

# Royal Alexandra & Albert School



## Health Centre Policy, including Support of Pupils at School with Medical Conditions

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This policy was originated by Colette Newey, Health Centre Manager

It was approved by the Governing Body on 23 November 2016

It is next due for re-approval by the Governing Body during the Autumn Term 2017

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## 1 INTRODUCTION

- 1.1 The School Health Centre is an 11 bedded unit staffed by qualified nurses, 7 days a week during term time.
- 1.2 The Health Centre is staffed from 7.15am until 9pm Monday to Saturday and 9am until 9pm on Sundays, with a nurse being on call at night. Opening times are advertised in the boarding houses.

## 2 MEDICAL CONDITIONS

- 2.1 All parents/guardians must complete a Medical Health and Consent form before their child joins the school. If a child has a pre-existing medical condition that may require special treatment in school, parents are encouraged to discuss this with the Health Centre Manager prior to their child's admission to the school.
- 2.2 Each pupil at the school has an individual medical file, kept at the Health Centre and all visits and treatment given are recorded.
- 2.3 Pupils with medical conditions that need specific care whilst at school will have an **individual health care plan** drawn up, following liaison with parents/school staff and medical agencies as appropriate.

This plan will detail

- *The child's medical condition*
- *Emergency contact details*
- *Specific medical needs required whilst in school*
- *Specific requirements in school, such as involvement by the SEND department, particular adjustments that may need to be made for movement around school/PE etc*

- 2.4 Pupils who carry adrenaline devices, have epilepsy, or any other condition that may require emergency treatment will have an **emergency treatment plan** drawn up and circulated to school staff as appropriate.

This plan will detail

- *The child's condition/what they are allergic to*
- *What symptoms to look out for*
- *Any known triggers/activities to be avoided*
- *Action/treatment in the event of an emergency*
- *Emergency contact details*

- 2.5 These plans will be updated as required in consultation with the child/their parents and any other relevant agencies. Parents will also be given a copy of their child's health care plan, and a copy will be available on SIMS.
- 2.6 At the start of each term, the Health Centre Manager will compile a list of pupils with medical conditions/specific dietary needs/allergies and circulate it to house staff/sports

department/catering/heads of year, as appropriate, along with copies of the pupil's health care/emergency treatment plans.

2.7 A list of pupils (with their health care/emergency treatment plan) is available in the staff room.

2.8 Parents should inform the Health Centre if

- *There is any change in their management of their child's medical condition.*
- *Their emergency contact details change*
- *Their child needs to take regular medication whilst in school*
- *Their child has been newly diagnosed with a medical condition (since starting at the school) that may impact on their welfare in school*
- *Their child is off school following a contagious illness*
- *Their child has surgery/sustains an injury etc that may inhibit their mobility around school, eg*
  - *May need the use of a wheelchair*
  - *May require the use of crutches long term*
  - *May require the support of the SEND department*

2.9 The Health Centre Manager will ensure that

- *Staff are appropriately trained to support pupils with medical needs in school and boarding houses*
- *Staff will receive training in management of relevant medical conditions as required, anaphylaxis training, and asthma management*
- *Staff are aware of where/how to access important medical information on pupils.*
- *Parents are requested at least yearly, via the newsletter, to update the school on any medical conditions/allergies that may impact on their child in school*
- *Parents are requested, at least yearly, to ensure that the school is kept up to date with emergency contact details*

### **3 MEDICATION**

3.1 The Health Centre keeps a supply of a range of 'over the counter' medications, as listed in the new pupils' health questionnaire.

3.2 Parents must sign the appropriate consents in order for their child to receive medication in school.

3.3 The following paragraph is stated on each pupil's medical form:

*'All medication brought in to school must be in your child's name, in its original containers, clearly showing the medication's name and expiry date, accompanied by a copy of the prescription or doctor's letter (with a translation if appropriate). You may be asked to take the medication home with you if not supplied correctly'.*

3.4 Boarding houses also keep a supply of paracetamol and throat lozenges.

3.4 It should not be necessary for pupils to bring non-prescribed medication into school, and boarders are not allowed to keep any medication in their rooms, unless approved by the Health Centre.

3.5 Medication must be administered and stored as detailed in the Health Centre's Medication Policy.

## 4 HOMEOPATHIC MEDICATION

4.1 The Health Centre does not stock/routinely give out any homeopathic medication. As with all medication brought in to school, it must be in the child's name, supplied in its original containers, clearly showing expiry date, and accompanied by a prescription from a registered homeopathic practitioner.

## 5 RESIDENTIAL TRIPS

5.1 Residential trips

Written parental consent is required for all residential and overseas trips.

The Health Centre will send a small supply of analgesia, antihistamines, throat sweets and travel tablets as appropriate to the length and destination of the trip. Pupils for whom a parent has given written consent for medication will be administered these, as required, by an appointed member of staff who has been given instruction in the administration of medication to pupils. If a child is on regular prescribed medication that needs to be taken on the trip, it must be supplied in its original container, with the child's name on a printed label, be in date, and supplied with detailed written instructions on when and how much to be given.

## 6 SELF-MEDICATION

6.1 A boarder may be allowed to carry/administer their own medication, depending on the medication, age of the pupil and the competency of the pupil to do so.

## 7 EMERGENCY MEDICATION

7.1 Adrenaline devices

- The Health Centre will keep a spare adrenaline device for all pupils who have been prescribed one. Boarders will also have a spare adrenaline device and any other required medication kept in the office of the boarding house. Some pupils, according to age and ability, will also be able to carry their own device
- Staff are trained, as appropriate, in the recognition and management of anaphylaxis

7.2 Asthma inhalers

- Pupils should be encouraged to carry their own emergency asthma inhaler.
- The Health Centre will keep a salbutamol inhaler for use in emergencies, according to the asthma protocol. A spare asthma inhaler will be sent out on school trips, for use by pupils on the school asthma register, whose parents have consented to its use
- Staff will be trained in the use of the device

## 8 ADMITTING PUPILS TO THE HEALTH CENTRE

- 8.1 If a child is unwell, he/she may be admitted to the Health Centre. If a day/flexi boarder is not well enough to go back to school, parents will be contacted to arrange collection. Parents of boarders will be informed if a child needs to stay in overnight.

## 9 ACCIDENTS/A&E

- 9.1 If a pupil needs to go to A&E due to an accident/illness, parents will be contacted as soon as possible. All pupils will be accompanied to A&E by a member of staff if parents/guardians are unavailable.

## 10 COUNSELLORS

- 10.1 The school has a counselling service, located in the Health Centre. Counsellors see pupils by appointment and there are also drop in sessions available. Leaflets on the service are available from the health centre.

## 11 CONFIDENTIALITY

- 11.1 Parents may not always be informed of their child's visit to the Health Centre. The nurses must abide by the rights of confidentiality of the students, whatever their age. Students will always be encouraged to inform parents of any issues that may arise, and in most cases the nurse will inform parents, with the student's consent. A statement to that effect is included in the new pupil's medical form:

*In accordance with the school doctor's/nurse's professional obligations, medical information about pupils, regardless of age, will remain confidential. However, in providing medical/nursing care, it is recognised that the doctor/nurse may liaise with parents or guardians, the head teacher or other academic/boarding staff and that information, ideally with the pupils' consent, will be passed on as appropriate. With all matters, the doctor/nurse will respect a pupil's confidence except on the very rare occasions when, to give consent or divulgence, the doctor/nurse considers it in the pupil's best interests, or necessary for the protection of the wider school community, to breach confidence and pass information on to a relevant person or body.*

*Medical Officers for Schools Association 1998*

- 11.2 If a student wishes to see a nurse in private, a separate room is available to do so.

## 12 FIRST AID

- 12.1 The Health Centre supplies and monitors first aid kits to the school and boarding houses. Kits are provided for school trips. A large number of staff have had first aid training and training in the management of anaphylaxis and acute asthma.

## **13 DEFIBRILLATOR**

13.1 The school has four defibrillators, one located in the Health Centre, one in reception, one in the sports pavilion on the lower field, and one in the swimming pool. The Health Centre Manager will ensure that sufficient staff have had appropriate training in their use.

## **14 OFF GAMES/SWIMMING**

14.1 Day/flexi boarders must have a note from parents if they need to be off sport due to injury or illness. Children who become unwell/injured during the school day may be given an off games slip by the Health Centre, as appropriate.

## **15 HEAD LICE**

15.1 Head lice are a common recurring problem in school. Boarders in Junior houses have their hair checked regularly and older pupils are encouraged to do it themselves. If live lice are found, Hedrin solution is used, which then needs re-applying a week later to ensure any eggs that may have hatched are treated. It is important that checks are also done in the holidays to ensure the pupils do not come back to school with head lice.

## **16 DIARRHOEA AND VOMITING GUIDELINES**

16.1 As per the Health Protection Agency Guidelines, if a child is unwell with vomiting and/or diarrhoea they should not return to school for 48 hours following the last episode of vomiting or diarrhoea.

16.2 The Health Centre should be informed if a child has been off school due to diarrhoea/vomiting or other contagious illness.

## **17 DOCTOR**

17.1 Boarders are registered with a local GP practice:

Dr Rachel McGilligan  
Holmhurst Medical Centre  
12 Thornton Side  
Redhill  
RH1 2NP

17.2 The GP holds a clinic for the boarders at the school on Tuesday morning. Appointments can also be made to see one of the GPs (male or female) or the nurse practitioner at the Surgery.

17.3 If a boarder requires repeat prescriptions, a request should be made to the Health Centre by Monday evening. Medications will usually be received by Wednesday evening.

17.4 Parents will usually be informed of their child's visit to the GP and the outcome, although the nurses will have to consider the student's rights to confidentiality.

## **18 MEDICAL APPOINTMENTS**

18.1 Boarders may be referred by the GP to local services for treatment/investigation. If a parent/guardian is unable to take their child to the appointment, a member of staff will accompany them, if necessary.

## **19 DENTIST/OPTICIAN/ORTHODONTIST**

19.1 Parents are advised that routine dental and optical appointments should be made during the holidays. A local dentist and optician are used in an emergency during term time. Parents should note that there will be a charge for transporting children to appointments unless these are the result of an emergency.

19.2 Boarders can be referred to our local orthodontist for treatment if required. Transport to non emergency appointments will be charged for. Boarders receiving orthodontic treatment at home, requiring emergency treatment/repair whilst in school can be seen locally to the school but there is usually a small charge for this.

## **20 VACCINATIONS**

20.1 It is important that we have a complete immunisation record of all children in the school. Public Health England recommends that all children are vaccinated according to UK guidelines. If a boarder has an incomplete or uncertain vaccination record, we may ask parents/guardians consent to arrange booster vaccinations in accordance to the UK immunisation schedule.

### 20.2 BCGs (Tuberculosis)

This is no longer given in school but can sometimes be obtained through the GP or privately, if required.

### 20.3 DTP (Diphtheria/Tetanus and Polio)

The final booster for this is given to all pupils in year 10, usually in February/March. Parents will be informed and consents forms sent/emailed out, which need be returned prior the vaccination date.

### 20.4 Meningitis ACWY

This vaccination is given to students alongside the Diphtheria/tetanus and polio vaccination in year 10. Students in year 13 who have not had the vaccination can receive it at their GP. Boarders will be offered it through the school GP

### 20.5 HPV (Cervical Cancer)

The course of 2 vaccinations is given to girls in year 8. Parents will be informed and consent forms sent/emailed out, which should be returned prior the vaccination date. If your daughter is under 18 and has missed her HPV vaccination, this can be obtained at your GP



## 20.6 Flu Vaccinations

These are given annually to boarders only who are registered with the school GP and have a long term medical condition such as asthma/diabetes. A consent form will be sent to parents prior to the vaccination being given. Pupils over 16 can consent for themselves.

## 20.7 Travel Vaccinations

Most of these can be given at the GP surgery. Parents of boarders requiring travel vaccinations should inform the health centre at least 6 weeks before travel. There may be a charge for some of the vaccinations. It may be necessary to use a local travel clinic for some vaccinations, particularly at short notice, which will incur a charge for all vaccinations.

## 21 UNACCEPTABLE PRACTICE

21.1 Although school staff should use their discretion and judge each case on its merits with reference to the child's individual healthcare plan, it is not generally acceptable practice to

- Prevent children from easily accessing their inhalers and medication and administering their medication when and where necessary
- Assume that every child with the same condition requires the same treatment
- Ignore the views of the child or their parents or ignore medical evidence or opinion (although this may be challenged)
- Send children with medical conditions home frequently or prevent them from staying for normal school activities, including lunch, unless this is specified in their individual healthcare plan
- If the child becomes ill, send them to the school office or Health Centre unaccompanied or with someone unsuitable
- Penalise children for their attendance record if their absences are related to their medical condition, eg hospital appointments
- Prevent pupils from drinking, eating or taking toilet or other breaks whenever they need in order to manage their medical condition effectively
- Require parents or others to feel obliged to attend school to administer medication or provide medical support to their child, including toileting issues. No parent should have to give up working because the school is failing to support their child's medical needs
- Prevent children from participating or create unnecessary barriers to children participating in any aspect of school life, including school trips, eg by requiring parents to accompany the child

## **22 LIABILITY AND INDEMNITY INSURANCE**

- 22.1 The Governing Body will ensure that the appropriate level of insurance is in place and appropriately reflects the level of risk.
- 22.2 The school's public/products liability insurance provides cover to the school nurses in respect of medical treatment and the administration of medication.

## **23 RESPONDING TO CONCERNS**

- 23.1 Should parents or pupils be dissatisfied with the medical support provided, they should discuss their concerns directly with the school. If, for whatever reason, this does not resolve the issue, they may make a formal complaint via the school's Complaints policy. Making a formal complaint to the Department for Education should only occur if it comes within scope of section 496/497 of the Education Act 1996 and after other attempts at resolution have been exhausted.