



Care of the Ill Boarder

THIS POLICY APPLIES TO MILLFIELD.

All boarders must be registered with the School Medical Officer in accordance with school policy on Medical Care. Details of medication prescribed to pupils in Y9/10/11 will be passed to the relevant Boarding House. This information must be kept in a file which is accessible to the Boarding Staff. Details of medication prescribed to L6 and U6 pupils will be held in a file at the Millfield Medical Centre.

Details on the procedure for gaining access to medical advice from the Medical Centre are posted or verbal in each House. All Houses will assess needs before sending boarders to the Medical Centre, this is known as House Surgery and occurs every day (pupils will not access the Medical Centre unless sent by the appropriate member of staff). The Medical Centre will communicate via e-mail to the appropriate House, and record electronically, when medicine is administered. Details of medication issue in boarding houses will be recorded electronically, with the Medical Centre having access to this information.

It is the Boarders' responsibility to carry relevant emergency medication (e.g. Epipen, anti-histamine, inhalers and diabetic medication) at all times. All Houses have areas to securely store first aid equipment and 'over the counter' remedies as listed in the General Boarding Handbook. Boarders' individual medical records are held in the Medical Centre. Any unused medication must be returned to the Medical Centre who will then arrange for its disposal. The Medical Centre will offer training every two years for all house staff on administration of medicines and emergency medical procedures in house.

Housemaster/mistress keep a file of pupil health declaration forms for boarders who are self-administering and where their medication is kept. This file is made available to duty staff in the House so they can deal with relevant medical emergencies. Housemaster/mistress should keep a file of Medical Protocols. Parents/boarders should inform their Housemaster/mistress or the Medical Centre if a boarder has been ill during the holidays or/and exeat and advise on medical input received.

Medical Emergency Procedures (including First Aid)

In the case of a medical emergency staff will follow the following protocol:

- Member of staff investigating the emergency will assess the situation
- If the situation is life threatening contact the emergency services on 999. It is the responsibility of the attending staff member to make this call
- Member of staff will either contact one of the designated school first aiders (list and location in Boarding Handbook) or Housemaster/mistress who will contact the relevant level of care
- The Medical Centre may be contacted on extension 6220
- Housemaster/mistress should be alerted in any case that requires medical care (either Medical Centre or A&E)
- Any pupil transported to hospital via ambulance must be accompanied by an appropriate adult, ideally a member of their house staff
- Deputy Head (Pastoral) and Assistant Head (Housing) should be contacted in the case of admission to hospital and parents/guardians will be informed by the Medical Centre

Chronic Care and Disability

The Medical Centre will communicate with house staff on all cases and inform the house generated Welfare Plan. All Houses will hold a standard first aid kit. It is the responsibility of house staff to check the contents of the kit and order replacement items as required via the intranet. All houses will hold a supply of OTC medication issued by the Medical Centre. Replacement medication must be ordered via the intranet. At the end of each academic year, all OTC items in house are returned to the Medical Centre, and a new set of medications issued. All Houses will hold emergency contact details (and some Medical Records) on each boarder.

Medical Centre

| | |
|---------------------|--|
| Direct Line | 01458 444220 |
| Glastonbury Surgery | 01458 833666 |
| Fax | 01458 444479 |
| Email | medical@millfieldschool.com |

Doctor's Surgery

| | | |
|--------|----------------------|-------------------|
| 8:00am | MON, TUES, WED & FRI | Dr Richard Hughes |
| 8.30am | THURS | Dr Juliet Balfour |

Additional duties during Autumn and Spring terms

| | | |
|-------|----|-----------------------|
| TUES | PM | Doctor surgery |
| WED | PM | Sports Injury Surgery |
| THURS | AM | Girls' medicals |
| SAT | PM | Sports Injury Surgery |

Medical care in the house

HOUSEMASTER/MISTRESS ARE NOT EXPECTED TO BE MEDICAL EXPERTS BUT SHOULD ACT AS NORMAL PARENTS CARING FOR THEIR CHILDREN – ADVICE IS ALWAYS AVAILABLE FROM THE MEDICAL CENTRE STAFF.

1. The Medical Centre is staffed 24hrs a day throughout the School term.
2. The Medical Centre operates a triage system for surgeries. All pupils are initially seen by the Nurse. Under 16 parental requests for a Doctor's appointment may be entered on the chit but, ideally, Housemasters/mistress should inform the parent that their child will be referred to the Medical Centre and not specifically to the Doctor. Ultimately, it is the responsibility of the Medical Centre staff to ensure that the pupil is correctly managed.

Dr's appointments can be booked in advance or made through the triage system. Under 16 pupils must see the Housemaster/mistress in the House morning surgery to collect a chit before attending the morning Medical Centre surgery. Over 16 pupils are judged responsible for their own welfare and are not required to present chits. Post consultation with doctor or nurse, the housemaster/mistress will be contacted and updated regarding the pupil's condition.

3. House morning surgeries should be held to assess sick pupils, deal with minor ailments, dispense medication and refer pupils onto the medical centre if required.
4. The Medical Centre has 15 beds. Pupils with transient minor symptoms – headaches, painful periods etc: may “lie down”, at Nurses’s discretion, during the day. Pupils too sick to return to their Houses will be admitted. Pupils with concussion, gastroenteritis, high fever, deteriorating asthma, worsening abdominal pain – or any pupil causing Housemaster/mistress concern – will be clinically assessed and if required admitted for observation and treatment.
5. Housemaster/mistress are provided with a controlled supply of over-the-counter (OTC) preparations available to treat common ailments. A standard first aid kit is also kept in house. Both can be replenished as required, using the order form on the medical centre intranet site. Individual electronic pupil records listing all OTC and non OTC medications administered to pupils in house will be kept by housemaster/mistress. Individual pupil health records will be kept in house. Controlled medication – see Storage and Administration of Controlled Drugs Policy.
6. Medication brought from home must be declared by parents using the Medication in Boarding House Agreement Form. These are registered into the Medical I.T. system by the P.A. to the Deputy Head (Pastoral).
7. Pupils may request repeat prescriptions for their regular medication by completing a prescription request form at the Medical Centre. Pupils in Years 9, 10 and 11 will have their prescriptions collected from the Medical Centre by a member of the house staff. Pupils in L6th and U6th will collect their own prescriptions from the Medical Centre.
8. All under 16 pupils requiring Hospital transport – ambulance/car for admission, Casualty or Out patients – must have an escort, preferably the Housemaster/mistress. Ideally all pupils irrespective of age should be escorted.
9. The school private medical insurance scheme for pupils paid on a termly basis is at very reasonable cost and speeds up all necessary referrals – please encourage!
10. The Medical Centre is responsible for arranging hospital, dental, and physiotherapy appointments, orthodontic appointments to be handed over to matrons.
11. Asthma, routine immunisation and foreign travel immunisation clinics are regularly held at the Medical Centre.
12. Useful hospital numbers:

| | |
|---------------------------------|--------------|
| Musgrove Park, Taunton | 01823 333444 |
| Yeovil District | 01935 475122 |
| West Mendip Minor Injuries Unit | 01458 836450 |

Collection of medication from Medical Centre

All prescription medication ordered for pupils in Years 9/10/11 will need to be collected and signed for from the Medical Centre by the Housemaster/mistress or other designated member of the house staff. Any orders for house OTC medication or 1st Aid supplies will also be included in this procedure.

Prescription medication will be available for collection after 16.30hrs. You will be emailed if there is a requirement to collect any medication.

All medication should be stored in accordance with the Control of Medication in House Policy.

EXCEPTIONS to this are inhalers, Epipens & diabetic medication which need to be held by the pupil.

The decision has also been made, not to include the contraceptive pill in this process. Girls, irrespective of age will continue to collect & hold this medication.

Physiotherapy

For Physiotherapy, contact physioadmin@millfieldschool.com

Control of medicines in boarding houses

To ensure good and safe practice for all lay members of staff in the boarding houses, who administer medicines to pupils.

1. Correct ordering of over the counter medication (OTC) and first aid supplies via intranet from the MMC.
2. Correct storage of medicines:
 - OTC medication is to be kept securely in a locked cupboard.
 - Prescribed medication is to be kept securely in a locked cupboard and only issued to a specific pupil. The prescribed medication must remain in the original container and the dispensing label must not be altered.
3. Administration of medication
 - Reason for administering
 - Check expiry dates
 - Dosage and action
 - Electronic individual pupil record
 - Route of administration
 - Allergies
4. Asthmatics should not be given ibuprofen unless directed by medical staff.
5. Precautions with prohibited substances in sport – advice to coach.
6. Prescription only medicines [POM's]
 - Years 9, 10, 11 – to be collected and administered by house staff.
 - L6th, U6th – to complete risk assessment in MMC following consultation with SMO.
7. Sick children in house who cause concern, Housemaster/mistress to contact MMC.
8. Symptoms/ regular medication of more than 48hrs Housemaster/mistress to contact MMC.
9. Medications from home to be handed to Housemaster/mistress with instructions, and a Medication in Boarding House agreement form must be completed.
10. Controlled Drugs – see separate policy below.
11. Anaphylaxis and Epipen Guidelines.
 - To identify pupils in house who have been prescribed an epipen and their allergy.

- To cover basic signs and symptoms of anaphylaxis.
 - Administration of epipen in an emergency situation.
12. Asthma inhalers issued to pupils will be held by pupils themselves in order to self-medicate when required, as instructed by medical staff.
 13. Disposal - all medications that have expired or are no longer required must be returned to MMC.
 14. Annual review and restocking of house medical cabinet contents by MMC.
 15. All house members of staff who dispense medication to attend training sessions. They will be required to sign that they understand the drug, dose and effects of the medication that they are dispensing, and that they are willing and able to do so.

Storage and administering of controlled drugs in boarding houses

1. Assessment and prescribing of controlled drugs is by a hospital consultant only.
2. Termly review by Senior Medical Officer is recommended, an annual review with consultant is also requested by SMO.
3. Controlled Drugs must be ordered, collected, and signed for from the MMC by the Housemaster/mistress/Matron. Parents may choose to provide their son/daughter with a supply of their medication (Controlled Drugs). These drugs must be handled directly to the Housemaster/mistress for safe keeping.
4. Administration records must be kept, using a pupil specific Controlled Drug Record Book, issued by the School Medical Centre.
5. The dosage must not be exceeded.
6. Pupils should avoid alcohol.
7. Please be aware that these drugs may cause sleeplessness if taken too late in the day. If there is a problem please contact the SMO.
8. Medication to be stored in a locked box within a locked container.

**CONTROLLED DRUG
RECORD BOOK**

| |
|--------------|
| NAME |
| DOB |
| HOUSE |

OTC / Homely remedy list for boarding houses

| Medication | Indication | Dosage | Frequency | Max in 24 hrs |
|---------------------------------|---|--------------------------------------|---|----------------------|
| Paracetamol 500mg | Pain relief for mild to moderate pain/fever | 1 tablet up to and including age 15. | Every 4-6 hrs | 4 tablets |
| Paracetamol 1g | “ “ “ “ | 2 tablets 16+ | Every 4-6 hrs | 8 tablets |
| Simple Linctus | Dry, irritating cough | 5 to 10 mls | 3-4 times daily | 40ml |
| Cetirizine | Allergy | One | Once daily | 1 |
| Magnesium Trisilicate | Indigestion/Heartburn | 1 to 2 tablets | When required | 6 |
| Strepsils (sugar free lozenges) | Sore throat | One | Every 2-3 hrs | 8 |
| Ibuprofen 400mg | Pain relief | 1 tablet | Up to 3 times daily | 3 |
| Savlon | Minor skin disorders | As directed | External use only | |
| Pseudoephedrine/Sudafed 60mg | Nasal/Sinus congestion | 1 tablet (max 3 day course) | Not to be given to athletes who may be subject to a drugs testing programme | |

Medical Centre Contact No: 01458 444220 or Internal ext. 6220

Sick pupils in boarding houses

House surgeries must be held by Boarding House Staff each morning before school.

A. Pupils kept in House

1. Those needing a rest day for minor ailments i.e. period pain, colds, convalescence, should be sent to bed under the care of the Housemaster/mistress/Matron.
2. Their names should be added to House absentee list in the normal way.
3. Housemaster/mistress/Matrons concerned about sick pupils in use should contact the Medical Centre to discuss the most appropriate plan of the medical care. Even with minor ailments e.g. cold symptoms, period pains, if a pupil has been unwell in house for 48 hours the medical centre should be contacted for advice.
4. This information will be recorded by the nurse, and advice will be given.

B. Pupils sent to nurse

1. Sick pupils about whom Housemaster/mistress/Matron need further medical advice should be sent to the Medical Centre.

2. **Under 16's must have a signed medical chit or email sent from Housemaster/mistress.**
3. The School Medical Sisters will then decide if;
 - the pupil should be admitted for care in the Medical Centre.
 - the pupil should have medication and then be sent to school.
 - the pupil should see the doctor.
 - the pupil should go back to House.
4. Nurses will inform Housemaster/mistress/matrons of all pupils that are returned to the House, and add their names to the Medical Centre absentee list.
5. Additions to the absentee list, of those who have attended and been retained in the Medical Centre during the day will be entered on line by the Medical Centre.

| | |
|-------------------------------|---|
| Policy owner | ASC (Jane Berryman) |
| Reviewed on | September 2018 |
| Review by date | September 2019 |
| Audited by Governor Committee | Education |
| Audited on | 01/10/2016 |
| Audit by date | N/A |
| Publication | Xtranet, Portal, Website, ISI (Part 6) Policy Website |