



Medical Care Policy

MEB

Updated September 2021

## 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.

## **Introduction**

Health and medical needs of pupils are coordinated through Hobson's Medical Centre based in the heart of Summer Fields School. Hobson's provides qualified registered nurse cover for the school community 24 hours a day during school terms. Pupils and staff are introduced and orientated to Hobson's when they start at Summer Fields School when the nature of the service is explained.

This policy covers the provision of medical 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 specific medical guidelines/policies on

- First Aid Policy
- Accident Reporting Policy
- Management of care for pupils with asthma
- Management of care for pupils with severe allergies
- Management of care for pupils following concussion or suspected concussion
- Infection Control including body fluid spills & needle stick injuries
- Professional registration and revalidation for nurses

## **1. Medical Provision during Term Time**

### **Routine Medical Appointments**

Day boys will be registered with their family GP and it shall be the responsibility of parents/guardians to arrange appointments.

Medical Cover for boarders is provided by Dr K Knox and Dr S Becker based at Summertown Health Centre with whom all pupils are registered for NHS provision. Two GP clinics are run in Hobson's each week on Friday and Monday mornings from 11am until 12.30pm. The GP list is organised by Sister who will also accompany the pupil during the consultation. Parents who wish to accompany their child are welcome. Staff are also welcome to discuss a pupil's needs directly with the GP. The GP records medical entries directly onto the pupil's NHS medical records via the EMIS computer link to the Health Centre. Sister documents a summary of the consultation on the boy's medical page on Isams and communicates directly with parents and staff where appropriate. Sister books follow-up appointments and will take any further action required from the consultation. The School Doctor may decide that a referral to a specialist or physiotherapist is indicated and this is done via the NHS or privately depending on parental preference.

### **Urgent Medical Appointments**

If a pupil has a medical need that cannot wait until the next GP clinic, then a number of options are available.

- On weekdays the Duty GP at Summertown Health Centre is contacted for advice and the pupil can be accompanied to the Health Centre for assessment by Hobson's Matron.
- For non-urgent cases out of office hours Sister will contact NHS111 and the pupil will be accompanied to the Out of Hours Service.
- Urgent cases will be referred to A&E when they will either be accompanied by Matron, Sister, Lodge Parent or member of staff on hospital rota, in a taxi depending on the nature of the condition. Alternatively, an ambulance will be called for immediate paramedic assessment. Close communication with parents is paramount during a medical emergency.

Depending on the nature of the injury, dental emergencies may be referred to A&E, a local private or NHS dentist (according to parental preference) or to the emergency dentist via NHS111.

### **Routine Dental/Eye Appointments**

Pupils are encouraged to have all non-urgent dental, orthodontic and optician appointments during holidays and leave outs to minimize disruption to their school day. The same applies for all non-urgent chiropractic and osteopath appointments. Where absolutely necessary, non-urgent appointments can be organised through Hobson's in term time, these will be booked outside of academic lesson time where possible and logged in the school calendar. Feedback will be given to parents following the appointment and a record made on the pupil's medical page on Isams.

### **External Appointments**

Hobson's Matron has a key responsibility for accompanying pupils to external appointments for assessment of minor illnesses and injuries or treatment. Though routine appointments are best arranged for holiday periods and short leave, when it is the responsibility of the parent to attend with the child. Where there is a clash of appointments another matron will be found through liaison with the Senior Matron. If transport is needed, a taxi will be booked through the preferred school provider giving the account number and boy's name. Confirmation of the booking is sent to the Bursary and charged to the pupil's school bill.

In the event of a more serious illness or injury Sister, a Lodgeparent or tutor may accompany the pupil. The Head of Boarding will be contacted if there is a difficulty finding an appropriate escort out of hours. Parents will be notified promptly by Sister as they may wish to join their child at the hospital if in the UK. Parents outside of the UK will be kept informed of any developments thorough phone contact or email from Hobson's.

## **2. Medical Information**

### **Medical Information on Registration**

Parents are sent a medical questionnaire before their child joins Summer Fields to gather information about vaccination and past medical history as well as on-going physical, emotional and behavioral issues and current health needs. Information on food allergies and special dietary needs is also sought and this information is shared with the Domestic Bursar and Catering Manager. Parents are invited to discuss any medical or well-being concerns with Head Sister before starting at Summer Fields.

## **Consent**

Parents complete a consent form which authorizes their child,

- To be examined by Sister and the School Doctor.
- To be given routine, over the counter, medication from a list agreed by the school doctor.
- To act in *loco parentis* should their child require emergency medical/surgical treatment or a general anaesthetic.

Should a medical emergency occur parents will be contacted by Hobson's to facilitate direct liaison between parents and the medical team looking after their child. Written consent is also sought from parents before any immunizations are administered and verbal or written consent is sought before any invasive tests (eg blood test) or when payment for a service or treatment is required.

## **Medical Care in the Holidays**

As boarders are registered with the School Doctor at Summertown Health Centre, if they need to see a different General Practitioner during holiday times, it is important that they are seen as a "Temporary Patient" by their home GP. This avoids the pupil being de-registered from Summertown Health Centre and their medical notes being transferred to another practice as this can be an issue in the event of a medical emergency.

## **Holiday Illness and Accidents**

Parents have a responsibility to keep Sister and the school informed about any accidents or illnesses that a pupil may have over a holiday period so that medical records are kept up-to-date and any on-going care or support can be provided promptly on return to school. Parents are asked to contact Sister or the school for advice if the child has had any infectious illness or tropical disease before bring the child back to school.

## **Private Medical Appointments**

The General Practitioner requires details of consultations with private Healthcare Practitioners. Parents are responsible for sending a copy of their letter to Summertown Health Centre, 160 Banbury Road, Oxford OX2 7BS or asking the private Healthcare Practitioner to copy in the GP to their communication. If easier, a copy of the letter can be given to Hobsons staff and they will deliver to the GP.

## **Leavers Medical Summary**

A medical summary is completed for all leavers and sent on to their future school. This includes any vaccinations given whilst at Summer Fields and details of any significant or on-going health needs and details of any current prescribed medication. A copy will be sent to parents.

# **3. Monitoring Pupils Health**

## **New Pupil Medicals**

Pupils with acute or on-going medical needs will be seen by the School Doctor for assessment or review and prescriptions for medications noted. Individual care plans and/or risk assessments will be devised for new pupils with specific health/medical needs where required in liaison with parents. Copies of care plans are shared with parents, Lodgeparents, tutors, form masters and trip takers where appropriate.

## **Heights and Weights**

Heights and weights are recorded at the start of each year or more frequently for individual boys if clinically indicated or where concerns have been raised. Centile/BMI measurements are documented together with height and weights on the pupil's medical page on Isams and some pupils will also have these measurements plotted on centile charts. Concerns about growth will be raised with the School Doctor and other key school staff where appropriate.

### **Health Issues and Concerns**

Pupils are encouraged to come to Hobson's to share any concerns they may have about their health or well-being. There is an open door policy although pupils will be asked to return during break/free time for non-urgent issues. Pupils may also be referred for review/treatment by parents or any staff member who has concerns about the health or well-being of a pupil. Parents will be kept informed of any significant health/medical issues and up-dated on their child's progress.

### **Intimate Care or Procedures**

There may be occasions when a pupil requires an examination or treatment of an intimate nature by Sister or the School Doctor. Parental permission will be sought where appropriate and to protect all those involved key principals of intimate care will be followed.

- Sister/School Doctor will explain the rationale for the examination/treatment and what is involved in the procedure. The pupil will be given the opportunity to ask any questions and will be given the option of seeing a male doctor if preferred. The pupil's consent will be sought.
- Sister/School Doctor will be accompanied by a second responsible adult who will act as a chaperone so that a minimum of two people are present during the examination/treatment.
- The pupil will be treated with dignity and respect and ensured privacy appropriate to the child's age and situation. Confidentiality will be ensured. The child will be encouraged to maintain as much independence as possible during the procedure (e.g. undressing) and if physical contact is needed this is kept to a minimum. If the child appears uncomfortable or distressed at any time the procedure should stop.
- If a pupil is accompanied out of school to see a Health Professional for an assessment or treatment of an intimate nature the most appropriate responsible adult will accompany the child if their parent cannot attend, this is usually Sister or possibly Lodgeparent, discretion and sensitivity will be used during the consultation.

### **Confidentiality**

The health care team are bound by codes of professional confidentiality in relation to pupils' health and medical information and the following strategies are employed to maintain this:

- Private consulting and interview rooms for the School Doctor, Counsellor and Sister.
- Confidential and careful handling of all medical lists and data
- Privacy screens and careful positioning of health centre computers
- Emis access for School Doctor only
- Restricted access to pupils' daily health records with a confidentiality option when appropriate
- Pupils' health issues are not discussed with other pupils or parents other than their own. School staff will be informed if there is a need to know.

There may be occasions when a pupil self-refers to the School Doctor and asks for a private consultation without Sister being present. The Doctor is happy to see pupils privately but if the

Doctor feels that it is in the pupil's best interest that Sister and/or his parents are aware of the issue then the pupil's consent will be sought to share this information accordingly. Similarly, pupils can self-refer and speak to the Counsellor in confidence but if the Counsellor feels that it is in the child's best interest that parents or Sister are aware of the issues then the pupil's consent will be sought to share this information with key people at an appropriate time. If a safe-guarding or child protection concern is raised, then confidentiality cannot be assured and the Health Care team will refer to the Safeguarding Policy and will liaise closely with the Designated Safeguarding Lead (DSL).

## **4. Management of Minor Illnesses**

### **Admission to Hobson's**

If a pupil is unwell and needs to rest, requires monitoring or to be removed from his class or Lodge due to an infectious illness then he will be admitted as an in-patient to Hobson's. Key staff and parents will be informed of the admission promptly and a note made on the school register/off games list. A record of the pupil's condition, progress and any medications administered will be made on their medical page on Isams by each nurse responsible for the boys' care. If staying overnight, Lodge matrons will be contacted to bring across their night clothes and personal possessions and an entry is made in the Hobson's Admissions Book and on the Fire Log. Meals will be ordered from the kitchen and snacks provided. Boys with infectious conditions will be kept apart and toilets and wash facilities will be restricted to their personal use, thorough cleaning and universal infection control precautions will be employed. In-patients are encouraged to rest and recuperate and the Hobson's team strive to make them feel comfortable in a "home from home" atmosphere and offer gentle activities to keep them occupied. Parents and key staff will be updated on an in patient's progress and any significant changes. Parents are welcome to speak to their sons on the Hobson's phone during the day and early evening. Games status will be given careful consideration on discharge.

Any medical concerns or deterioration in condition of in-patients in the day will be discussed with the Duty Doctor at Summertown Health Centre. If overnight this will be discussed promptly with NHS111 or an ambulance called in an emergency and parents & key staff informed promptly. The Head of Boarding will also be contacted directly if support is needed to escort the pupil for medical assessment or to cover Hobson's if it is appropriate that Sister accompanies the poorly pupil.

### **Day Boys**

Parents of day pupils who become unwell or who have an accident will be contacted promptly and permission will be sought for them to go home if appropriate from the Headmaster or Deputy Head. Parents will be informed by email, phone or writing of any medication administered by Sister. If a day pupil is referred to A&E in the event of an emergency their parent will be called promptly to accompany them to hospital or to meet Sister, Hobson's Matron or a member of staff at the hospital as soon as possible.

## **5. Management of Medications**

### **Own Medication**

Boarders and day pupils must not bring prescribed or over the counter medication into school or Lodge for personal use. All medicines must be handed to Hobson's or Lodge for review by the School Doctor and/or Sister before it can be administered. Sister and Lodgeparents are not permitted to administer any non-UK/EU licensed, unidentifiable, unlicensed or un-dated medicine or any medicine which states that it is not suitable for a child of a certain age (eg some cold remedies).

Medications for day pupils will be stored safely and administered in Hobson's and clearly labeled with name and dosage instructions and written/verbal consent will be obtained from parents. An entry will be made onto a medication administration chart as a record of administration.

### **Prescribed Medication**

Medication prescribed by a UK registered doctor in the holidays can be administered to pupils at school once the medication has been reviewed by the School Doctor and/or Sister. Sister is not permitted to administer any unlicensed, or foreign medication to school pupils until authorized by the School Doctor or the Doctor may agree to prescribe a UK equivalent if continued use is indicated. Repeat prescriptions are ordered by email from Summertown Health Centre or directly from the School Doctor during a clinic.

Parents will be informed if their child has medication prescribed by the School Doctor following a consultation and their agreement sought before commencing the course. Prescriptions are sent to the local pharmacy and delivered/collected when ready. On receipt of the medication Sister will check the name, expiry date, dosage, frequency of administration and storage instructions. Any concerns will be raised with the pharmacist or School Doctor before the medicine is administered in Hobson's or sent to Lodge. An entry will be made onto a medication administration chart and this will be signed by Sister or Lodgeparent as a record of administration. Prescribed medications are only administered to the child they are prescribed for and are discarded at the end of the course. Prescribed medication, including adrenaline pens prescribed for anaphylaxis, are given to parents at the start of leave outs so the course can continue uninterrupted. These must be returned to Hobson's at the end of the leave out if the course is still to be completed.

### **School Trips**

Administration of prescribed medication may be delegated to a named member of staff, such as for a school trip. Sister will prepare medication administration charts specific to the group for both regular and "as required" prescribed medication which will be signed by the teacher as a record of administration.

A small supply of over the counter medications may be provided for a school trip together with guidelines and a standard medication administration chart for as required medication. The chart will be signed by the named teacher who has responsibility for medication administration. All charts and medications will be returned to Hobson's by the named teacher at the end of the trip who will also handover any relevant health/medical information.

### **Controlled Medication**

Controlled medication is administered from Hobson's by Sister (RN). New supplies are counted and signed into the pupil's individual control drug book by Sister and another adult (RN, matron, parent, school staff). When controlled medication is administered the medication chart as well as the pupil's individual control drug book are signed by Sister so a running total of tablets is recorded. Medication checks on stock levels are done weekly by Sister and any discrepancy

reported to the Head Sister immediately who will inform the School Doctor and Head of Boarding so appropriate action can be taken. Medication is counted and signed out for all leave outs by Sister and the pupil's parent or the adult responsible for collecting the pupil. For school trips the exact number of tablets required for the duration of the trip are counted and signed out by Sister and the named teacher responsible for administering the medication on the trip. The medication is kept in a secure and locked facility for the duration of the trip. The named teacher will sign the medication administration chart as prepared by Sister as a record of administration during the trip.

### **Over The Counter Medications**

The school doctor agrees a list of over the counter medications which can be administered to pupils by Sister to treat minor ailments, this list is reviewed annually. A reduced list is also provided for Lodges together with administration guidelines and supplies are renewed at the start of every term and a record of expiry date checks kept in the Lodge medical file. Stocks are obtained from the local chemist invoiced to Hobson's and supplies replenished when needed. A record of stock levels is maintained in Hobson's. Lodges keep a record of the running total of paracetamol tablets administered. When over the counter medications are administered an entry is made on the pupil's medical page on Isams which can be seen by both Lodge and Hobson's to minimize the risk of duplication of administration.

### **General Rules of Administering Over the Counter Medication**

When administering medication, the adult must follow these checks to ensure the safety and well-being of the pupil.

- Check the time the child last received medication, the type given and the dose administered (via medication administration chart on Isams)
- Check the pupil's name, type of medication required, check the correct dose for the child's age, and the frequency it can be administered.
- Check the expiry or 'use by' date on the medication package or container
- Record accurately the time of administration as close to the administration time as possible.

Any concerns about how frequently a pupil is requesting medication or side effects must be raised with Sister at the earliest opportunity.

### **Storage of Medication**

Apart from pupils' named epipen bags, all medications are kept in locked cupboards in Hobson's or locked cupboards/metal boxes in Lodge. Medications that need to be stored in a fridge will be kept in the drugs fridge in Hobson's where the temperature of the fridge is monitored and recorded daily. Expiry dates of all medications are checked in Hobson's weekly and prescribed medicines sent to Lodge will have expiry dates checked before sending. Lodges will return pupils' prescribed medications to Hobson's once the course is complete for safe disposal or, if on-going, will send the medication home with the pupil at the end of term.

### **Prescribed Adrenalin Pens**

See separate guidelines on management of care for pupils with severe allergies.

Each pupil with severe allergies has their own coloured bag which contains their emergency care plan and prescribed medication required in the event of an allergic reaction. The standard contents of the bag are two adrenaline auto-injector pens appropriate to their weight and

antihistamine syrup/tablets. Some boys also require a reliever inhaler and oral steroid tablets. These bags are kept unlocked in Hobson's for use when boys are in school. The bag is taken with the pupil when they leave the school premises for any away match or trip. Where a parent does not have a spare set at home, the bags are also given to parents at the start of leave outs and are returned to Hobson's on their return to school. A note is made when a bag is taken from Hobson's so that it can be tracked if not returned promptly. Head Sister monitors all expiry dates and orders replacement pens from the Health Centre in advance of the expiry date.

A similar but smaller emergency pack (containing one adrenalin pen) is kept in Lodge. Should a pupil have a severe allergic reaction in Lodge the Lodgeparent will contact Hobson's immediately and Sister will take the pupils bag straight across to Lodge in case a second pen needs to be administered in Lodge.

### **Asthma Inhalers**

See separate guidelines on management of care for pupils with asthma.

Pupils are prescribed their own preventer and reliever inhalers by the School Doctor and a spare set is kept in Hobson's for both day pupils and boarders in case of emergency. In general, pupils will take their inhalers in Lodge although during an exacerbation, pupils may be advised to take their inhalers in Hobson's so that their condition can be monitored more closely. Boys who are assessed as being responsible for carrying their own inhaler in school are encouraged to keep a named/numbered blue reliever inhaler in their pocket for use should they feel tight chested and/or before/during games. Hobson's also has a small stock of reliever inhalers for use with asthmatics in emergency situations by Sister (eg pitch side). Boys with asthma are reviewed regularly by the school doctor to ensure the most effective asthma management.

### **Administration of Vitamins and Food Supplements**

Generally, vitamins and food supplements are not required by pupils in Summer Fields School as they should be getting adequate nutrition through the healthy school diet. However, parents may still wish their child to have additional vitamins or supplements and these may be administered under the supervision of Lodgeparents as long as Sister in Hobsons has checked them. Sister may request further information from parents, such as reason and duration of treatment, along with details of the prescriber. The vitamins or supplements must be licensed for use in the UK/EU, be licensed for use by children and appropriate to the child's age. They must also have an expiry date and be clearly labelled with the child's name.

### **Homeopathic Remedies**

Some homeopathic remedies are not licensed like conventional medicines, they may not have an expiry date and it may not be clear what medicinal properties the remedy contains. Consequently, administration of these remedies is complex. Therefore, it is strongly advised that schools only agree to administer homeopathic remedies which have been prescribed by a UK based GP or consultant. Sister and Lodgeparents cannot administer any homeopathic or unlicensed medications that are not prescribed in this way. Sister will require details of the prescriber.

### **Immunisations**

It is recommended on joining Summer Fields that all pupils are up-to-date with childhood immunisations according to the UK Childhood Immunisation Programme. Parents are asked to provide this information in writing with copies of vaccination certificates. Where a gap in

immunisations is evident advice will be sought from Summertown Health Centre and catch-up vaccinations offered where needed with parental consent.

Travel vaccinations and malaria prophylaxis can be arranged for pupils through Hobson's and Summertown Health Centre with sufficient notice and on completion of a travel risk assessment form. Some vaccinations and anti-malarial medications do incur a charge and parental permission is needed to consent to the vaccinations and charge. However, wherever possible, parents should arrange to accompany their child for any travel vaccinations necessary for foreign travel in leave periods. This will help to ensure parental permission and specific requirements are communicated with the health centre, payments can be made and disruption to education can be avoided.

The NHS currently recommends flu vaccination for all pupils up to and including Year 8. The School Immunisation Service attends yearly and administers all flu immunisations following consent from parents.

## **6. School Counsellor**

The school counsellor usually visits once a week. Referrals can be made by staff, pupils themselves and parents. Parental consent is usually gained where the child has been referred by a member of staff. Pupil who self refers will be treated in the NHS confidence and permission to inform parents discussed if appropriate.

External counselling or mental health services – Where parents seek alternative professional input it should be their responsibility to arrange and accompany their child to any such appointments.

## **7. Staff Welfare**

School staff are welcome to visit Hobson's for health advice and treatment or first aid and confidentiality is ensured. A record of attendance is maintained for continuity of care and activity monitoring purposes. Sister is happy to liaise with HR & Deputy Head on behalf of the staff member if they are unfit for work with the staff member's permission and follow-up on progress as needed.

All Staff are offered a flu vaccination annually free of charge and this service is co-ordinated by Hobson's but provided by an external provider in October each year.