



## St Dunstan's College

# Pupil Physical and Mental Health Policy

St Dunstan's College is committed to ensuring that physical and mental health and wellbeing of pupils is promoted. We will ensure that all pupils with medical conditions can access and enjoy the same opportunities at the College as any other pupil. Furthermore, the College is committed to ensuring that all pupils are able to play a full and active role in College life, remain healthy, and achieve their academic and personal ambitions.

Wellbeing is at the forefront of the College's PSHEE programme and promoting good mental health is priority. We believe that there are 10 key qualities that are fundamental to good physical and mental health and wellbeing for pupils, and the College works with pupils and families to promote these:

1. Getting enough sleep, and at regular times
2. Taking regular exercise
3. Eating healthy food, in appropriate portions, at regular times
4. Taking time to relax
5. Having emotional resilience – accepting being 'good enough'
6. Having a sense of humour
7. Having firm boundaries at home and school
8. Practicing and benefiting from acts of kindness
9. Having access to the outdoors
10. Having a support network of friends and family

### **PUPIL WELLNESS CENTRE – THE PAVILION**

The St Dunstan's College Pupil Wellness Centre, The Pavilion, houses most of the pupil physical and mental health services. Here, pupils can access the College medical clinic and the College Nurse, the College counsellors, youth mental health first aid services, the College Chaplain and Peer Mentors. The Pavilion may also be used as a temporary study space for children who are unable to access their normal classrooms due to short-term disability.

### **COMMUNICATION WITH PARENTS**

#### **Medical Questionnaire**

A medical questionnaire must be completed and returned to The Pavilion before a child joins St Dunstan's College. This ensures the health care needs of each pupil can be assessed and an Individual Healthcare Plan (IHP) can be drawn up if required. A copy of every child's vaccination history is also required before they join the college – this can be obtained from the child's GP. The medical questionnaire is included in the joining pack provided during the admissions process, and must be updated by parents whenever a pupil's medical situation changes. The medical questionnaire is also available from The Pavilion, the College Office and in Appendix 6 of this document.

Reviewed – February 2018

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## **Consent to Treatment**

The College presumes parental consent to their child being treated by the College Nurse or other trained staff at the point of need. If a pupil requires emergency treatment from outside medical professionals (i.e., emergency services), every effort will be made to obtain the prior consent of the parent or guardian. Should this be impossible in the time available, the Headmaster, Deputy Head, or other member of staff acting *in loco parentis*, is authorised to give valid consent to such treatment as may be recommended by the attending medical staff.

## **Disclosure of Information**

In general, the professional code of practice of doctors, nurses, counsellors and other health professional place a duty on them not to disclose information about individual patients (pupils) without their consent except in exceptional circumstances. The duty of confidentiality owed to a person under 16 years of age is the same as that owed to any other person. However, where a professional believes that the health, safety, or welfare of the patient (pupil) or others is at risk, there is a duty to share information between professionals, as stated in the DFES Child Protection Act. In the case of the College Nurse and College Counsellors, they may be required to share information with the College Designated Safeguarding Lead, who may then need to share information with other members of staff, parents and/or outside agencies as appropriate.

Pupils can self-refer to the College Nurse, College Counsellors and other services through The Pavilion with the expectation that unless the professional they are working with becomes concerned about their health, safety or welfare, neither teaching staff nor parents will be notified that they are accessing services, nor will the information shared in these meetings be disclosed to teaching staff or parents.

## **PHYSICAL HEALTH SERVICES – THE CLINIC AT THE PAVILION**

### **Advice**

Pupils may make an appointment with the College Nurse to discuss any aspect of their physical and/or mental health. Self-referral forms are available online via Firefly or in hard copy from the College Office, Deputy Heads' Office, and the Pavilion. Members of staff may also refer pupils to the College Nurse. Should parents wish to refer their child to the College Nurse, they should request this through their child's Form Teacher/Tutor.

### **Admission to the clinic at The Pavilion**

The Pavilion is open on a drop-in basis for all Senior School students, with or without an appointment, before morning registration from 0800-0825, during morning break, lunch, and after school from 1600-1700. Junior School pupils may also visit the Pavilion with their teacher's permission at any time of the day. Senior School students who have an appointment to see the College Nurse, Counsellor or Peer Mentor during timetabled lessons or activities must seek the permission of the teacher in charge of the lesson or activity before excusing themselves to attend the appointment. Similarly, if a Senior School student needs to visit the Pavilion without an appointment during a timetabled lesson or activity, they must first obtain permission from their teacher to miss all or part of the lesson or activity.

If a Senior School student feels unwell during the school day, they can report directly to The Pavilion if they are not involved in timetabled lessons or activities. If a Senior School student

feels unwell during timetabled lessons or activities, they should seek permission from their teacher to visit The Pavilion. Junior School pupils should always have the permission of a teacher to visit The Pavilion.

Upon presenting at the clinic at The Pavilion, the pupil will be assessed by the College Nurse (or, in her absences, an appropriate first aider) prior to treatment or being sent home. A record of medication, treatment and outcomes is kept in the medical database in iSAMS. In the event that a child is deemed too unwell to remain at school, parents or emergency contacts will be contacted by the College Nurse to arrange for collection of the child from school. Unless absolutely unavoidable (and only at the discretion of the College Nurse in consultation with parents and the pupil), unwell children will not be released to make their own way home, even if they normally travel to and from school unaccompanied.

If a pupil needs to be kept in the clinic for a period of time during the school day, but is not considered unwell enough to be sent home, the College Nurse may inform parents by phone or email. Not all visits to the clinic will be reported to parents; such reporting is at the professional discretion of the College Nurse.

### **Return to School and Quarantine**

If a pupil has an operation, accident, severe illness, or anything that may affect their ability to fully participate in College life, parents must inform the College Nurse. If a pupil has been exposed to anyone suffering from an infectious disease, they must not return to the College until after the NHS recommended quarantine period has passed.

If an infectious disease is suspected, the pupil may not return to the College until permission from the Health Protection Agency or other appropriate health professional (e.g., GP) has been obtained. If after the pupil has returned to the College, infectious illness breaks out in the pupil's home, parents must immediately notify the College.

No pupil should be sent to school unwell with a viral sore throat or heavy cold.

The College follows NHS guidance with respect to quarantine following any episode of vomiting or diarrhoea. If a pupil is unwell with gastrointestinal problems, they **must not be sent to school until 48 hours has passed since the last episode of vomiting or diarrhoea**. If a pupil is sick or has diarrhoea at school, parents will be contacted and asked to collect the child as soon as possible. The pupil will not be permitted to return to school until a minimum of 48 hours has passed since the last noted episode of sickness. Should the pupil return to school before this time, they should expect to be quarantined in the clinic until a parent or emergency contact collects them from school; **they will not be permitted to attend lessons or activities**. Parents are expected to honour the College's request for quarantine periods, and persistent failure to adhere to the College Nurse's request for a possibly infectious child to remain away from school will be treated as a breach of contract between the College and the parents.

Whilst not under quarantine, any child with a suspected concussion will be required to undertake 48 hours of brain and body rest and will be asked to remain at home until 48 hours have passed without incident since the occurrence of a head injury as they will not be permitted to attend lessons or activities at school. Please see Appendix 7 – Management of Head Injuries, incorporating the 'Graduated Return to Play' (GRTP).

## **Medical Conditions**

Many pupils have or develop chronic or short-term medical conditions or disabilities during their time at the College. The College Nurse is responsible for

- Keeping and monitoring medical records and information for all pupils.
- Developing and monitoring Individual Healthcare Plans (IHPs).
- Ensuring that sufficient numbers of staff are suitably trained and are able to access all relevant information and teaching support materials required to assist pupils with medical conditions.
- Ensuring that sufficient numbers of trained staff are available to support pupils' medical needs at all times whilst they are under the care of the College, including making contingency plans for staff absence and emergency situations.
- Ensuring that information regarding an individual pupil's medical condition is shared with appropriate staff (including supply teachers, visiting teachers, exam invigilators and others as required) on a need-to-know basis.
- Ensuring that risk assessments take into account the additional risks posed to individual pupils as a result of their medical conditions.

The College will focus on the needs of each individual pupil and how their medical condition impacts on their College life, including how the medical condition impacts on a pupil's ability to learn, and will take steps to help increase pupils' confidence and ability to self-care.

Where a pupil has a long-term or complex medical condition or health needs, the College will, where appropriate, produce an IHP for that pupil, in accordance to Appendix 1 and Appendix 2. IHPs will be prepared by the College Nurse in consultation with parents, the pupil (where appropriate), members of the pastoral care team and any other relevant healthcare professionals.

Where appropriate, the IHP should be linked with a pupil's statement of Special Educational Needs and/or Education, Health and Care Plan (EHC). Where a pupil has a special educational need but does not have a statement or EHC, their SEN should be mentioned in their IHP.

Once the IHP is approved by the College Nurse, parents, pupil (where appropriate) and the appropriate pastoral team member, the College Nurse will be responsible for its maintenance and implementation.

The IHP will be reviewed at least annually or more frequently where a pupil's needs change.

The College has guidance and protocols in place to deal with common medical conditions such as anaphylaxis, asthma, epilepsy and diabetes, which should be used to inform the IHPs for children with these conditions. These protocols are drafted by the College Nurse in line with current NHS advice, and are available in Appendix 3.

## **Emergency Care**

Major and minor incidents can take many forms and can happen without warning. No plan can provide for every eventuality. The response to any incident is handled however, with a management framework which has been put in place for the day to day running of the College. In the event of an accident the pupils concerned should be taken to the College

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Nurse or in her absence to the relevant first aider (a list a first aiders in the College is available in The Pavilion and in the College Office). The Pavilion can be contacted directly on 020 8516 7XXX. The College Office has the emergency mobile number for the College Nurse. If contact cannot be made with The Pavilion or the College Nurse, the College Office should be the next point of contact to locate a trained first aider.

If the College Nurse is present, they will determine whether the emergency services are required and will contact them directly. In other circumstances, one of the trained first aiders will decide if the emergency services are required and will contact them directly. In the unlikely event that there is no first aider available, and that an ambulance is required, there must be no delay in calling an ambulance by the most senior member of staff present.

As soon as possible, College House staff should be made aware that emergency services have been called (walkie talkie channel 3 is always monitored by House staff). A member of House staff should be made available to meet the ambulance on the front drive and direct them to the most convenient parking place and escort the medical staff to the site of the emergency.

If hospital or ambulance treatment is not deemed necessary, the College Nurse or relevant first aider will attend to the injury on site. Subsequently, the member of staff originally reporting the accident should fill out an accident report form (available from The Pavilion and College Office) and submit this to the member of staff on duty at The Pavilion. The College Nurse will, in good time, provide copies of the accident report to the Assistant Bursar – Domestic and Deputy Head Pastoral. The College conforms to the statutory requirements and will report to HSE in accordance to Reporting of Injuries, Diseases and Dangerous Occurrences Regulation 2013 (RIDDOR).

In the event of any bodily fluids (blood, faeces, urine and vomit) needing to be cleaned, a member of House staff should be informed immediately. Gloves should always be used when dealing with bodily fluids, and waste should be disposed of in a clinical waste bin located in The Pavilion. The fluids should not be left unattended whilst waiting to be cleaned.

Further information on the use of Automated External Defibrillators (AEDs) in an emergency is available in Appendix 4. Further information on the use of emergency inhalers is available in Appendix 3. Further information on the use of emergency auto-injectors is available in Appendix 3. Further advice on dealing with known or suspected head injuries is available in the Management of Head Injuries document (Appendix 7).

## **MEDICATIONS**

A small range of non-prescription ('over the counter') medicines is kept with the College Nurse in The Pavilion. These are supplied for occasional use by pupils in urgent cases only. The College Nurse will also administer prescription medicines, subject to the usual permissions, during the school day.

All medication must be kept with the College Nurse – **pupils are not permitted to carry or self-administer prescription or non-prescription medication at school.** The only exceptions to this are reliever inhalers, epipens and insulin pens/pumps which may be carried or worn by pupils to whom they are prescribed, provided a Consent for the

Administration of Medicines Form is on file for the pupil and the pupil's IHP states that this is appropriate.

Unless otherwise stated on the pupil's IHP, it is the pupil's responsibility to report to The Pavilion at agreed times to have medication dispensed. Non-attendance and non-compliance with taking prescribed medication will normally be reported to parents by Pavilion staff.

For those pupils requiring treatment or medication from a specialist consultant, an IHP must be in place detailing the treatment and medications necessary, as well as outlining procedures in the event of an emergency.

### **Prescription Medicines**

Prescription medication may be required on a regular basis or on an emergency or as-needed basis. All prescription medication to be taken during the school day must be administered by the College Nurse (or, in her absence, an appropriate first aider). The medication must be in the original packaging with the original pharmacy label containing the pupil's name, dosage and time to be given. Additional labels can be obtained from the dispensing pharmacy on request.

Medications will be stored in a locked cupboard or secure refrigerator in The Pavilion. It is the responsibility of the parents to keep the College informed about changes in pupils' medicinal needs.

A Consent for the Administration of Medicines Form must be completed and given to the College Nurse with the medication. This form is available from The Pavilion and the College Office, and Appendix 5 of this document.

### **Non-Prescription Medicines**

Consent for the giving of all non-prescription drugs must be obtained from the parent/guardian of all pupils. The medical questionnaire sent out on admission to the College contains simple 'yes/no' consent for basic non-prescription medications that are held in The Pavilion. Parents may update the College Nurse by letter or email if they wish. Renewal of consent may be requested by the College periodically. Non-prescription medications kept in The Pavilion are:

*Paracetamol, ibuprofen, simple linctus, Piriton, Lemsip, Optrex eye bath, heat sprays, cold sprays, antihistamine cream for insect bites and stings, and Ralgex cream.*

Occasionally, a student may be required to have non-prescription medication administered during the school day. In this event, parents should discuss the treatment with the College Nurse, and if appropriate, a consent for the administration of medicines form must be completed by the parents.

### **MENTAL HEALTH SERVICES**

One in ten young people between the ages of 5 and 16 will have an identifiable mental health issue at any one time. By the time they reach university, this figure is as high as one in six. Around 75% of mental health disorders are diagnosed in adolescence. Further information on supporting pupils with anxiety, depression, eating disorders and self-harm are available in The Pavilion.

Reviewed – February 2018

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All College staff are familiar with the risk factors and warning signs of anxiety, depression, eating disorders and self-harm. Procedures for staff who have a concern about a pupil are outlined in the College Safeguarding Policy and its related documents.

### **Youth Mental Health First Aid**

The College is committed to ensuring adequate mental health first aid provision for all pupils at all times during the school day. A qualified youth mental health first aider is always available in The Pavilion during school hours, who can respond to pupil needs with initial help (first aid) and can guide the pupil towards appropriate professional help where needed.

### **Counselling**

The College has a number of counselling options available to pupils, from drop-in sessions to formal therapy depending on the need of the individual. Pupils may self-refer or be referred to counselling by College staff or their parents. The College recognises the right of pupils to refuse counselling services, regardless of who referred them. Pupil self-referral forms and referral forms are available on Firefly and from The Pavilion and the College Office.

There are three tiers of counselling available at the College: zero-threshold, mid-threshold and high-threshold services. Once a referral is submitted, pupils will be allocated a time with one of the Counsellors for an initial assessment. During this assessment, the appropriate threshold will be identified and, where appropriate, a further course of counselling sessions with an appropriate counsellor will be made available to the pupil.

There are daily drop-in sessions available to pupils at times posted on Firefly and at The Pavilion. Pupils may attend drop-in sessions during timetabled lessons or activities provided they have permission from their teacher to do so. Drop-in sessions are available on a first-come, first-served basis, and depending on how busy the service is, pupils may be asked to complete a self-referral form to obtain an appointment or seek a different service, such as Peer Mentoring or access to a youth mental health first aider.

### **CAMHS**

The College works closely with Children and Adolescent Mental Health Services (CAMHS), both in terms of referring children to CAMHS for further assessment or early intervention and in liaising with CAMHS professionals over the best provision of care for pupils. If a pupil is under CAMHS care following a referral from a GP or other health professional, it is important that this information is shared with the College (through the Form Teacher/Tutor, Head of Year, Head of Section, Deputy Head Pastoral or College Nurse) including contact details for the mental health professional(s) working with the child.

### **Peer Mentoring**

The College Peer Mentoring programme is a student listening and support programme which empowers volunteers from Year 10 and above to mentor younger students. They receive formal training in active listening and safeguarding, and develop skills in supporting other students with learning and/or pastoral concerns. Part of this training involves the completion of the Level 2 BTEC in Peer Mentoring, accredited by Pearson. Students access Peer Mentoring services through their tutor or Head of Year, who will then liaise with the Peer Mentoring team to match up the student with a peer mentor. The process is overseen

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by a team of teachers, including the Assistant Head (Inclusion and Enrichment), the College Chaplain, and one of the College counsellors. There is also a dedicated Prefect assigned to assisting in the leadership of the Peer Mentoring programme.

### **Additional Services**

St Dunstan's College works closely with the South London and Maudsley NHS Foundation Trust, Lewisham CAMHS and Compass, a non-profit young person health and wellbeing service with offices in Lewisham. Through these partnerships, we are able to provide our pupils with additional off-site, online, and out-of-hours support for any aspect of emotional wellbeing, sexual health or drug and alcohol misuse. These additional services include:

- Referral to 'The Hub' at Lewisham for confidential counselling and sexual health clinics.
- Access to ChatHealth, an anonymous and confidential text messaging service for young people aged 10 – 19 which provides quick help, advice and guidance about emotional health and wellbeing, drug and alcohol use and sexual health. The ChatHealth hours of operation are Monday-Friday, from 0800-1800, although children may text at any time and expect a response within 24 working hours.
- Access to Kooth, a free, safe and anonymous online support, including live chat with qualified counsellors. Kooth hours of live support are Monday-Friday 1200-2200 and Saturday-Sunday 1800-2200.
- Referral to the Child and Adolescent Eating Disorders Service (CAEDS) at the Maudsley Hospital.

Further information about all of these services is available on Firefly and at The Pavilion.

### **ABSENCE FROM SCHOOL**

If a pupil is absent from school for any length of time then appropriate arrangements will be made to send work home. This may be in discussion with any medical professionals who may be treating the pupil.

If the College considers that the presence of a pupil in school is having a detrimental effect on the wellbeing and/or safety of other members of the community or that a pupil's mental health concern cannot be managed effectively and safely within the College, the Headmaster reserves the right to request that parents withdraw their child temporarily until appropriate reassurances have been met.

### **Reintegration**

Should a pupil require some time out of school due to injury or physical or mental ill-health, the College will be fully supportive of this and every step will be taken in order to ensure a smooth reintegration back into school when they are ready.

The Deputy Head Pastoral will work alongside counsellors and/or other healthcare professionals, the College Nurse, relevant pastoral and academic staff, the pupil and parents to produce an appropriate IHP to support them in their return to school. If a phased return to school is deemed appropriate, this will be agreed with the parents and will be reflected in the IHP.