

Medical Care of Boarders Policy



CATERHAM
SCHOOL

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Introduction

The care of our pupils is paramount. We work collaboratively with pupils and parents to help our pupils remain healthy and access their education as fully as possible.

Caterham School recognises its legal duty to make suitable and sufficient provision for medical care to all our pupils and staff, with particular regard to the needs of our resident boarding community.

I. Regulatory Framework & Scope

This policy is drafted in accordance with:

- National Minimum Standards for Boarding School 2022
- The Education (Independent School Standards) Regulations 2014
- DfE Advice on Standards for School Premises (2015)
- DfE Guidance: *Supporting Pupils at School with Medical Conditions*

It should be read in conjunction with the School's:

- First Aid and Medical Care Policy
- Allergy Policy
- Health and Safety Policy
- Critical Incident Policy

2. Key Roles & Responsibilities

- The Headmaster holds overall responsibility for medical governance and policy implementation.
- Lead Nurse and Health Centre Manager oversees day-to-day medical care, clinical triage, storage, and record-keeping, supported by the Assistant Head (Boarding and Pastoral)
- **Housemasters, Housemistresses, Boarding Tutors & Matrons** administer prescribed/over-the-counter medication in boarding houses under delegated medical oversight.
- **Staff on Trips / Academic Staff:** Administer basic first aid and emergency medication (e.g., AAI, inhalers) following training.
- **Parents and guardians:** Must ensure that a digital medical form is completed for their child, and that it remains up to date throughout their time at the school

3. On site Health Care

There is a Health Centre at the Main School for the treatment and management of both in and outpatients. This contains a waiting room, office, consultation/treatment room, lounge, kitchen, two three-bedded rooms, with ensuite toilet and washing facilities, a shower room and a sluice. In addition, there is a room available for staff members to sleep in over-night when required.

Health Centre Staff

The school employs a non-resident full time Health Centre Manager and two non-resident nurses. All nursing staff working in the Health Centre are Registered Nurses (RN) and their names are on the register of their regulatory body, the Nursing and Midwifery Council (NMC). In addition there are two Healthcare assistants that work in the Health centre.

Visting the Health Centre

All pupils may visit the health centre before school, during break/ lunch time, after school, and on Saturdays. During lesson times (excepting private study periods), pupils may visit the Health Centre having first sought permission from a member of staff.

4. Boarding Medical Care & Protocols

The Medical Officer and the Health Centre Manager have overall responsibility for the medical care of the boarders. All boarders are normally registered under the National Health Service with the Caterham Valley Medical Practice, Caterham. Boarders who live locally may remain registered with another doctor. Boarding pupils have access to a doctor of the same gender and this can be arranged through the Health Centre.

The school has a contract with a local GP surgery and the doctors hold a surgery twice a week for boarders. A doctor will see all new boarders and the surgery is on call in the case of emergency Monday- Saturday 8am-6.30pm.

NURSE SURGERIES

Monday - Friday

H/C open from 7.45am-6pm

Saturday

08.45am – 2.00pm

DOCTOR'S SURGERIES

Tuesday

4.30pm – 5.15pm

Friday

8.00am – 8.30am

All new boarders registered with the School Medical Officer will be given a medical examination at the beginning of the academic year. This examination includes height, weight and blood pressure. Thereafter, the doctor carries out medical examinations when necessary due to illness or injury.

All boarders returning to school in subsequent years will have an annual health check with one of the nurses or HCAs to establish updated baseline measurements for height, weight and blood pressure.

Appointments are made for outside medical examinations e.g. dental, optical, physiotherapy, hospital consultant, chiropodist as required via the Health Centre.

Our Health Centre contains 6 beds, a girls ward and boys ward, and a staff sleep over room.

Caterham School employs a Sports Rehabilitator. Their role involves supporting the Health Centre and Sports Staff in ensuring the wellbeing, treatment and recovery of pupils involved in sport. Boarders may be referred by Health Centre or GP.

Routine immunisations

These are carried out according to guidelines issued by the Department of Health.

Details of all vaccinations are recorded on the pupil's online medical record. The Surrey Immunisation team will come in and vaccinate relevant year groups for required vaccinations. Parents will be informed and asked to give consent for any vaccinations offered in school.

Boarders requiring vaccinations for travel need to visit the Health Centre to discuss requirements. Appointments for Yellow Fever and Rabies vaccinations will need to be made at a registered travel clinic.

As part of the regular data collection, the Health Centre needs to be kept informed of any vaccinations given outside school.

On leaving Caterham School, all boarders are given a record of immunisations given at school or received previously, which is an accurate reflection of the information held by the Health Centre. .

Dental Care

Routine dental treatment should be carried out during school holidays. If a boarder develops an emergency problem whilst in school, an appointment can be made under the NHS via the Health Centre staff.

Pupils under 16 will need to be accompanied by a member of the boarding staff or guardian, who can sign their treatment form.

If it is necessary to arrange transport, the cost for this service will be met by the parents/guardians and added on to their school account. If a cost is incurred, parents/guardians will be notified prior to treatment for consent to proceed.

Optical treatment

All routine visits to the opticians be carried out during the school holidays. If there are concerns about a boarder's eyes/eyesight, the Health Centre staff can make an appointment to see the local optician.

Pupils under 16 will need to be accompanied by a member of the boarding staff, who can sign their treatment form. If it is necessary to arrange transport, the cost for this service will be met by the parents/guardians and added on to their school account. If a cost is incurred, parents/guardians will be notified prior to treatment for consent to proceed.

Boarders who wear contact lenses should have at least one pair of glasses in their boarding house. Those who wear glasses should keep a spare pair.

Care of Unwell Boarders

Any boarder feeling unwell should speak to their House staff, or go directly to the Health Centre during opening hours. When the Health Centre is closed they should always contact a member boarding staff who will discuss with the HSM and decide on the appropriate course of action which may involve the administration of 'over the counter medicines', calling '111' for advice, arranging for care in the Health Centre or arranging for transport to an urgent care hub or hospital.

When a pupil is admitted to the Health Centre overnight, the Health Centre or HSM will contact parents to let them know and answer any questions that they have. When admitted to the Health Centre overnight, boarders are supervised and cared for by a suitably trained member of health centre or boarding staff team.

Admission to hospital

In the case of an emergency everything possible is done to contact parents immediately. In exceptional cases, however, the Headmaster or his nominated representative has the right to authorize medical and surgical treatment, including the administration of anaesthetic.

Pupils will normally be admitted under the National Health Service; if parents already have their own private medical insurance and would prefer that their child receives private treatment, then they should ensure that they discuss this with the health centre team. Please note that if a pupil needs medical treatment outside School he/she will be accompanied by a member of staff, with travel costs payable by parents. It is mandatory for any pupil seeing an outside doctor to copy in the Health Centre and School Officer with full details of treatment given by letter

Infection risk

If a pupil needs to be isolated during their period of illness then they will sleep in the Health Centre, and a member of staff will sleep in the overnight room. Infection control measures will be used, including enhanced cleaning.

In certain circumstances it may be appropriate for a boarding pupil to stay in their room during a period of illness. This decision is agreed by the nurse on duty and their Housemaster/Housemistress and would usually only apply to a pupil accommodated in a single room. In this case the pupil may have restrictions on where they can go in the house and which bathroom facilities are available to them. Arrangements will be made and agreed with the pupil ahead of their room isolation. If there is any doubt over the suitability of this arrangement, the pupil would be accommodated in the Health Centre in the usual way.

Contraception and emergency contraception

Any boarder can receive advice and support on matters of sexual health, from the Health Centre Staff, school doctor or from local sexual health services.

5. Prescription & Non-Prescription Medication

Boarders who have prescribed medication must hand this to the Health Centre on arrival at school, or to the Matron, who will contact the Health Centre Manager. Pupils are not allowed to purchase or keep non prescribed medication unless checked by Health Centre Staff. The Health Centre team must also be aware of any 'over the counter' medication, including vitamins and supplements to ensure safety and avoid a possible adverse reaction due to incompatibility of drugs

If a pupil is prescribed medicine by a doctor during the holidays, the School Medical Officer must be informed by letter from the prescribing doctor and parents and guardians must update the digital information held by school about the child's medical needs.

Should a pupil consult a doctor during the holidays or have an emergency admission to hospital, the School would expect a letter or e-mail to the Health Centre or to the School Medical Officer so that the best care of the pupil can be given.

All medicines including over-the-counter and prescribed medicines must be stored in locked areas.

In the boarding houses medicines are kept in locked metal cupboards present in the matrons' room in each boarding house. The key is kept locked in the filing cupboard (Townsend & Viney or key safe (Beech Hanger) and only duty staff have access to these places which are kept locked at all times. The medicines, both non-prescribed and pupils' own are checked termly by the Health Centre team in conjunction with the Boarding HSMs and noted in the drug book kept in each boarding house. These books are checked termly by the Assistant Head (Boarding and Pastoral).

No pupil is allowed medication in their room unless it has been checked by Health Centre Staff (and a label attached) or it is prescribed by the School Medical Officer and the pupil is deemed Gillick competent to take the medicine correctly. Any such medicines **MUST** be locked away in pupil's own locked drawer. If this rule is broken on more than one occasion the responsibility to take the medicine correctly may be withdrawn and the pupil may have to report to the H/C or boarding matron for their medicines daily.

Pupils in Third Year or below must be given their prescribed medicines by house staff. An administration sheet will be given to the boarding house by Health Centre staff indicating when the drug should be given. Staff must initial when they have given out the medicine in accordance with policy (see administration of medicines policy).

Controlled drugs

The controlled drugs cupboard is a metal cabinet bolted to the wall inside the treatment room in the senior school health centre. The key is locked inside the other drug cabinet and only nurses have access to them. A book for recording all controlled drugs is kept next to the cupboard inside the drugs cabinet. This book shows stock levels also of any controlled held and the pupil they belong to.

Medications which are under the schedule of controlled drugs are stored and administered in the health centre. Provision will be made for a Sunday when the health centre is closed.

Prescription Medicines

Prescription Medicines are administered only when provided in original pharmacy containers, clearly labelled in English with pupil name, dosage, route, and expiration date. Written parental consent is mandatory.

Consent, Gillick Competency & Confidentiality:

The nurses in the health centre work within their code of conduct as set out by the NMC (nursing governing body). It may be necessary for the nursing team to discuss confidential health matters with pupils- their competency will be assessed using Gillick competence if they request for this to be kept confidential. However, where possible, parents and boarding staff will be informed especially in safeguarding situations where confidentiality can not be reasonably kept due to safety. The pupil will be informed of this if the nurse feels it is safe to do so and does not place the young person at further risk. Nurses will follow both their professional guidelines and the school's own safeguarding policy.

Medical consent

A pupil's ability to consent to or refuse medical or dental treatment is acknowledged and is based on Gillick competency of the pupil as judged by the doctor, dentist or nurse proposing the treatment.

Parental consent from parents of boarders for emergency hospital treatment and the administration of medication, is obtained on the medical questionnaire form before the pupil enters the school. Parents are asked to update this form each year.

Medical Information

- Medical information is entered on to the parent portal by parent / guardian and on return is checked by Health Centre staff.
- Medical problems, which may affect school life, are recorded on the school's database. All teaching staff have access to relevant information on iSAMS- the school database
- Every pupil has a computer record on which all visits and treatments are recorded.

- Health Centre staff will record pupil visits and any updates on their health or care onto the school management information system (MIS) documenting any medication or treatment given.
- All illnesses are recorded by Health Centre staff and where appropriate, School Medical Officer. The Health Authority will be informed of any notifiable illnesses.
- Sports injuries are recorded when reported. Pupils may be seen by School Sports Rehabilitator, as necessary.

Confidentiality of Medical Information

The School Medical Officer and School Nursing Staff have a divided loyalty; firstly to the pupils as patients and secondly to the School. Occasionally conflicts may occur between maintaining confidentiality and the need for communication of information to those who have been given designated responsibility for the care of their child by parents.

Pupils should be made aware that they can discuss any matter with the Medical Officer or School Nursing Staff in complete confidence. Any breach of that confidence would be discussed with the pupil first and only if it was thought that the health or welfare of others was at risk, or that it was in the pupil's own interest to share the information.

Teachers should know of pupils with disabilities that might lead to their being placed at risk in certain activities, e.g. defects of vision or hearing, epileptics, diabetics, asthmatics etc. The teaching staff and the Catering Manager will also be advised of significant allergies, e.g. nut allergies.

Parents are made aware that details from the medical questionnaire may be passed on to teaching staff on a need to know basis.

The Nursing and Midwifery Council (NMC) Code of Conduct states:

- A nurse must respect a person's right to confidentiality
- A nurse must ensure people are informed about how and why information is shared by those who will be providing their care
- A nurse must disclose information if they believe someone may be at risk or harm, in line with the law of the country in which they practice

The NMC also states that nurses should ensure they gain consent for treatment.

Full details of the NMC Code of Conduct and its supplementary advice are kept in the Health Centre. Where necessary, Registered Nurses will seek advice from the NMC, their professional organisation, or the School Medical Officer, if they are unsure about issues surrounding confidentiality and consent.

6. Individual Healthcare Plans (IHCPs)

Individual Health Care Plans

IHCPs are drawn up for pupils with long-term medical conditions (e.g., severe allergies, asthma, diabetes, epilepsy). These are shared with staff, as necessary, and updated at least annually.

7. Storage & Disposal

Medicine is kept appropriately in the Health Centre, including in temperature-monitored medical refrigerators (2--8°C) or in locked medicine cabinets as necessary. Emergency medication remain accessible at all times (never locked away). Spare Auto-Injectable Adrenaline (AAIs) and found in the Health Centre and in key school areas.

Expired or unused medicines are taken to a local pharmacy or surgery for safe destruction. Any medicine taken from the boarding houses that has expired is noted in the drugs book. The Health Centre Manager will organise returning medicine to the School Pharmacist and ensure checking that paperwork is properly completed.