



Medical Care Policy and Procedures

Introduction:

This policy outlines the procedures Reed's School has put in place to provide support and care to pupils who need medical support.

Reed's School recognises at some time most pupils will have short-term medical needs. A few pupils, however, will have long standing medical needs and require medical care to keep them well and allow them to participate in school life, others may need medical care in particular circumstances such as emergency administrations of medication including Adrenaline Auto Injectors (EpiPen) or asthma inhalers.

Reed's School Health Centre staff aim to provide treatment and prevent ill health, whilst actively promoting healthy living and allowing pupils to maintain their emotional and physical well-being during their time at school.

The Health Centre:

The Health Centre is situated on the first floor of the main school building accessed by the staircase adjacent to main reception.

The Health Centre is open for pupils and staff from 8.00am to 5.30pm Monday to Friday during term time only. Pupils can access the Health Centre at any point during these times. However, pupils are encouraged to visit during morning break, lunchtime and after school for all non-urgent issues.

Between the hours of 5.30pm and 8.00am a member of the Health Centre team is on call for boarding pupils.

A nurse is on duty every weekend during term time from 5.30pm on a Friday to 8.00am Monday morning.

A member of the Health Centre will also be on duty each Saturday to provide pitch side medical support during fixtures and training.

The Health Centre comprises of nurses' office, waiting room, treatment room, two single isolation rooms and one three- bedded room, counselling room, three toilets, two showers, kitchen, and a stair lift. The Health Centre provides separate accommodation for male and female boarders where this is necessary.

The Health Centre offers treatment, advice, and support to all pupils. Our trained medical practitioners operate in a professional, caring manner, enabling pupils to maintain their physical and emotional well-being during their time at School.

For Parents prior to joining the School:

Parents who wish to discuss their child's particular medical issues, or who wish to see the medical facilities on site, are welcome to contact the Health Centre at any time by telephone 01932 869041 or via email at medical@reeds.surrey.sch.uk.

Parents must complete a comprehensive health declaration prior to their son or daughter starting at the School. Pupils with complex medical needs will be contacted by Health Centre staff to arrange a meeting to discuss the individual child's health needs.

Parents are responsible for updating the Health Centre of any changes to a pupil's medical condition or dietary requirements.

Parents must update the Health Centre of any medication that a pupil is prescribed.

Health care plans will be devised in conjunction with the parents for pupils with complex medical needs such as asthma, diabetes, epilepsy and allergies.

Parents must also complete the emergency consent and permission to give medication, emergency medication, treatment, and close minor wounds.

For Staff:

All pupil's medical information is added to their medical page on SIMS prior to the start of the new academic year.

The Health Centre will inform the staff at INSET of relevant medical information that will be vital to allow the pupil to engage in their everyday life at the School.

Medical information and medical training for staff given during INSET can be found on the P:\Staff\All Staff\Medical Information

The Health Centre is responsible for informing the Catering Department of any dietary or allergy information for individual pupils.

All pupils who carry EpiPen's will have photo identity as well as allergy information, which can be found on the shared area at P:\Staff\All Staff\Medical Information\Staff Medical Condition Information, as well as published in the Staff Common Room and the Health Centre.

Confidentiality and consent within the Health Centre:

The Health Centre aims to provide a safe environment where the school nurses and the School Doctor can have private consultations with pupils and staff. All information that is imparted to the Health Centre team is treated as confidential. All records, both written and electronic, are kept securely and accessed by the school nurses only. Parents and guardians must respect that their child has a right to confidentiality and may not always wish to disclose a condition, treatment or emotional state to a parent or guardian. Permission to disclose information will be discussed with a pupil beforehand.

The Health Centre recognises that there may be occasions when it is necessary to impart medical information such as care plans or specific medical instructions to allow a pupil to participate fully in their school life.

The Health Centre staff will meet regularly with Housemasters and other pastoral staff to discuss pastoral concerns of any pupils.

If a member of the Health Centre staff considers that is in the pupil's best interest or there is a safeguarding issue, then the pupil will be informed that there is a need to share information and pass it on to the relevant staff members in accordance with the School's Safeguarding (Child Protection) Policy.

The school acknowledges an individual pupil's rights to consent to, or refuse, medical treatment, or dental treatment. This is based on what is referred to as "Gillick competency" and Fraser Guidelines which allow health professionals to balance children's rights and wishes with their responsibility to keep children safe from harm. The doctor or nurse proposing treatment must judge whether a pupil understands the nature of the treatment and has sufficient maturity to understand what is involved in their decision.

School Doctor:

Boarding pupils who fall ill during the school day are sometimes admitted to the Health Centre as in patients, where they will be cared for with the necessary isolation facilities, allowing them to be kept away from the other boarders. Boarding pupils who are ill for more than twenty-four hours, and where geographically possible, will be given the option to go home.

All boarding pupils will be registered with the School Doctor at Oxshott Medical Practice unless the pupil's parents stipulate a pupil needs to remain with their own GP practice. If this is the case, the parents/guardians will be responsible for taking the pupil to any GP appointments. If medical treatment is needed during the school holidays pupils may register with their own GP as a temporary resident.

The School Doctor, Dr Richard Draper, from Oxshott Medical Practice runs a clinic in the School's Health Centre once a week. Pupils with non-urgent medical problems may request to be booked into this clinic. Boarding pupils with urgent medical issues will have an appointment at Oxshott Medical Practice.

Day Pupils will be registered with their own GP practice and is expected that parents/guardians will consult their own GP for all non-urgent and routine medical care.

Parents/Guardians and pupils are expected to arrange eye test and routine dental checks during the school holidays, as it is not possible to be registered with more than one NHS dental provider. Should emergency dental treatment be required this can only be provided privately and will incur a cost. The Health Centre does not provide Orthodontic referrals.

Where possible, parents/guardians are encouraged to take boarding pupils to all hospital appointments. If this is not possible and the appointment is local to school, the boarder's Matron should be contacted to arrange for her to escort the pupil to the appointment.

Day Pupils who need to attend medical appointments during school hours are required to email the School Office and their child's tutor in advance requesting the time off from School. Pupils must sign in and out when leaving the school premises for any appointments.

Pupils with long term medical conditions may require visits from outside medical professionals during school hours. These appointments should be made directly through the Health Centre.

Counselling:

The School Counsellor is available to pupils for appointments two days per week. There is dedicated counselling room within the Health Centre and appointments can be made

through the Health Centre, tutor or Housemaster using the email schoolcounsellor@reeds.surrey.sch.uk. As well as the School Counsellor, the Health Centre staff and several key pastoral staff are trained in Youth Mental Health First Aid (MHFA) and can be called upon to talk to pupils with emotional and mental health issues.

Return2play:

Reed's School retains the services of a medical consultancy which offers specialist management, advice, and rehabilitation after a concussion or head injury. All Reed's pupils are automatically registered with Return2play.

Concussion/Injury clinics are carried out on a Monday morning By Dr Sam Barke from Return2play, any pupil who sustains an injury at the weekend and is asked to report to the Health Centre must do so on a Monday morning.

Timings for concussion reviews will be sent to a pupil's parent/guardian by Return2play via email.

Further details of the treatment and management of head injuries and concussions can be found in the School's Head Injury and Concussion Policy.

Mouthguards, cricket helmets and goggles:

Mouthguards are strongly recommended by the School for rugby, hockey, and squash. These can be moulded and fitted by a dentist or alternatively the School arranges for mouthguard fittings to take place on the School site at the start of each academic year. Helmets for cricket must be worn by batsmen and by wicket keepers standing up to the stumps. Goggles are recommended for squash. It is compulsory that pupils wear a helmet when skiing or snowboarding on school trips.

Care of the sick or injured pupil:

Parents/guardians should take responsibility for their child's health and are asked not to send their son or daughter to school if unwell. Viruses and infections spread round the School community very quickly causing problems to others, both pupils and staff. The following guidelines should be adhered to when considering sending a pupil back to school after illness:

Minimum periods of exclusion from school

Disease/Illness	Minimal Exclusion Period
Antibiotics prescribed	First day at home
Chicken Pox	7 days from appearance of rash
Diarrhoea	48 hours once the diarrhoea has stopped
Gastro-enteritis & food poisoning	24 hours or until advised by the relevant public health official
Impetigo	Until the skin is healed
Measles	7 days from appearance of the rash
Meningococcal Infection	Until recovered from the illness
Mumps	Until the swelling has subsided and in no case less than 7 days from onset of illness
Pertussis (whooping cough)	21 days from onset of paroxysmal cough (5-15 rapid coughs followed by a characteristic inspiratory whoop)
Pediculosis (lice)	Until appropriate treatment has been given

Ringworm of body	Seldom necessary to exclude provided treatment is being given
Scabies	Need not be excluded once appropriate treatment has been given
Scarlet fever and streptococcal throat infection	Until appropriate medical treatment has been given and in no case for less than 3 days from the start of treatment
Temperature	If sent home ill, pupil must be off for 24 hours
Vomiting	48 hours after the vomiting has stopped
Shingles	Exclude if rash is weeping and cannot be covered
COVID 19	Follow current government guidelines for isolation for a positive case- Parents/staff must also follow the current guidelines regarding isolation for a pending test or positive case in another household member.

Procedure if a pupil feels unwell during the school day:

- Pupils must notify their tutor, boarding Housemaster, Matron, subject teacher or any other appropriate member of staff if they are feeling unwell and wish to attend the Health Centre. If the matter is non-urgent pupils will be encouraged to attend during break times or after school.
- On entering the Health Centre, pupils must alert the Nurse to their arrival and wait to be directed to a treatment area. Hands must be sanitised on arrival and departure.
- The Nurse will carry out an assessment of the pupil and decide on the appropriate treatment and course of action.
- The Health Centre will inform the tutor, front office, boarding house staff and Matron if a pupil is to remain in the Health Centre for a period of rest or treatment.
- Boarding staff/duty staff will be emailed at the end of each day with details of any treatment or medication given to boarding pupils as well instructions for further medication to be given overnight.
- All treatment given to pupils must be documented in the treatment book and entered onto the individual pupil medical page on SIMS.
- Parents will be emailed regarding treatment and medication given to their son or daughter.
- If a pupil or staff member presents with signs of an infectious illness, they will be treated in one of the isolation rooms (please see COVID policy for further details).
- Once seen by a Nurse, and if not to remain in the Health Centre, the pupil will be given a late slip to explain their delay in attending their next lesson or activity.
- If a pupil suffers a medical emergency or sustains a serious injury an ambulance will be called (see First Aid Policy for further details) as soon as possible and the parents/guardians must be called. A member of staff will accompany the pupil to the hospital until the parents arrive.
- Accident forms must be completed by the relevant staff involved in the care of the injured pupil.
- When a pupil is unwell parents will be asked to collect their child. Parents must collect their child directly from the front office or the Health Centre.
- During times of high infection, parents may be asked to wait in their car and the pupil will be escorted out to the car by a member of the Health Centre team.
- Pupils are not allowed to go home unaccompanied unless express permission has been given by parents.

- Pupils in the Upper Sixth Form can sign out and go home but if the pupil is unwell the Health Centre will assess if they are happy for the pupil to travel home alone.
- Pupils who are unwell are not allowed to call parents directly to collect them without reporting to the Health Centre.

Out of hours care for Boarders:

If a boarder is unwell or needs first aid treatment after 5.30pm they must inform the boarding house staff immediately, who will assess the pupil and provide treatment. If more urgent or complex treatment is necessary the duty staff member will call the nurse on call for advice, who will attend to the pupil if required. If a pupil presents with signs or symptoms of an infectious disease or there is a risk of cross infection the pupil should isolate in the boarding house. If the pupil is to isolate in a single room, they must have separate bathroom facilities and if these are not available the pupil should be moved to the Health Centre for isolation, treatment and care by the nurse on call.

Any pupil who has been unwell in the night must report to the Health Centre at 8.00am the next day for assessment and further treatment or care.

Each boarding house is equipped with an emergency Adrenaline Auto Injector (AAI)/EpiPen, emergency asthma kit, diabetic kit and a small first aid kit as well as a medical cabinet with OTC medication. Boarding house staff must email the Health Centre when OTC medication has been dispensed during boarding hours to a pupil. The Health Centre will update the pupil's medical SIMS page with the medication administration.

The Health Centre will update the boarding house staff daily when a boarding pupil has been seen with an injury or illness or medication has been dispensed to a boarding pupil.

Immunisation:

Routine immunisation will be provided by Central Surrey Health Nurses. Letters will be sent out to parents prior to immunisation dates asking parents to provide consent. No pupil will be immunised without signed parental consent.

Allergies and Adrenaline Auto Injectors (AAI)/EpiPens

Pupils who are prescribed an EpiPen must always carry an appropriately dated EpiPen on their person. A spare EpiPen is to be kept in the Health Centre and will accompany the pupil on school trips. Parents are responsible for providing the school with the requisite allergy medication and aid the Health Centre in producing an Individual Health Care Plan as well as reading a copy of the School's Allergy Policy.

Emergency Adrenaline Auto injectors are located at the following locations: Matron's office in all three boarding houses, the Health Centre, Main Reception, PE Department office, the Dining Hall, Staff Common Room, Winterflood Medical Room, and the Day Pupil Centre. Boarding Housemasters and staff will be notified of any boarders who have medical conditions at the start of each academic year which necessitates them to carry emergency medication. Photograph identification of all pupils who carry AAI can be found in the Common Room and on the shared area at P:\Staff\All Staff\Medical Information.

Medical Records:

The Health Centre maintain accurate medical records for all pupils who visit the Health Centre. All records are kept securely and managed according to the School's Privacy Policies.

Medical records are confidential, and access is restricted to the Health Centre staff. School staff will be given information on a pupil's health or welfare on a need-to-know basis. All medical information will be treated as confidential unless a safeguarding issue is suspected in which case information will be shared with the School's Designated Safeguarding Lead or member of the safeguarding team.

Parents must inform the Health Centre if a pupil has suffered an injury or illness or subsequent hospital admission during term time or the holidays. They must also inform the Health Centre when there is a change to their son or daughters' medical treatment/medication.

Parents are responsible for ensuring that their son or daughter carries any emergency medication which must be in date. Parents must also provide a spare inhaler and AAI to be kept in the Health Centre. Parents must sign the Health Declaration and Medical Form prior to starting at Reed's School to indicate that they are happy for emergency medication to be given to their son or daughter should it be needed whilst at school or taking part in a School activity or trip.

Off Games:

If a pupil is unable to participate in sport for any period, the parent must email their child's tutor and the Health Centre informing them of the reason and length of absence from sport.

Pupils must report to the Health Centre to obtain an Off Game Slip. Those pupils who are off sport long term will be added to the digital off games list which is distributed to the sports staff on a weekly basis.

School Trips:

The Health Centre will co-ordinate with staff leading trips to organise and provide medical bags for all School trips. Staff will be provided with relevant medical information and emergency medication where required pertaining to the pupils attending the trip.

If a pupil is required to take a medication whilst away on a School trip, parents must provide written consent for staff to administer the medication and full details of the medication directions for administration must be supplied prior to the trip. All medication must be handed to the member of staff in charge of the trip at the start of the trip, except for emergency medication such as AAI and asthma inhalers which must always remain with a pupil. The Health Centre will provide copies of health care plans for those pupils attending the trips as required.

Wider aspects of Health Education such as smoking, alcohol, drug use and Relationships and Sex Education (RSE) is covered by our comprehensive CPSHE programme as appropriate.

The Health Centre and school Doctor can be called upon to provide specific advice when necessary.

Compiled by: Medical Centre Manager	Revised: Spring Term 2021
Approved by: Welfare Committee	Next Revision date: Summer Term 2021