

AMDG



STONYHURST

## CROSS CAMPUS MEDICAL POLICY Academic Year 2019 – 20

Name of Policy:	<b>Cross Campus Medical Policy</b>
Date of Policy Revision:	December 2018
Revised by:	Acting Nurse Manager
Approved by:	The Executive Team
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Location(s) where Policy can be found	<ul style="list-style-type: none"><li>✓ ISI Portal</li><li>✓ College Website</li><li>✓ Intranet</li></ul> Hard copy files in the following offices: <ul style="list-style-type: none"><li>❖ Compliance &amp; Legal Support</li><li>❖ Headmaster's PA</li><li>❖ SMH Headmaster's PA</li><li>❖ Bursar's PA</li></ul>

**Cross Campus Medical Policy**  
**Stonyhurst College and St Mary's Hall**  
**Including EYFS**

**The aim of this policy is to promote and maintain the health and wellbeing of all boarding and day pupils and wider school community at Stonyhurst College and St Mary's Hall Preparatory school, including the Early Years Foundation Stage and to provide information for staff and parents.**

The medical care of the pupils is looked after by a team of fully qualified nurses, providing 24-hour care. During the evening and overnight a Health Care Assistant (HCA) works with the Nurse. The Health Centre is located at the College site and has twelve beds, a treatment area and a doctors/physiotherapist clinic room. Separate bathroom/Shower/ toilet and room facilities are allocated for male and female pupils.

The Medical Officers are Dr Susie Owen and Dr Ian Ibbotson and Dr Jennifer Fairwood, Castle Medical Practice, Railway View Road, Clitheroe, Lancashire BB7 2DG (01200 413535). The Medical Officers visit Stonyhurst twice weekly on Monday morning from 8.30am-11.30am and on Friday morning from 8.30am-11.30am, to see boarding pupils registered with the school Medical Services. Boarders may request to see a doctor of a particular gender. Day pupils registered for medical services elsewhere can consult the school doctors, free of charge, for urgent problems that arise at Stonyhurst or where time constraints make it difficult to consult their own doctor. The school doctor will communicate the outcome and recommendations of any such consultation to parents. The school doctors will not be able to prescribe medications for day pupils who are not registered with them. Parents of day pupils who are unwell will be expected to collect them at their earliest convenience. Day pupils will be unable to remain in the Health Centre overnight. Support in this matter will help to minimize the spread of infection throughout the school community.

Communications about medical matters should be made with the Health Centre (01254 827100), or through the school switchboard or via e mail [health-centre@stonyhurst.ac.uk](mailto:health-centre@stonyhurst.ac.uk). The nursing team is responsible to the College Deputy Head Pastoral

Nursing staff are on call 24 hours a day, seven days a week term time. The school Doctor will see any pupil on request from the pupil himself or herself and/or parents. The Doctor will see new boarders who have specific medical needs, such as a long term conditions or who are on specific medication, within the first term of Stonyhurst.

**Visiting specialists**

A sports physiotherapist visits the Health Centre weekly on Wednesday afternoon from 1.30pm to 3.30pm to treat pupils who have specific injuries. With parental consent, a cost of £35 is charged and placed on the pupil's school bill. A school counsellor is also available daily at school and each Tuesday an external counsellor visits the school. A school counsellor St Mary's Hall on Friday.

**The New Pupil Medical History Form should be returned as soon as possible to the Health Centre prior to the start of the September Term.**

It is essential that a pupil medical history form is completed prior to commencement at Stonyhurst. At the start of the Christmas term, returning pupils require an annual consent form to be completed to ensure the Health Centre has up to date medical information about each pupil.

### **European Health Insurance Cards**

It is a requirement by the NHS that EHIC cards are produced by EU pupils for all hospital visits. It is the responsibility of the Parent or Guardian to ensure that their UK child is provided with this in the event of a school trip.

Please see [www.doh.gov.uk/travellers](http://www.doh.gov.uk/travellers) for online application

### **Immunisation/Vaccinations**

The NHS offer routine vaccinations as per the national immunisation schedule, an immunisation service visit the College and St Mary's Hall to offer these vaccinations following parental consent. Stonyhurst can arrange for vaccinations prior to foreign travel via local NHS services; some of these vaccinations incur a cost which can be added to the pupils school account. International certificates of vaccination should be given to the Health Centre Staff, and then the appropriate Pastoral Head who will retain them.

### **Registration with the School Medical Officer**

The school Medical Service will provide medical services encompassed by the National Health Service free of charge. Any other items or services are charged to parents' accounts, such as Orthodontic care, Physiotherapy and Podiatry care. It is expected that every boarder and weekly boarder will register with the school Medical Officer and parents/guardians are asked to forward the pupil's NHS card to the Health Centre with their Medical History Form. Parents must disclose all illnesses/diagnoses/medication on the Medical history form, prior to the pupil arriving, otherwise risk the child being returned to their care.

The school requires an annual consent/medical update form from parents. These are sent out at the end of the summer term and should be returned to the Health Centre for the start of the September term.

Any concerns that pupils and/or parents have, can be made known to the Health Centre via telephone, e-mail or letter. This may include hearing and vision. Appropriate investigations and referrals can then be made.

Parents or UK guardians will be informed as soon as is possible/practicable whenever a pupil is admitted to the Health Centre for more than 24 hours or if they are sent to hospital.

### **Confidentiality Policy**

Pupils are able to consent to medical or nursing treatment if they are deemed "competent", regardless of age. The Health Centre will inform parents when year groups are due routine vaccinations, and will liaise with parents about vaccinations as far as possible. Children under 16 years may give consent for themselves provided that they are mature enough to understand fully what is involved.

A parent may not want their child to have a particular treatment or intervention but if a child does have the maturity to understand what is involved and asks for it, the law does allow health care professionals to provide treatment or care they believe is appropriate. The Nursing staff will always encourage children to keep their parents informed, but they must respect the wishes of a child who refuses to share information.

Sometimes children who are able to take their own decisions refuse treatment (vaccination), which their parents wish them to have. In spite of that, health care professionals can legally overrule them and go ahead with the treatment if a parent has given consent. In order to avoid this happening, we would encourage parents and children to discuss each other's wishes.

All medical information is confidential but the Health Centre may deem it appropriate to pass relevant information to Playroom/House staff and specific departments to ensure each pupil's safekeeping.

A medical information database is available on the school intranet. It contains specific medical information about individual pupil medical conditions. Parental consent is obtained for this to be available for staff.

The normal rules of medical confidentiality are observed within the Health Centre. Pupil medical records are stored at Stonyhurst in locked cabinets and only doctors and school nurses have access to these records.

In accordance with professional medical obligations, medical information about pupils, regardless of their age, will remain confidential. However, in providing medical and nursing care for a pupil, it is recognised that on occasions the doctor and nurse may liaise with the Headmaster, Playroom staff and parents or guardians and that information, ideally with the patient's consent, will be passed on if necessary.

The doctors and nurses will respect the pupil's confidence in all matters except on very rare occasions when, having failed to gain the pupil's consent, it is considered essential in the pupil's best interest, or necessary for the protection of the wider school community, to breach confidence and pass information to a relevant person or wider school body. This would include safeguarding concerns, where a child may be deemed to be at risk, or in need, or a child makes a disclosure. The pupil and/or their parent or guardian must be informed if this is about to happen, except where to do so would put the pupil at risk.

#### **Off-site visits for Medical Treatment**

St Mary's Hall boarding pupils: All pupils who need to receive either initial or follow-up treatment outside the Stonyhurst Health Centre will be accompanied by an adult and wherever possible by a member of the St Mary's Hall Boarding team.

All pupils in Lower Grammar (Year 9), Grammar (Year 10) and Syntax (Year 11) who need to receive either initial or follow-up treatment outside the Stonyhurst Health Centre will be accompanied on any such visit by an adult.

Pupils in the 6th Form (Poetry and Rhetoric) do not have to be escorted if they are deemed competent to attend independently; this is at the discretion of the nurse.

The cost of a taxi for any off-site visits will be recharged to the pupil's family.

#### **Keeping the Health Centre informed**

Parents should inform the Health Centre by letter if their child has been ill during the holidays; has a condition that restricts physical activity; has received any injections/vaccinations; or is returning to school whilst taking any medication. This will enable the Health Centre to provide continuity of care.

Parents of day pupils are reminded of the importance of telephoning the school by 8.20am at the latest if their son or daughter will be absent from school for any reason and this must be followed by a letter of explanation. If a pupil cannot take part in games, a letter should be handed in to the Health

Centre/Registration before 8.20am. SMH parents should contact the Games staff directly to inform them about their child's games status.

### **The Sick Boarder**

Boarders can be reassured of open access to the Health Centre 24 hours a day, 7 days a week during term time.

Playroom and house staff, are able to contact the Health Centre staff via landline or a two-way radio/emergency pager.

If a pupil becomes unwell during a lesson and is sent to the Health Centre by a member of the teaching staff they should be accompanied, so that they arrive safely.

Overnight the Health Centre is staffed by a trained nurse, and a Health Care Assistant who provide care. Boarders who become unwell overnight should alert a member of the Playroom who is on duty.

Boarders are escorted to the Health Centre and their needs assessed by the nursing team. They may well be admitted to the Health Centre for observation and care.

To ensure effective communication the Health Centre staff make an entry on the SIMS database and inform the Playroom of an admission by email and/or telephone as soon as possible.

### **The Sick Day Pupil**

If a day pupil, including EYFS, becomes unwell during a lesson and is sent to the Health Centre by a member of the teaching staff they should be accompanied, so that they arrive safely. The parent or guardian will then be contacted by the nursing staff to inform them their child is ill. Parents/guardians are expected to collect their child as soon as is practically possible.

### **Administration of Medication**

Over the counter medication is kept by Playroom/House staff in agreement with the Health Centre staff following a risk assessment. Any medication/first aid given to pupils will be reported to the Health Centre as soon as practical (message can be left on the Health Centre phone). This information will be recorded in the pupils' medical notes.

Boarders who are deemed competent to keep and administer their own medication, are formally assessed by nursing staff as being sufficiently responsible to do so, and are able to store their own medication safely and appropriately in a locked drawer. Co-operation in this matter will help to ensure the safety of all school pupils. If a pupil arrives from abroad with unidentifiable medicines, they should be kept in the Health Centre until authorised for use by the School Medical Officer.

All medical information is confidential but the Health Centre may deem it appropriate to pass relevant information to Playroom/House staff and specific departments to ensure each pupil's safekeeping. Medical information is available to Playroom/House staff at the beginning of the academic year via the school intranet.

Please also refer to the Stonyhurst and St Mary's Hall, including EYFS, Cross Campus Medication Policy.

### **Private Medical Insurance**

Hospital services, both in-patient and out-patient, can be accessed on the National Health Service. **It is strongly recommended that overseas pupils have private medical insurance while in the UK.** If, on the other hand, your son or daughter is already covered by other medical insurance, would you please inform the Health Centre. It is important to ensure that this insurance is recognised in the UK. Parents who prefer private hospital care for their children if it is required during the school term are advised to take out the appropriate insurance.

Information about the School Fees Protection Scheme and about Accident Insurance is available from the accounts office.

### **Dental Care**

Routine dental care and orthodontic treatment is not easily available on the NHS, and should be carried out at home during holiday periods. Emergency dental treatment is available during the school term. All overseas and UK boarders are included in the Denplan for Schools Scheme. This is compulsory to ensure that any initial dental emergency is dealt with promptly and with certainty. All weekly boarders are included in the Denplan for Schools Scheme unless we receive a specific letter from parents stating that they are happy with their own personal arrangements to cover their child's dental treatment in an emergency situation.

Day pupils will not be entered into the Denplan for Schools Scheme unless we receive a specific letter from parents stating that they wish their child to be included in the scheme to cover their child's dental treatment in an emergency situation

### **Glasses/Contact Lenses**

Pupils wearing spectacles or contact lenses should make sure they have replacements at school in case of emergency. Contact lens wearers must have glasses available. Wherever possible, parents are asked to undertake routine optometric appointments during the school holidays.

### **Promotion of health and wellbeing**

The Health Centre is involved in the promotion of health and wellbeing. Health education boards are displayed and updated every half term following a health and wellbeing theme, which provides information for pupils and staff; such as Mental Health awareness, Hand Hygiene, Managing Coughs and Colds as examples. The Health Care Assistants also deliver PSHE sessions within the school PSHE programme.

### **Serious Medical Conditions**

The Health Centre nursing staff work closely with key external stakeholders, such as specialist nurses and doctors, for pupils who have long term conditions and particular medical problems and liaise closely with parents.

With parental consent, all staff are made aware of a Pupils' Medical Needs and any Long term conditions. Summary information about pupil medical conditions and pupil specific care plans are available on the school intranet: Staff Resources/Medical. Care plans are also available as hard copies in the pupil's medical notes kept at the Health Centre. Pupil care plans are completed in conjunction with specialist nurses, doctors, the nursing team and parents, as well as the pupil. A board with photographs of pupils who have

long term conditions is also on display for staff at the College and St Mary's Hall. The Health Centre will provide specific training and information as requested or is relevant to staff. Staff will be directed to attend First Aid courses if they work in key Pastoral roles or sports. All staff should ensure they are aware of the Stonyhurst Cross Campus First Aid Policy.

### **Asthma**

Most pupils with asthma will take charge of and use their own inhalers. It is essential that pupils carry their own inhalers at all times. Inhalers should be labelled with their own name. Staff taking pupils on school trips should make themselves aware of pupils with asthma (see School Trips Policy). Staff should contact the Health Centre for advice on the management of pupils with asthma under their care. Further evidence based information about asthma can be found at [www.asthma.org.uk](http://www.asthma.org.uk)

### **Anaphylaxis (Acute allergic response)**

The Health Centre will inform Playroom/House staff and departments in regard to pupils with acute allergic response. Pupils prescribed epi-pens (adrenaline) have this medication in a safe and readily accessible place.

Further evidence based information about anaphylaxis can be found at [www.allergy.org.uk](http://www.allergy.org.uk)

### **Diabetes**

Most pupils with diabetes /take charge of their medication. Pupils will be required to carry their own emergency kit (containing Blood Glucose Monitoring Machine and Dextrose). If a pupil is feeling unwell, they should always be accompanied to the Health Centre.

Further evidence based about diabetes information can be found at [www.diabetes.org.uk](http://www.diabetes.org.uk)

### **Epilepsy**

The Health Centre will inform Playroom/House staff and departments in regard to pupils with epilepsy. Rescue medication in case of an epileptic seizure is kept in a safe and readily available place.

Further information about epilepsy can be found at [www.epilepsyresearch.org.uk](http://www.epilepsyresearch.org.uk)

Reviewed by; College Health Centre  
Reviewed December 2018

LDS