & Students

Policy Information

The British School in
Tokyo
School Policy Document

POLICY ON MEDICAL AND HEALTH CARE PROVISION FOR PARENTS & STUDENTS

In order to ensure the health of the BST community the School has undertaken the pro-active measures as set forth in the following Healthcare Policy covering staff and students.

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Pre-commencement screening

- i. All students should submit a Student Health History form before they commence with BST. The Admissions Department will provide the necessary form, it is incumbent on the family to complete the form and provide it to the School. Failure to submit the form within 2 weeks of commencing with the School may result in the deferral of commencement with the School.

2. Annual Medical Checks

- i. The school will provide an annual medical check for all students in Reception and above, and all staff, in term 1 of each school year. Students joining nursery need to take a medical check-up prior to joining the school and submit the results to the school nurse.
- ii. Parents can opt out of this check if they wish but must take their child for an alternative annual medical and submit the results to the school nurse by the end of term 1.
- iii. For children joining after the start of the School year, the parent must ensure that the children has had a medical check before they join the School (as above), again the child's commencement may be deferred until the completed form is provided

3. School Nurse and the BST School Doctor

- i. The School Nurse will:
 - Rotate across the two BST campuses regularly (two nurses in Showa, one in Shibuya)
 - Provide care and treatment for illness or minor injury sustained during school hours (Shibuya 8:15-15:30; Showa 8.15-15.45) on that day
 - Recommend a student should be sent home due to illness/injury to the appropriate teacher(s).
 - Proactively manage and implement the School's Health & Safety Policies and Procedures, and advice the school's management on all relevant health and Safety issues.
 - Make a treatment plans for students with medical histories and share the plan with appropriate teachers.
 - Provide the school medicals/ staff medicals once a year with a designated health check company and follow up the results when necessary.
 - Conduct annual stress check for the staff.
 - Maintain all relevant medical records.
- ii. BST has appointed a qualified physician to act as the School's doctor. They will provide guidance on specific medical situations as they arise. The school doctor is a consultant to BST and will not have authority to take day-to-day operational decisions.

4. Using the School medical room

- i. The school medical room is for the treatment of illnesses and injuries that occur during school hours (Shibuya 8:15-15:30; Showa 8.15-15.45) on that day
- ii. The nurses should not be used as a consulting service for injuries and illnesses that occur outside of school or at home, in such cases students should be taken to a clinic/hospital.
- iii. Primary Students have to get a permit from the classroom teacher/TA, and secondary students have to get a permit from the lesson teacher before visiting the nurse room.
- iv. Parents should request medicines that are taken twice a day (morning and evening) and are therefore not required to be administered during the school day
- v. Nurses cannot give medicines without receiving the Medication at School request form from the parents. <http://www.bst.ac.jp/useful-information/health-safety/>

- vi. Students should not stay in the medical room for more than 60 minutes; if a longer rest is needed students should go/be taken home or go to hospital. After 30 minutes passes, the nurse will start to contact to the parents or teachers.
- vii. The school vomiting policy can be found in the appendix section.
- viii. School does not provide the sunscreen cream, painkillers, eye drops, heat packs, sanitary pads etc.
- ix. Minor injuries should be treated in classrooms by Teachers and/or Teaching Assistants, including but not limited to small cuts, nosebleeds, bumps and scrapes (head injuries should be taken to the nurse)

5. Hospitals visits

- i. Parents will sign a waiver on the Parental Consent Form and the Health History Form allowing BST to take appropriate action in the case of sickness or injury.
- ii. As BST deems appropriate, in an emergency a student may be taken to hospital for further examination.
- iii. The School will pay any immediate costs at the point of treatment and ensure full documentation supporting this is provided. Such costs will be reimbursed to BST by the family of the student receiving treatment.
- iv. In non-emergency cases, parents are expected to collect their child from school within 1 hour of being contacted and take them to hospital if required.

6. Medicines in school

- i. BST does not provide any medicines in school.
- ii. Medicines that are brought in from home:
 - School administered – for younger children the school nurses or teachers can administer medicines. A Request for Medication in School form must be completed in advance and given to the nurse/teacher at the start of the day. The form is available on the school website here <http://www.bst.ac.jp/useful-information/health-safety/>
 - Self-administered – for older children (Year 4 upwards) parents can choose to for their child to self-administer medicine. Parents do not need to inform the nurse/teacher but a note should be supplied with the medicine for the nurse/teacher to check if necessary.
- iii. Some medicines provided by parents can be kept in school for long periods in case of a medical emergency, in such cases a Request for Medication in School form must be completed in advance and given to the nurse (<http://www.bst.ac.jp/useful-information/health-safety/>) Where the use-by date of these medicines expires the nurses will send the medicine home with the student at the end of the month it expires, parents should to replace this medicine if required. Nurses are not expected to track the expiry date of medicines and send reminders to parents; this is a parental responsibility.

7. Epi-Pens

- i. Epi-Pens for students in danger of extreme allergic reactions and possible anaphylaxis – 2 Epi-Pens will be kept in school, one in the medical room and one in the student's bag or classroom.
- ii. Nurses, teachers and teaching assistants must be aware of when and how to use the Epi-Pen and the possible causes of anaphylaxis – the school will provide training for this.
- iii. It is the teacher's responsibility to ensure Epi-Pens are taken with the Primary student for offsite activities. Secondary students are expected to collect their medicine by themselves when necessary.

8. Infectious diseases

- i. BST reserves the right to exclude any student if the School is concerned about the threat posed to the health of others.

- ii. Students with a fever of 37.5°C or higher should not come to school; if a student develops a fever during the day they should be collected and taken home within one hour.
- iii. Students with any eye symptoms (redness, itchiness, eye mucus) should see a doctor before coming school to check the possibility of infectious ocular diseases like conjunctivitis.
- iv. Students who develop a rash should see a doctor before coming to school; if a student develops a rash during the day they should be collected within one hour and taken to see a doctor.
- v. In cases of vomiting or diarrhoea at home in the previous 24 hours the student must not come to school and should not return to school for at least 24 hours after the symptoms have ceased.
- vi. If a student has a fever, vomits or has diarrhoea at school parents will be contacted and the student should be collected and taken home. Students should not return to school for at least 24 hours as above.
- vii. Severe sore throats should be seen by a doctor to check for strep throat or other infectious diseases.
- viii. There is no need to keep children off school if they have head lice. If lice are found during the school day the nurse will inform the parents. Treatment should start on the same day at home.

<https://www.nhs.uk/conditions/head-lice-and-nits/>

9. Influenza

- i. The school has a comprehensive influenza policy, this can be found on the school website.
- ii. Students should get a medical diagnostic test of influenza by a doctor if the child exhibits flu-like symptoms
- iii. If a child or member of staff is diagnosed with influenza A or B they must inform the school nurse. The patient will need to be away from school for at least 5 full days from the day after the fever starts.
- iv. If there are a high number of cases in one class, the school will consider closing classes to control the spread of infection. If there are a high number of cases across several classes in the same year group, the school will consider closing the year group. The nurse will contact the school doctor when required and the decision for closing will be taken by the relevant Head of School and the Principal.

10. Return to school after sickness

- i. If a student is sick, he/she must be absent from school until he/she has recovered. If the student has been diagnosed with an infectious disease they should follow the instruction in the link below, and submit the Certificate for Returning Students or a doctor's certificate to the school nurse on their return (<https://www.bst.ac.jp/uploaded/docs/BST-Health-and-Safety-List-of-infectious-diseases.pdf>) BST follows the guidelines from the Japanese government.
- ii. In cases of fever, vomiting or diarrhoea, the student must not return to school for at least 24 hours after the symptoms have ceased.
- iii. In the case of colds, the student or employee may be required to wear a hygiene mask whilst still infectious, to prevent the further spread of infection.
- iv. The student is additionally required to maintain hygiene by washing their hands frequently with anti-bacterial soap and/or hand disinfectant whilst at School.
- v. A student returning to School after an absence due to an infectious disease must be seen by the Nurse before he/she returns to his/her normal timetable
- vi. When a student returns to School after an absence due to illness they may be excused from certain lesson, such as PE or swimming. In this case, parents have to inform to the teachers.

11. Medical bulletins

- i. BST will notify families as illnesses or infections occur with the school community or as advised by the local authorities by Twitter https://twitter.com/BST_HSE and via email to individual year groups.
- ii. As appropriate, BST will share advice regarding the symptoms and action to be taken as a consequence of such illness. BST will refer to sources including but not limited to:
 - Local authority bulletins

- NHS Direct (UK)
 - the Health Protection Agency (UK)
 - World Health Organisation/CDC
- iii. Information on infectious diseases will be available on the Health & Safety page of the school website <https://www.bst.ac.jp/useful-information/health-safety>.

12. First Aid Resources

- i. The nurses ensure that there are adequate first aid kits and resources throughout the school on both sites.
- ii. First Aid kits can be found in the following locations:
- a. Primary classrooms
 - b. Most sports and play areas (Shibuya: annex roof, tennis court, BST Shibuya gym; Showa: Leo ground, South ground, swimming pool & new gym, old gym).
 - c. Shibuya Reception
 - d. Shibuya Business centre
 - e. School buses
 - f. In Day Trip Packs for taking off site (in Shibuya)
- iii. Bilingual AED machines can be found in the following locations:
- a. Shibuya foyer next to library office door
 - b. Shibuya annex, next to Nursery stairwell
 - c. Showa 1F entrance next to reception desk and 3F in the middle of the corridor
 - d. Showa SWU swimming pool, 1F reception area and B2F poolside

13. Dealing with incidents

- i. Staff can deal with local incidents themselves by using the first aid kit in their classroom or office. For more serious situations and in the case of illness students can be sent to the school nurse for treatment. Primary students should not be sent to see the nurse by themselves, they should be accompanied by a teacher, TA or if upper primary by another student.
- ii. The nurses will keep the class teacher informed of the situation with the student and will take or send them back to class if they are feeling better.
- iii. Serious injuries, especially those involving blows to the head, should be sent to the nurse immediately. A record of accidents and incidents is kept on the school network, this must be completed by the staff member nearest the accident/incident at the time (outlining what happened) and by the nurse (outlining what treatment was given).
- iv. PE staff who work away from BST buildings and/or take early/late clubs are given an instruction and translation guide paper in Japanese if they need to call an ambulance, this guide paper must be taken to every training session/fixture.
- v. Incidents happened before/after school hours (8:15-15:30) should be treated by teachers/coaches, it is teacher's responsibility to contact to the parents.

14. School residential trips

- i. Staff on school trips are to look after students' health during the trip. Students with an ongoing medical condition need to self-manage during the trip and they are expected to learn how to self-manage before going on the trip. Staff cannot give medical advice but can contact the parents and/or take students to the doctor when necessary.
- ii. Prior to all residential trips information on medication should be provided to the school.
- iii. All students are required to bring health insurance information on school trips.

- iv. For Primary trips student medication should be given to staff before the trip with clear instructions regarding the dosage and frequency. The parents need to inform the details of the medicine to school: name and type of medicine, reason, dosage, frequency.
E.g.) Kipres (tablet), asthma prevention, one 10mg, before bed, every night
Medicine should be handed to staff a few days before the trip (not on the day of the trip)
- v. For Secondary trips students are encouraged to self-medicate as far as possible. Staff will be available to help where required.
- vi. School staff on trips will decide whether a student needs to be taken to see a doctor in cases of illness or injury, parents will be informed of this at the time.
- vii. Students who contract an infectious disease, such as influenza, during a trip will be isolated from other students and cared for by staff, however parents will be expected to come to collect their child on the day from the trip should this occur
- viii. Secondary Students must bring a small first aid kit on residential trips that includes items such as plasters, painkillers, sunscreen and insect bite cream.

15. First Aid Training

- i. All new teaching staff joining BST at the start of the school year will take a basic American Red Cross (ARC) First Aid course. This course will be taught by BST school nurses/teachers who are qualified ARC Instructors. The course covers basic first aid, child and adult cardiopulmonary resuscitation (CPR) and how to use an Automated External Defibrillator (AED) machine. If staff fail the course they must retake it until they pass.
- ii. Staff joining through the year and who miss the training course will take the next available course, most likely the following August.
- iii. All staff should hold a valid first aid/CPR/AED qualification and it should be renewed as appropriate.

16. Cleaning up fluids

- i. Teaching staff should contact the administration team who will arrange with the caretaker/cleaners to clean up any spills. The caretaker/cleaners should wear appropriate protective clothing and disinfectant must be used to clean the affected area.

17. Air quality and PM2.5

- i. BST has a comprehensive PM2.5 policy, this can be found in Appendix 1
- ii. BST will monitor the air quality on a daily basis, especially at times of high PM2.5 (usually January to April each year)
- iii. Based on a rolling average of three consecutive readings from the nearest monitoring station:
 - a. 0-34 micro g/m³: No action
 - b. 35-49 micro g/m³: Children with respiratory problems, such as asthma, remain indoors during breaks and PE lessons, and parents are contacted if such children are due to take part in sports fixtures.
 - c. 50-69 micro g/m³: Primary School outdoor activities are suspended - Primary students move indoors until the three-hour average level falls below 50 micro g/m³.
 - d. 70-150 micro g/m³: Primary and Secondary School outdoor activities are suspended and all students stay indoors.

18. Heat stress index

- i. PE teachers should monitor the 'wet bulb globe temperature' (WBGT), this measures the relative heat and humidity and the stress that this places on students and staff doing outdoor sports.
- ii. The school will use the following website (http://www.wbgt.env.go.jp/en/graph_ref_td.php?region=03&prefecture=44&point=44132) to check the WBGT levels during the hotter months of the year, June, July and September.
- iii. Based on the readings the following action will be taken:
 - a. If above WBGT 31°C, all exercise should be stopped.
 - b. Above WBGT 28°C the danger of heat disorders is high, so events that require heavy exercise or events where the body temperature will rise, such as endurance races, should be avoided. When such events are held, rest periods should be provided often and adequate water replenishment enforced. People who are weak or not used to the heat should stop exercising.
 - c. Above WBGT 25°C the danger of heatstroke increases, so rest periods should be provided often and water replenishment conducted. Rest periods should be provided every 30 minutes for events requiring heavy exercise.
 - d. Above WBGT 21°C there is the danger of fatal accidents due to heatstroke, so caution is advised, and water replenishment should be actively encouraged during exercise

19. School insurance

- i. The school has Personal Accident Insurance for the students, which covers medical expenses due to accidents during school hours, but does not cover any costs arising from a medical conditions such as influenza, dehydration, rather than an accident.
- ii. If a student requires medical treatment, the school will pay for this at the time and any amounts not covered by the school's insurance will subsequently be invoiced to parents
- iii. In the event of an accident or sickness BST will contact parents to authorise treatment; in an emergency the school will proceed with treatment if the student is in immediate danger
- iv. If a student visits a clinic after school as a result of an accident during school hours parents are able to claim on the school student insurance upon request. To do so parents need to contact Health & Safety team at BST and submit original clinic receipt(s).