



Medical Care Policy

CPC

Updated Sept 2026

Review and Amendment Record

Date	Person Conducting the Review	Changes Made
24/11/16	Sue Head	External appointments
		Administration of vitamins and food supplements
		Homeopathic remedies
		Heights and weights
09/05/17	Sue Head	Immunisations
		External Counselling
13/11/17	Sue Head	GP registration for Day Boys
3/7/2018	Maggie Boardman	Consultations with Private Doctors
		Administration of Vitamins and Supplements
		Homeopathic remedies
		Medical Manager changed to Isams
		Leavers Medical Summary
		New Pupil Medicals
		Homely medicines changed to over the counter medication
3/10/2018	Maggie Boardman	Private Doctor changed to Healthcare Practitioner
24/09/2019	Maggie Boardman	Teachers on hospital rota added to urgent medical attention procedure
		New pupil Medicals
		Confidentiality, Emis access Head Sister
23/05/2021	Maggie Boardman	Emis access is now for school doctor only
		Flu vaccination system changed to new process
14/09/2021	Maggie Boardman	Review and adjustment of flu vaccination service for pupils.
30/9/2022	Maggie Boardman	Changes to GP surgery and to registration at home GP during the holidays
16/05/2023	Maggie Boardman	Changes to medication section. Stock levels are recorded on Isams not on paper.
28/9/2023	Maggie Boardman	Review of policy and adjustment of detail on leavers summary.
15/9/2024	Maggie Boardman	Review of policy and removal of Dr Knox (GP) as he has now retired. Adjustments made to section on counselling service.
01/09/2025	Colette Cawthra	Review of policy and amendment to weights and heights measurements conducted in school. Amendment to Management of Medicines to include no sports supplements permitted, and medication to not be dispensed into Dosette style sets.
05/09/2026	Colette Cawthra	Review of policy. Addition of Nursing Staff Professional Accountability. Adjustment to vitamins section to include recommended Vitamin D dose for children. Addition of section detailing restrictions on food sent from home. Additon of section detailing parental communication following minor treatment.

Medical Care Policy

Introduction

The health and medical needs of pupils are coordinated through **Hobson's Medical Centre**, located at the heart of Summer Fields School. Hobson's provides qualified registered nursing cover for the School community 24 hours a day during term time.

All pupils and staff are introduced to Hobson's when they join Summer Fields. They are familiarised with the facilities, the services provided and the arrangements for accessing medical and welfare support.

This policy sets out the arrangements for the provision and coordination of medical and welfare care for pupils and staff, including:

1. Medical Provision during Term Time
2. Medical Information
3. Monitoring Pupils' Health
4. Management of Minor Illnesses
5. Management of Medications
6. School Counsellor
7. Staff Welfare

This policy should be read in conjunction with the School's specific medical and welfare policies and guidelines, including:

- First Aid Policy
- Accident Reporting Policy
- Management of Care for Pupils with Asthma
- Allergy Safety Policy
- Management of Care for Pupils Following Concussion or Suspected Concussion
- Infection Control, including Body Fluid Spills and Needlestick Injuries
- Professional Registration and Revalidation for Nurses

Professional Standards and Accountability of Nursing Staff

- Registered nurses have a personal professional responsibility for their decisions and actions and must be able to justify their practice. The School recognises that professional accountability rests with the individual registered nurse and cannot be transferred to another member of staff.
- Where a situation falls outside the scope of a nurse's competence or authority, the nurse must seek appropriate advice, supervision or medical support from the School Doctor or another suitably qualified healthcare professional.

- Summer Fields School will support its registered nurses in maintaining their professional registration, competence and fitness to practise, including through appropriate supervision, continuing professional development, mandatory training and compliance with NMC revalidation requirements.
 - Any concern regarding a nurse's professional practice, conduct or fitness to practise will be managed appropriately and, where necessary, escalated in accordance with School procedures and the requirements of the NMC and other relevant professional or regulatory bodies.
 - The professional duties of the nursing team apply at all times when they are undertaking professional nursing activities on behalf of the School. School policies and procedures support, but do not replace, the individual nurse's professional obligations under the NMC Code and applicable law.
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1. Medical Provision during Term Time

Routine Medical Appointments

Medical Provision for Day Pupils

Day pupils will normally remain registered with their family GP, and parents or guardians are responsible for arranging and attending routine medical appointments as required.

Medical Provision for Boarders

Medical care for boarders is provided by **Dr S Becker and colleagues at Summertown Health Centre**, with whom boarders are registered for NHS primary medical care during term time.

A weekly GP clinic is held at Hobson's on Monday mornings from **11.00am to 12.30pm** during term time. The clinic list is coordinated by the **School Nurse (Sister)**, who will normally accompany the pupil during the consultation.

Parents or guardians are very welcome to attend appointments with their child if they wish.

Members of School staff may also liaise with the GP regarding a pupil's medical needs where appropriate and where this is necessary to support the pupil's care.

Following a consultation, the GP records relevant clinical information directly on the pupil's NHS medical record through the EMIS system used by Summertown Health Centre. The School Nurse (Sister) will record an appropriate summary of the consultation on the pupil's medical record on iSAMS and communicate

relevant information to parents or guardians and appropriate School staff, subject to confidentiality and safeguarding requirements.

The School Nurse (Sister) will arrange any necessary follow-up appointments and coordinate further action arising from the consultation. Where the School Doctor considers that referral to a specialist, physiotherapist or other healthcare professional is appropriate, this will be arranged through the NHS or privately, according to the circumstances and parental preference where appropriate.

Urgent Medical Appointments

Where a pupil has a medical need that cannot reasonably wait until the next scheduled GP clinic, appropriate arrangements will be made to ensure that the pupil receives timely medical assessment and treatment.

- **Weekday medical needs:** The Duty GP at Summertown Health Centre will be contacted for advice. Where an in-person assessment is required, the pupil may be accompanied to the Health Centre by an appropriate member of the Hobson's team or other authorised member of School staff, in accordance with the advice provided.
- **Non-urgent out-of-hours medical needs:** Where a medical concern arises outside normal surgery hours but does not require emergency treatment, the School Nurse (Sister) will contact **NHS 111** for advice and, where appropriate, arrange for the pupil to attend the relevant Out-of-Hours Service. The pupil will be accompanied by an appropriate member of staff.
- **Urgent or emergency medical needs:** Where a pupil requires urgent medical attention, they will be referred to the **Accident and Emergency Department (A&E)** or another appropriate emergency service. Depending on the nature and severity of the condition, the pupil may be accompanied by the Hobson's Matron, School Nurse (Sister), Lodge Parent or another appropriate member of staff. Where appropriate, an approved taxi may be used, with the cost charged to the pupil's School bill. If immediate paramedic assessment or emergency treatment is required, an ambulance will be called.

In all cases involving a medical emergency, **clear and timely communication with parents or guardians is paramount**. Parents or guardians will be informed as soon as reasonably practicable and kept updated regarding the pupil's condition, the medical advice received, treatment provided and any further action required.

Dental Emergencies

The management of a dental emergency will depend on the nature and severity of the injury or condition.

Where appropriate, the pupil may be referred to the Accident and Emergency Department (A&E), a local NHS or private dentist in accordance with parental preference, or an emergency dental service accessed through NHS 111.

Routine Dental, Orthodontic and Optical Appointments

Pupils are encouraged to arrange all non-urgent dental, orthodontic and optician appointments during School holidays or periods of leave wherever possible, in order to minimise disruption to their academic programme. The same principle applies to routine chiropractic and osteopathic appointments.

Where a non-urgent appointment must take place during term time, this should be arranged through Hobson's in advance. Every effort will be made to schedule appointments outside academic lesson time, and all such appointments will be recorded in the School calendar.

Following an appointment, relevant information or recommendations will be recorded on the pupil's medical record on iSAMS and communicated to parents or guardians where appropriate.

External Medical Appointments

The Hobson's Matron has primary responsibility for accompanying pupils to external medical appointments relating to the assessment or treatment of minor illnesses and injuries.

Routine external appointments should, wherever possible, be arranged during School holidays or periods of short leave, when parents or guardians will normally be responsible for accompanying their child.

Where the usual Matron is unavailable because of a conflicting appointment or other commitments, an alternative Matron will be arranged in consultation with the Senior Matron.

Where transport is required, a taxi will be arranged through the School's approved transport provider using the relevant School account details and the pupil's name. Confirmation of the booking will be provided to the Bursary, and the cost will be charged to the pupil's School bill.

In the event of a more serious illness or injury, the pupil may be accompanied by the Matron, School Nurse (Sister), Lodge Parent or Tutor, as appropriate. If there

is difficulty arranging an appropriate escort outside normal hours, the Head of Boarding will be contacted to assist with the arrangements.

Parents or guardians will be notified promptly by the School Nurse (Sister) of any significant illness, injury or hospital attendance. Parents or guardians based in the UK may wish to join their child at the hospital and will be kept informed of the relevant arrangements. Parents or guardians based outside the UK will be kept fully informed of significant developments through regular telephone or email communication from Hobson's.

For routine hospital appointments, such as outpatient clinics, scans and other investigations, a parent or guardian is preferred to accompany the pupil. This is particularly important where consent for further treatment or investigations may be required, or where an accurate and detailed medical history may be needed.

2. Medical Information

Medical Information on Registration

Prior to joining Summer Fields, parents or guardians are asked to complete a comprehensive medical questionnaire. This enables the School to obtain relevant information regarding the pupil's vaccination history, past and current medical conditions, allergies, medication and any ongoing physical, emotional or behavioural needs.

Information relating to food allergies, intolerances and special dietary requirements is also collected and shared, where appropriate, with the Domestic Bursar and Catering Manager to ensure that suitable arrangements are in place.

Parents or guardians are encouraged to discuss any medical, welfare or wellbeing concerns with the Head Sister prior to their child starting at Summer Fields.

Consent

Parents or guardians are required to complete the School's medical consent documentation authorising the School:

- to arrange for their child to be assessed or examined by the School Nurse (Sister) and School Doctor;
- to administer routine over-the-counter medication from a list approved by the School Doctor; and

- to take appropriate action in an emergency where immediate medical treatment is required and it is not reasonably practicable to obtain prior parental consent.

Where a pupil requires emergency medical treatment, the School may take reasonable steps to safeguard and promote the pupil's welfare while seeking to contact a person with parental responsibility. This may include arranging emergency medical assessment or treatment where delay would place the pupil at risk. Parents or guardians will be contacted as soon as reasonably practicable.

The School's arrangements for emergency treatment do not remove the responsibility of healthcare professionals to obtain appropriate consent for treatment. Where a pupil is able to provide valid consent to their own treatment, their capacity and wishes will be taken into account in accordance with applicable law and professional guidance.

Specific written consent will be obtained from parents or guardians prior to the administration of routine School immunisation programmes, in accordance with the requirements of the relevant immunisation provider.

Verbal or written consent will also be sought, where appropriate, before invasive investigations or procedures, such as blood tests, or where payment for a medical service or treatment is required.

Medical Care During School Holidays

As boarders are registered with the School Doctor at Summertown Health Centre, parents or guardians should ensure that, if their child requires medical attention from a different GP during the School holidays, the pupil is seen as a **Temporary Patient** wherever possible.

A temporary patient arrangement may be appropriate where an individual is staying in an area for more than 24 hours but less than three months, subject to the GP practice accepting the registration. This can help avoid unnecessary permanent changes to GP registration.

If a home GP requires the pupil to re-register permanently with their practice, parents or guardians should inform Hobson's so that arrangements can be made for the pupil to re-register with Summertown Health Centre upon their return to School.

Illness and Accidents During School Holidays

Parents or guardians are responsible for informing the School Nurse (Sister) and the School of any significant illness, injury, accident or medical treatment that their child experiences during the School holidays. This enables the School's

medical records to be kept up to date and ensures that any ongoing care, treatment or support can be arranged promptly upon the pupil's return.

Parents or guardians are asked to contact the School Nurse (Sister) or the School for advice before their child returns to School if they have experienced an infectious illness or tropical disease during the holiday period. This is to ensure that any necessary precautions, medical advice or support can be put in place before the pupil returns.

Private Medical Appointments

The pupil's NHS GP should be kept informed of relevant consultations, investigations or treatment undertaken by private healthcare practitioners so that the pupil's medical records remain complete and up to date.

Parents or guardians are responsible for ensuring that the pupil's GP receives a copy of relevant consultation or treatment correspondence. This can be done by sending a copy directly to:

Summertown Health Centre
160 Banbury Road
Oxford
OX2 7BS

Alternatively, parents or guardians may ask the private healthcare practitioner to copy the pupil's GP into their correspondence.

Where more convenient, a copy of relevant correspondence may be provided to Hobson's staff, who can arrange for it to be passed to the GP at Summertown Health Centre.

3. Monitoring Pupils' Health

New Pupil Medicals

Pupils with acute or ongoing medical needs will be reviewed by the School Doctor for assessment, ongoing monitoring and, where appropriate, the management or prescription of medication.

Individual Healthcare Plans (IHPs) and/or medical risk assessments will be developed for pupils with specific or significant health or medical needs where required, in consultation with parents or guardians and relevant healthcare professionals.

Where appropriate, copies of Healthcare Plans will be shared with parents or guardians, Lodge Parents, Tutors, Form Masters and staff responsible for accompanying pupils on trips or activities, on a need-to-know basis.

Individual Healthcare Plans are developed in addition to specific Asthma Action Plans and Allergy Action Plans where these are required.

Heights and Weights

The height and weight of all boarders will be recorded at the beginning of each academic year. Measurements may be taken more frequently for individual pupils where clinically indicated or where concerns regarding growth or development have been identified.

Height, weight and relevant centile/BMI measurements will be recorded on the pupil's medical record on iSAMS. Where appropriate, measurements will also be plotted on recognised centile charts to enable growth patterns to be monitored over time.

Any concerns regarding a pupil's growth or development will be discussed with the School Doctor and, where appropriate, with parents or guardians and other relevant members of School staff.

The School will also undertake height and weight measurements for day pupils in Reception and Year 6 in accordance with the arrangements of the National Child Measurement Programme and any applicable local arrangements.

Health Issues and Concerns

Pupils are encouraged to approach Hobson's with any concerns relating to their physical health, mental health or general wellbeing.

Hobson's operates an open-door policy. However, pupils with non-urgent concerns may be asked to return during break, free time or another appropriate period in order to minimise disruption to lessons.

Pupils may also be referred to Hobson's for assessment, review or treatment by their parents or guardians, or by any member of staff who has concerns regarding their health or wellbeing.

Parents or guardians will be informed of significant health or medical concerns and, where appropriate, kept updated regarding their child's progress, treatment and ongoing support.

Communication with Parents Following Minor Treatment

Where a pupil receives minor treatment or first aid at Hobson's, parents or guardians will be informed where appropriate and, wherever reasonably practicable, kept updated about their son's care. This may include treatment for minor injuries, illness, headaches, stomach aches, minor sports injuries or other conditions that do not require further medical assessment. The School recognises that it is not always possible or appropriate to contact parents for every minor episode of care, particularly where treatment is routine, the pupil is able to return to normal activities, or the medical team is managing a number of pupils simultaneously. All treatment and relevant observations will be recorded appropriately on the pupil's medical record. Parents or guardians will be contacted promptly where a pupil's condition is significant, persistent, deteriorating, requires further medical assessment or treatment, or where the School Nurse (Sister) considers that parental involvement is necessary.

Medication and End-of-Day Communication

For day pupils, parents or guardians will be informed when medication has been administered at Hobson's during the School day, where appropriate. This will normally be communicated by phone or email.

For boarders, parents or guardians will be informed of any relevant medication administered at Hobson's on the day their son is due to go home, where appropriate. This is particularly important where medication has been given for an illness or injury that may require continued monitoring or treatment at home. Where a boarder is going home with medication, the School Nurse (Sister) will ensure that the medication, dosage and relevant instructions are clearly communicated to the parent or guardian and that any necessary medication is transferred safely. Where immediate communication is not reasonably practicable, the relevant information will be communicated as soon as possible.

Intimate Care and Medical Procedures

On occasion, a pupil may require a medical examination, assessment or treatment of an intimate nature by the School Nurse (Sister) or School Doctor.

All such examinations or procedures will be undertaken in accordance with recognised principles of dignity, privacy, consent, safeguarding and professional conduct.

The following principles will apply:

- The School Nurse (Sister) or School Doctor will explain the reason for the examination or treatment, what the procedure will involve and, where appropriate, what the pupil may experience.
- The pupil will be given an opportunity to ask questions and express any concerns.
- The pupil's consent and cooperation will be sought before proceeding, where the pupil is able to provide valid consent.
- The School Nurse (Sister) or School Doctor will normally be accompanied by a second responsible adult who will act as a chaperone.
- A minimum of two adults will therefore be present during an intimate examination or treatment unless exceptional circumstances make this impracticable.
- The pupil will be treated with dignity, sensitivity and respect throughout.
- Privacy will be maintained in a manner appropriate to the pupil's age, maturity and circumstances.
- The pupil will be encouraged to maintain as much independence as possible during the procedure, including managing their own clothing where appropriate.
- Physical contact will be limited to that which is necessary for the examination or treatment.
- The pupil's confidentiality will be respected in accordance with professional and safeguarding requirements.
- If the pupil becomes distressed, uncomfortable or unwilling to continue, the procedure should be paused or stopped wherever clinically appropriate and the situation reviewed.

Where a pupil needs to attend an external healthcare appointment for an examination, assessment or treatment of an intimate nature, and a parent or guardian is unable to attend, an appropriate responsible adult will accompany the pupil. This will normally be the School Nurse (Sister) or, where appropriate, a Lodge Parent or Matron.

Confidentiality

Members of the School's healthcare team are required to maintain appropriate professional confidentiality and comply with applicable data protection, safeguarding and professional requirements.

Appropriate measures will be taken to protect the privacy and security of pupils' health information, including:

- private consulting and interview rooms for the School Doctor, School Counsellor and School Nurse (Sister);
- secure handling of medical lists, records and other health information;
- appropriate use of privacy screens and careful positioning of computers within healthcare areas;

- access to the EMIS system restricted to authorised healthcare professionals;
- restricted access to pupils' daily health records; and
- ensuring that a pupil's health or medical information is not discussed with other pupils or with parents or guardians other than the pupil's own, unless there is a legitimate reason to share the information.

Relevant School staff will only be provided with health information where there is a genuine need to know, for example where this is necessary to safeguard the pupil, support their health and wellbeing, or enable appropriate care or supervision.

Pupils may request a private consultation with the School Doctor or School Nurse (Sister). The healthcare professional will respect the pupil's confidentiality, subject to professional, safeguarding and legal responsibilities.

The healthcare professional will consider whether a pupil is **Gillick competent** in relation to the particular decision or treatment concerned. Gillick competence is decision-specific and depends on the individual pupil's maturity and understanding.

Where appropriate, the healthcare professional will encourage the pupil to involve their parents or guardians and will explain the benefits of doing so. However, confidentiality will normally be respected where a competent pupil requests it, subject to safeguarding and other legal or professional obligations.

Where a safeguarding or child protection concern is identified or disclosed, confidentiality cannot be guaranteed. Information may need to be shared without the pupil's consent where this is necessary to protect the pupil or another person. In such circumstances, the healthcare team will follow the School's Safeguarding and Child Protection Policy and liaise with the Designated Safeguarding Lead (DSL).

4. Management of Minor Illnesses

Admission to Hobson's

Where a pupil is unwell and requires rest, observation or ongoing monitoring, or needs to be removed from their class or Lodge because of an infectious illness, they may be admitted to Hobson's for observation and care.

Relevant School staff and parents or guardians will be informed promptly of the admission, and the appropriate School register and/or Games list will be updated.

A record of the pupil's condition, progress, observations and any medication administered will be maintained on the pupil's medical record on iSAMS by the member of the nursing team responsible for their care.

Where a pupil is required to remain in Hobson's overnight, the relevant Lodge Matron will be contacted to arrange for the pupil's nightwear and essential personal belongings to be brought to Hobson's. The admission will also be recorded in the Hobson's Admissions Book.

Appropriate meals will be arranged with the School kitchen, and suitable snacks and refreshments will be provided throughout the pupil's stay.

Pupils with infectious conditions will be cared for separately from other pupils wherever possible. Appropriate toilet and washing facilities will be designated for their individual use where required. Enhanced cleaning and appropriate infection prevention and control measures will be implemented in accordance with the nature of the illness.

Pupils admitted to Hobson's will be encouraged to rest and recover in a calm and supportive environment. The Hobson's team will seek to ensure that pupils are comfortable and well cared for, providing suitable quiet activities where appropriate.

Parents or guardians and relevant members of School staff will be kept informed of the pupil's progress and notified promptly of any significant change in their condition.

Parents or guardians are welcome to speak with their child on the Hobson's telephone during the day and early evening where appropriate.

The pupil's Games status and readiness to return to normal School activities will be carefully considered prior to discharge from Hobson's.

Medical Escalation and Deterioration

Any concern regarding the health of a pupil admitted to Hobson's, including any deterioration in their condition during the day, will be discussed promptly with the Duty GP at Summertown Health Centre and appropriate medical advice sought.

If a pupil's condition deteriorates overnight, NHS 111 will be contacted promptly for advice where appropriate. In an emergency or where immediate medical attention is required, an ambulance will be called.

Parents or guardians and relevant School staff will be informed promptly of any significant deterioration or escalation in medical care.

The Head of Boarding will also be contacted where additional support is required, including where assistance is needed to arrange an appropriate escort for a pupil attending an external medical appointment or where the School Nurse (Sister) needs to accompany a pupil and additional staffing is required to maintain appropriate cover in Hobson's.

Day Pupils

Where a day pupil becomes unwell or sustains a significant injury during the School day, their parents or guardians will be contacted promptly.

Where it is considered appropriate for the pupil to return home, permission will be sought from the Headmaster or Deputy Head before arrangements are made.

Parents or guardians will be informed by telephone, email or written communication of any medication administered by the School Nurse (Sister), as appropriate.

In the event that a day pupil requires referral to the Accident and Emergency Department (A&E), their parent or guardian will be contacted immediately and asked to attend the hospital to accompany their child.

Where the parent or guardian is unable to arrive promptly, the pupil will be accompanied by the School Nurse (Sister), Hobson's Matron or another appropriate member of staff until the parent or guardian is able to take over their care.

5. Management of Medications

Own Medication

Pupils must not bring prescription or over-the-counter medication into School or Lodge for personal use without prior approval.

All medication brought into School must be handed to Hobson's or the relevant Lodge for review by the School Doctor and/or School Nurse (Sister) before it can be administered.

The School Nurse (Sister) and Lodge Parents are not permitted to administer medication that is unlicensed, unidentifiable, undated, not licensed for use in the UK, or otherwise unsuitable for administration to children.

This includes medication carrying a specific age restriction that does not apply to the pupil concerned, such as certain cold and cough remedies.

The School does not accept medication supplied in Dosette boxes or similar pre-packed medication containers or bags. Medication must be supplied in its original packaging and be clearly identifiable.

For day pupils, medication will be stored securely and administered through Hobson's.

All medication must be clearly labelled with the pupil's name and appropriate dosage and administration instructions. Written or verbal parental consent will be obtained as appropriate.

Each administration will be recorded by the School Nurse on the pupil's medication record on iSAMS.

Prescribed Medication

Medication prescribed by a UK-registered doctor during the School holidays may be administered at School once it has been reviewed and approved by the School Doctor and/or School Nurse (Sister).

The School Nurse (Sister) must not administer unlicensed or foreign medication to pupils without prior authorisation from the School Doctor. Where continued treatment is clinically indicated, the School Doctor may prescribe an appropriate UK-licensed equivalent where clinically appropriate.

Repeat prescriptions may be requested from Summertown Health Centre or directly from the School Doctor during a scheduled clinic.

The School Doctor may require supporting documentation from the prescribing healthcare professional before medication can be administered. This may include a diagnosis, treatment plan, consultation letter, medication review or monitoring documentation.

Until the necessary information has been received and reviewed, the School may be unable to administer the medication.

Where medication is prescribed by the School Doctor following a consultation, parents or guardians will be informed and their agreement sought before a new course of treatment is commenced, where appropriate.

Prescriptions will be sent to the local pharmacy and collected or delivered when ready.

On receipt, the School Nurse (Sister) will check the pupil's name, medication, dosage, frequency of administration, expiry date and storage requirements. Any concerns or discrepancies will be discussed with the pharmacist and/or School Doctor before the medication is administered or supplied to the Lodge.

Each administration of prescribed medication will be recorded on iSAMS by the School Nurse or Lodge Parent responsible for administering it.

Prescribed medication must only be administered to the pupil for whom it has been prescribed and must not be shared with another pupil.

Medication will be disposed of safely at the end of the prescribed course in accordance with the School's medication disposal procedures.

Where medication is required during a period of leave, including prescribed adrenaline auto-injectors for pupils at risk of anaphylaxis, the medication will normally be provided to the parent or guardian at the beginning of the leave period to ensure continuity of treatment.

Medication must be returned to Hobson's at the end of the leave period if the prescribed course is not yet complete.

School Trips

The administration of prescribed medication may be delegated to a named member of staff when a pupil is participating in a School trip or activity, provided the member of staff has been appropriately briefed and, where required, trained.

Prior to the trip, the School Nurse (Sister) will prepare medication administration records for the pupils concerned, covering both regular and *as required* medication.

The named member of staff will sign the appropriate record following each administration.

Prior to residential trips, a medical information form will be sent to the parents or guardians of all participating pupils, both day pupils and boarders. Relevant medical information will be provided securely to the member of staff responsible for the trip.

A limited supply of approved over-the-counter medication may be provided for School trips, together with appropriate administration guidance and a standard medication administration record for *as required* medication.

The named member of staff responsible for medication will maintain accurate records of all medication administered.

At the end of the trip, all medication and completed medication records will be returned to Hobson's. The member of staff will also provide a verbal or written handover of any relevant medical information or concerns arising during the trip.

Controlled Medication

Controlled medication will be administered from Hobson's by the **School Nurse (Sister) (RN/RCN)**, in accordance with applicable legal and professional requirements.

New supplies of controlled medication will be checked, counted and recorded in the pupil's individual Controlled Drug Record by the School Nurse (Sister) and a second authorised adult, such as another registered nurse, Matron, parent or appropriate member of School staff, in accordance with the School's controlled-drug procedures.

Each administration of controlled medication will be recorded on both the pupil's medication administration record and individual Controlled Drug Record.

Both records will be appropriately signed by the School Nurse (Sister) and/or a second authorised adult, ensuring that an accurate running balance of medication is maintained.

Controlled medication stock levels will be checked weekly by the School Nurse (Sister). Any discrepancy will be reported immediately to the Head Sister, who will inform the School Doctor and Head of Boarding and ensure that appropriate action is taken.

For periods of leave, the required quantity of controlled medication will be counted and signed out by the nursing team in Hobson's.

For School trips, the exact quantity of controlled medication required for the duration of the trip will be counted and signed out by the School Nurse (Sister) and the named member of staff responsible for its administration.

The medication will be supplied in a secure, locked medication box and stored appropriately throughout the trip.

The named member of staff will complete the medication administration record prepared by the School Nurse (Sister) and return all medication and documentation to Hobson's at the end of the trip.

Over-the-Counter Medication

The School Doctor approves a list of over-the-counter medications that may be administered by the School Nurse (Sister) for the treatment of minor, self-limiting ailments. This list is reviewed annually.

A reduced list of approved medications, together with appropriate administration guidance, is provided to Lodges.

Lodge supplies are reviewed and replenished at the beginning of each term and as required.

Medication stock levels are recorded on iSAMS, with the School Nurse (Sister) updating the Hobson's stock record when new supplies are received.

Medication is obtained from the local pharmacy and invoiced to Hobson's, with supplies replenished as necessary. Stock records for Hobson's and individual Lodges are maintained on iSAMS.

Whenever an over-the-counter medication is administered, an entry must be made on the pupil's medical record on iSAMS. This information is accessible to relevant Hobson's and Lodge staff and is intended to minimise the risk of duplicate or excessive administration.

General Principles for the Administration of Over-the-Counter Medication

Before administering any medication, the responsible adult must complete the following checks to ensure the safety and wellbeing of the pupil:

- Check when the pupil last received medication, the medication administered and the dose given, using the medication administration record on iSAMS.
- Confirm the pupil's identity and check the medication required.

- Check that the medication is appropriate for the pupil's age and that the correct dose and frequency of administration are being followed.
- Check the expiry or use-by date on the medication packaging or container.
- Administer the medication in accordance with the approved guidance and record the time and dose administered as soon as practicable.

Any concerns regarding the frequency with which a pupil is requesting medication, a lack of improvement in symptoms, adverse effects or any other clinical concern must be referred to the School Nurse (Sister) at the earliest opportunity.

Storage of Medication

Except for designated emergency medication, including pupils' named adrenaline auto-injector bags, emergency asthma inhalers and other medication that must be immediately accessible, such as insulin, all medication will be stored in locked cupboards in Hobson's or the relevant Lodge.

Medication requiring refrigeration will be stored in the secure, lockable medication refrigerator in Hobson's. The refrigerator temperature will be monitored and recorded daily.

Expiry dates of medication held in Hobson's will be checked weekly. Prescribed medication supplied to Lodges will have its expiry date checked before it is issued.

When a prescribed course is completed, medication held in a Lodge will be returned to Hobson's for safe disposal.

Where medication remains prescribed and is required during the School holidays, it will be provided to the pupil or parent/guardian in accordance with the School's medication procedures.

Prescribed Adrenaline Auto-Injectors (AAs)

Each pupil with a severe allergy requiring an adrenaline auto-injector will have an individual, clearly identifiable bag containing their Allergy Action Plan, Individual Healthcare Plan and prescribed emergency medication.

The standard contents will normally include two adrenaline auto-injectors appropriate to the pupil's age and weight, together with prescribed antihistamine medication.

Some pupils may also require a reliever inhaler and/or oral corticosteroids, as specified in their individual Allergy Action Plan or Healthcare Plan.

These bags will be readily accessible in Hobson's during the School day and must accompany the pupil whenever they leave the School site for an away fixture, trip or other activity.

Where a parent or guardian does not have a spare set of emergency medication at home, the pupil's emergency medication bag may be provided at the beginning of a leave period and must be returned to Hobson's on the pupil's return to School.

A record will be made whenever an emergency medication bag leaves Hobson's to ensure that it can be tracked and returned promptly.

Hobson's will monitor the expiry dates of all adrenaline auto-injectors and arrange replacement prescriptions sufficiently in advance of expiry.

Emergency adrenaline auto-injectors are also located at designated points throughout the Pre-Prep and Prep School buildings, as well as at Cottage and Mayfield.

Additional emergency bags containing spare auto-injectors are available for Games staff and for pupils participating in activities at locations away from the main School buildings, such as the Plantation.

Asthma Inhalers

Pupils with asthma will be prescribed appropriate inhalers and spacers by the School Doctor. A spare set will be retained in Hobson's for both day pupils and boarders for emergency use.

In general, pupils will keep their prescribed inhalers in their Lodge. During an exacerbation of asthma, however, a pupil may be advised to remain in Hobson's so that their condition can be monitored more closely.

Pupils who have been assessed as sufficiently responsible to carry their own inhaler will be encouraged to keep a clearly labelled inhaler with them during the School day, including during Games, for use when required and in accordance with their Asthma Action Plan.

Hobson's will maintain a limited supply of reliever inhalers for emergency use by the School Nurse (Sister), including where required for pitch-side treatment. Appropriate consent and arrangements for their use will be documented as part of the pupil's asthma action plan.

Emergency reliever inhalers may also be used for a pupil who is not known to have asthma where this is advised by the emergency services, including following a 999 call, and where clinically appropriate.

Pupils with asthma will receive regular reviews by the School Doctor to ensure that their asthma management remains appropriate and effective.

A designated Hobson's nurse will conduct regular asthma reviews (including taking a pupil's peak flow) and communicate any concerns or recommendations to the School Doctor.

All pupils with asthma will have an appropriate Asthma Action Plan and, where indicated, an Individual Healthcare Plan.

Administration of Vitamins and Food Supplements

In general, pupils should obtain the nutrients they require from a healthy, balanced and varied diet, and routine vitamin or food supplementation is not normally required.

Vitamin D supplementation is, however, recommended in accordance with current UK Government and NHS guidance.

For children aged four years and over, the general UK recommendation is a daily vitamin D supplement containing **10 micrograms (400 IU)** during the autumn and winter months. Children who are considered to be at increased risk of vitamin D deficiency may be advised to take 10 micrograms (400 IU) daily throughout the year.

Parents or guardians who wish their child to receive additional vitamins or food supplements at School must provide the product to Hobson's for review by the School Nurse (Sister) before administration.

The School Nurse (Sister) may request further information regarding the reason for supplementation, the intended duration of use and, where relevant, details of the prescribing or recommending healthcare professional.

Any vitamin or supplement must be suitable for children, appropriate for the pupil's age, supplied in its original packaging, clearly labelled and within its expiry date.

Adult formulations must not be provided for use by pupils unless specifically prescribed or authorised by an appropriate healthcare professional.

Any vitamin or supplement required at a dose above the standard recommended dose must be prescribed or specifically recommended by an appropriate healthcare professional and approved by the School Doctor before it can be administered at School.

Parents and guardians are encouraged to avoid providing multiple bottles or overlapping vitamin supplements, as this may inadvertently result in excessive intake or duplication of ingredients.

The School will follow current NHS and UK Government guidance regarding safe vitamin D intake. Parents should seek medical or pharmacy advice if their child requires supplementation for a diagnosed deficiency or other specific medical reason.

Sports Supplements

Sports supplements, including protein supplements, are not routinely permitted within School unless specifically agreed by the School Doctor for an individual pupil on medical or nutritional grounds.

The School promotes a healthy, balanced diet as the primary means of supporting pupils' growth, development and participation in sport.

Calorific Snacks and Additional Food

Where a pupil has identified concerns regarding growth, weight gain or nutritional intake and has been assessed by the School Doctor, the School may permit additional higher-calorie snacks or nutritional foods to be provided from home.

Any additional food items must be **approved in advance by the School Doctor**.

The School will not accept additional food items solely on the basis of a parental request or recommendation from an external healthcare professional without review and approval by the School Doctor.

All additional food supplied from home must meet the School's food safety and allergy requirements and comply with the School's Allergy Safety Policy.

All additional calorific snacks must:

- be commercially pre-packaged and unopened;
- have a clear and complete ingredients list and appropriate allergen information;
- be clearly identifiable and suitable for the pupil's age;
- have a clearly stated expiry or best-before date;
- **not contain nuts or nut-containing products**; and
- have been approved by the School Doctor before being brought into School.

The School will not accept homemade, unpackaged or unlabelled food for this purpose, as the School must be able to identify the ingredients and assess potential allergen risks.

Where additional food is approved, the School Doctor and School Nurse (Sister) will determine, in consultation with parents or guardians where appropriate, the type, frequency and quantity of additional food required.

The arrangement will be reviewed periodically to ensure that it remains clinically appropriate.

Parents or guardians should not send multiple types or quantities of additional food without prior approval, as this may result in excessive caloric intake, duplication of nutritional supplements or difficulties in monitoring the pupil's overall dietary intake.

Any additional food provided for a pupil with an identified growth or nutritional concern will be managed in liaison with the Catering Manager and relevant pastoral staff where appropriate, while maintaining the pupil's dignity and confidentiality.

Homeopathic Remedies

Some homeopathic products may not be licensed in the same way as conventional medicines, and their ingredients, medicinal properties or expiry information may not always be clear.

For this reason, their administration within School requires particular consideration.

The School Nurse (Sister) and Lodge Parents must not administer homeopathic or other unlicensed remedies unless they have been prescribed or specifically recommended for the individual pupil by a UK-based GP or consultant and have been reviewed and approved by the School Doctor.

Details of the prescribing or recommending healthcare professional and the intended treatment should be provided to the School Nurse (Sister) before administration.

Immunisations

All pupils are expected to be up to date with the UK routine childhood immunisation programme, unless there is a medical contraindication or an alternative arrangement has been agreed with the School Doctor and parents or guardians. Parents or guardians are responsible for providing accurate and up-to-date vaccination information to the School.

Hobson's will review pupils' vaccination records as appropriate and will advise parents or guardians where routine vaccinations, catch-up vaccinations or additional vaccinations may be required. Where vaccinations have been missed, Hobson's will liaise with the pupil's GP, the School-Aged Immunisation Service (SAIS) or other appropriate healthcare provider to facilitate catch-up vaccination, with the appropriate parental consent.

The School will monitor and support access to the following vaccinations in accordance with the current UK immunisation programme:

- **Influenza:** Annual influenza vaccination is offered to eligible school-aged children, normally through the School-Aged Immunisation Service or other NHS arrangements. Hobson's will support pupils and parents or guardians with information and access where appropriate.
- **MMR/MMRV:** Pupils should have received the recommended doses of measles, mumps and rubella (MMR) vaccination, with varicella included in the current childhood schedule where applicable. Any outstanding doses should be identified and catch-up vaccination arranged where appropriate.
- **HPV (human papillomavirus):** HPV vaccination is routinely offered to **boys in Year 8, normally aged 12–13 years**. The routine programme currently requires one dose, unless additional doses are clinically indicated, for example for pupils who are severely immunosuppressed. The HPV vaccine protects against HPV-related cancers and genital warts.

Hobson's will also monitor vaccination requirements for pupils travelling overseas with Summer Fields School. Travel vaccinations and malaria prevention will be arranged through the pupil's GP, the School Doctor or an appropriate travel-health service, following an individual risk assessment and with appropriate parental consent.

Where a pupil has an underlying medical condition or other clinical risk factor requiring additional or more frequent vaccinations, Hobson's will liaise with the pupil's GP and/or relevant specialist healthcare professional to ensure that the appropriate vaccination programme is followed.

The School's annual influenza vaccination programme will be coordinated by Hobson's and, where available, delivered by an appropriately qualified external vaccination provider or the NHS School-Aged Immunisation Service. Parents or guardians will be informed of the arrangements and the appropriate consent obtained.

Vaccination records and relevant clinical information will be maintained securely on the pupil's medical record and shared only with those who have a legitimate need to know.

6. School Counsellor

Summer Fields has two School Counsellors who provide counselling support on two days each week during term time.

Referrals may be made by members of staff, pupils themselves or parents or guardians.

Following receipt and review of a referral, the School Counsellor may contact the pupil's parents or guardians to discuss the concerns raised and to establish relevant background information, where appropriate.

The School Counsellor will determine the appropriate level of parental involvement in accordance with professional guidance, the pupil's age and maturity, the nature of the concerns and any relevant safeguarding considerations.

Confidentiality

Counselling is a confidential service.

Information shared by a pupil during counselling sessions will not ordinarily be disclosed to parents, guardians, teaching staff or other members of the School community without the pupil's knowledge and, where appropriate, consent.

Pupils who self-refer to the School Counsellor will be treated with the highest level of confidentiality appropriate to their age, maturity and circumstances.

The School Counsellor will consider whether the pupil has sufficient understanding and maturity to make decisions regarding their counselling and the sharing of information.

Where appropriate, the School Counsellor will discuss with the pupil whether they are willing for relevant information to be shared with their parents or guardians, particularly where parental support would be beneficial.

The School Counsellor will explain the reasons for any proposed disclosure and, wherever practicable and appropriate, seek the pupil's agreement before information is shared.

Confidentiality cannot, however, be guaranteed where the School Counsellor believes that there is a significant concern about the pupil's safety or wellbeing, including where there is a risk of serious harm to the pupil or another person, or where information must be disclosed in accordance with safeguarding, legal or professional requirements.

In such circumstances, information will be shared only with those who need to know in order to safeguard and support the pupil.

The School's Safeguarding and Child Protection Policy and relevant professional guidance will be followed.

Teaching and pastoral staff will normally only be informed that a pupil is attending counselling on a **strict need-to-know basis**.

They will not ordinarily be given details of matters discussed during counselling unless the pupil's consent has been obtained or disclosure is necessary to safeguard the pupil or another person.

Where information needs to be shared with the School Doctor, School Nurse (Sister), Designated Safeguarding Lead or another appropriate member of staff, the School Counsellor will share only information that is necessary and proportionate to the circumstances.

Counselling Provision and Costs

Summer Fields provides **six counselling sessions free of charge** for each pupil.

Where counselling support is required beyond the initial six sessions, additional sessions will be charged at **£75 per session**.

Subject to appropriate parental or guardian agreement, additional charges will be added to the pupil's School bill at the end of the relevant term.

The School Counsellor will review the pupil's needs as counselling progresses and may recommend that further or alternative professional support is considered where this would be in the pupil's best interests.

External Counselling and Mental Health Services

Where parents or guardians wish to seek counselling, psychological or other mental health support for their child outside the School's counselling provision, it will normally be the responsibility of the parents or guardians to arrange and accompany their child to any such appointments.

Where appropriate and with the relevant consent, the School will liaise with external professionals to support continuity of care and ensure that relevant information is shared appropriately.

Any information received from external healthcare or mental health professionals will be handled confidentially and in accordance with the School's safeguarding, data protection and medical confidentiality procedures.

Where a pupil is receiving external mental health support, parents or guardians are encouraged to ensure that the School is informed of any information that may be relevant to the pupil's safety, wellbeing or ability to participate fully in School life.

7. Staff Welfare

School staff are welcome to attend Hobson's for health advice, treatment and first aid.

Staff attending Hobson's will be treated with respect and their privacy and confidentiality will be maintained.

A record of attendance and any treatment provided will be maintained by Hobson's for the purposes of continuity of care, appropriate clinical record-keeping and activity monitoring.

Information relating to an individual staff member's health will be treated as confidential and will only be shared where there is a legitimate reason to do so and, wherever appropriate, with the staff member's knowledge and consent.

Where a staff member is unfit for work, the School Nurse (Sister) may, with the staff member's permission, liaise with **Human Resources and/or the Deputy Head** regarding their fitness for work, appropriate workplace arrangements and follow-up.

The School Nurse (Sister) may also maintain appropriate contact with the staff member regarding their progress where this is necessary to support their return to work, subject to the staff member's consent and appropriate confidentiality.

Staff health information will not be disclosed more widely than is necessary.

Where information must be shared without consent because of a safeguarding, legal or serious health and safety concern, only the minimum information necessary will be disclosed and the appropriate School procedures will be followed.

Staff Influenza Vaccination

All members of School staff are offered an annual influenza vaccination free of charge.

The programme is coordinated by Hobson's and provided by an appropriately qualified external healthcare provider.

The vaccination programme normally takes place in **October each year**, subject to availability and the arrangements of the external provider.

Hobson's will communicate the arrangements to staff and coordinate appointments as appropriate.