



# HEALTH: MEDICAL POLICY

## 1. THE MEDICAL CENTRE

The Medical Centre is staffed 24 hours a day in term time by qualified medical personnel (all of whom are registered nurses with the Nursing and Midwifery Council). The Medical Centre is run by the Senior Sister, under the supervision of the School Doctors, and they are responsible to the Headmaster. The Senior Sister is assisted by three other qualified nurses. The Medical Centre personnel treat all students during term time.

All pupils and staff, especially new pupils and employees, are made aware of the location of the Medical Centre. The Medical Centre for the School is situated at Huntsman's, opposite Brookside and next to the School Shop. The telephone number of the Medical Centre is 3084 (external 01729 893084).

Suitable accommodation is provided for the management and treatment of both in-patients and out-patients within the Medical Centre.

- a) Pupils in the Senior School must attend the Medical Centre for treatment for all illnesses and members of staff must seek to ensure that pupils do so wherever appropriate.
- b) The Medical Centre staff must examine all cases of sickness referred to them and record the examination and treatment (if any) given in a treatment book and on a pupil record card. Any further action taken or advised (e.g. to see a Doctor, or sent to Hospital), must also be recorded.
- c) Members of staff and pupils must follow any advice given by the Medical Centre staff.
- d) If a boarding pupil is kept overnight in the Medical Centre for treatment, the Medical Centre staff will notify the pupil's Housemaster/Housemistress. When pupils are admitted to the Medical Centre for illness/injury the Medical Centre staff will contact parents or guardians as soon as is reasonable.
- f) In the event of illness of a Senior School day pupil while at school, the Medical Centre staff will inform parents as soon as possible, and wherever possible and practical, pupils should be taken home.

In the event of illness of a Junior School day pupil while at school the PA to the Head of the Junior School will inform parents as soon as possible and, wherever possible and practical, pupils should be taken home.

- g) If a day pupil is unwell, they should not come into school and parents should contact their family General Practitioner if necessary.

### 1.1 Sister's Surgery Times

For all routine matters pupils should attend Sister's Surgery at the following times:

<u>Monday to Friday</u>	<u>Saturday</u>	<u>Sunday</u>
0815 - 0840	0815 - 0840	0900 - 0930
1035 - 1105	1145 - 1330	1300 - 1330
1300 - 1415	1745 - 1900	1815 - 1845
1730 - 1900		

The Medical Centre closes at 2200. Any pupil requiring attention after this time must see House Staff, who will inform Sister.

## 1.2 Visiting Sick Friends

Pupils may visit a friend in the Medical Centre at the discretion of the Sister and the Doctor. Pupils must ask permission to visit and should accept that the answer may be no.

## 1.3 Discipline

Pupils in the Medical Centre, either at a surgery as a visitor, or as an in-patient, must follow Sister's instructions.

## 1.4 Off Games

Off Games Slips are given to a pupil by Sister if she considers that they are unfit for games. A pupil who is put off games should show the slip to the member of staff taking their sport and then go and do some work in the Sharpe Library.

The names of Junior School pupils put off games will be notified to the Junior School and a list put on the staff room noticeboard.

## 2. THE SCHOOL DOCTORS

Full boarders and five-night flexi boarders are registered through Townhead Surgery with the School Doctors: Dr Hilary Moakes, Dr Ruth Derham or Dr Ashley Davies.

Day pupils and three or four-night flexi boarders should remain registered with their family General Practitioner.

During their first year all pupils in Year 7 and above will have a medical examination carried out by the School Doctors. Health care on a day-to-day basis is supervised by the Senior Sister, Miss Fiona Hamilton, and her staff. Dr Moakes, Dr Derham and Dr Davies attend the Medical Centre on a regular basis. Arrangements are made where necessary for pupils to visit Townhead Surgery in Settle. If a pupil is ill and admitted to the Medical Centre, or injured in an accident, then parents or guardians will be informed.

A record of the height and weight of all pupils is made termly. In addition, a check is made of visual acuity/colour blindness during their first year for all Junior School day pupils in Year 3 and above.

During periods away from School if a boarder requires medical advice they may see another doctor on a temporary basis. Please make sure that boarding pupils only **re-register as temporary residents – to avoid recall of the medical records.**

If parents have any queries about health, or medical inquiries about their children, they should get in touch directly with Sister at the Medical Centre: telephone 01729 893084.

### 2.1 Confidentiality

Contact with a doctor is private and pupils do not have to explain to boarding or nursing staff their reason for making a medical appointment.

In accordance with the school medical staff's professional code of conduct, medical information about pupils of all ages will remain confidential. However, there are occasions when the medical staff may need to liaise with the Headmaster and/or Safeguarding Lead and/or other staff; parents or guardians and some information may need to be passed on, ideally with the pupil's consent.

School medical staff will only breach a pupil's confidentiality on the very rare occasion when they have failed to persuade that pupil to give consent to divulge information which the medical staff consider needs passing on to a relevant person in the pupil's best interests, or for the protection of the wider school community.



## 2.2 Contacting the School Medical Officers

Dr Moakes, Dr Derham and Dr Davies can be contacted by parents (either by telephone or in person) about any specific problem that they have concerning their son or daughter.

Appointments can be made to meet the Doctors and they are available by telephone on weekday mornings - telephone number: + 00 44 (0)1729 822611.

## 2.3 Doctor's Surgery Times

A Doctor's Surgery is held at the Medical Centre on Monday, Tuesday and Thursday at 1330.

Senior School pupils, who have an appointment to see the doctor, receive an email at least 24 hours in advance and a reminder on the day via House Matrons.

Appointments for Junior School boarders will be arranged by the Catteral Matrons. They will be handed an appointment slip on the day of their appointment by one of the Catteral Matrons.

Pupils must be prompt for an appointment to see the Doctor. If they are unable to attend they should let Sister know as quickly as possible. Pupils must sit quietly in the waiting area until it is their turn to see the Doctor.

Airedale, Wharfedale & Craven Clinical Commissioning Group are responsible for the provision of medical cover out of hours between 1830 and 0800 by dialing 111. At weekends this is from 1830 (Friday) until 0800 (Monday).

## 3. OTHER SERVICES

### 3.1 Physiotherapy

The school engages the services of Mrs L Middleton BSc (Hon) MCSP, ACPSEM, SR Physiotherapist. She runs a clinic at the School Medical Centre once a week and appointments are managed via the Senior Sister. For longer periods of ongoing private treatment, a charge is made to parents.

### 3.2 Counselling

The school has a wide and supportive pastoral team, and pupils will always have access to them as well as access to Medical Centre staff and the Independent Listeners.

The school also has a part-time Counsellor, Sue Fidler (PG MBACP) Integrative Counsellor for children and young people. Referrals are made via the Assistant Head (Pastoral) of GJS, the Deputy Head, Senior House Staff, the Senior Sister or School Doctors. Appointments are managed via the Senior Sister and take place in the Medical Centre.

### 3.3 Event Medical Services

The school employs a private company, Event Medical Services, to provide emergency first aid treatment at most of the rugby and hockey fixtures and some other sporting events in the school calendar. The company provides an equipped vehicle with emergency trained technicians and they liaise with and assist the nurse on duty at the School Medical Centre.

### 3.4 Care of Teeth & Eyesight

All pupils should register with a dentist **at home** and should visit the dentist **during the holidays** on a regular basis. Routine dental treatment cannot normally be arranged at school. If requested by parents, pupils from abroad can be registered privately with a local dentist. The local dentists will deal with dental emergencies but only on a private basis.

Visual acuity is tested at the school medical examination which all new pupils have. Routine assessment of spectacles should be undertaken **during the school holidays**. The local optician will see boarding pupils who have an urgent problem with their eyesight or glasses.



### 3.5 Immunisation & Vaccinations

- a) **Tetanus, Diphtheria, Polio and Meningitis ACWY**: even with modern treatment tetanus is a very serious disease. Every term large numbers of children have accidents involving skin wounds. Therefore, every pupil should have received a complete anti-tetanus course and such immunity should be maintained by booster doses at approximately ten-year intervals. All pupils in Year 9 will be offered a combined vaccination for Tetanus, Diphtheria and Polio along with one against Meningitis ACW135Y. The vaccination programme is delivered by an immunisation team from the Area Health Authority and further information is sent to those concerned as it becomes available during the school year. Any older day pupils or three to four-night flexi boarders who need to catch up with vaccinations should do so at their family GP surgery, for full and five-night flexi boarders this will be done via the School Medical Centre (see consent form).
- b) The **Human Papilloma Virus (HPV)** vaccination against cervical cancer is currently being offered by the North Yorkshire Childhood Immunisation Service to all pupils when they are in Year 8. An information leaflet and consent form will be sent to those concerned.
- c) Immunisation against certain infectious diseases (e.g. Hepatitis A and B, Rabies, Typhoid, Yellow Fever) will be given routinely as health policies and travel arrangements dictate (see consent form). A fee is usually payable for such vaccines and this is added to the school account.
- d) Immunisation against Influenza is carefully considered on an annual basis with particular reference to the Communicable Disease Surveillance Centre of the Public Health Laboratory Service. The Department of Health and NHS England continue to roll out a vaccination programme to eventually offer all school children aged 2 to 17 years a nasal flu vaccine. For 2019-20, all 2 to 11-year olds have been eligible for the flu vaccination. NHS nurses deliver the vaccination within school hours during the Autumn term for pupils in Reception to Year 6.
- e) **Malaria prophylaxis** is supplied for pupils travelling to countries where this is recommended. This is not prescribed free under the NHS, and parents will therefore be charged accordingly on the school account.

## 4. INFORMATION REQUIRED FROM PARENTS/GUARDIANS

There are important documents that must be completed in full by parents and handed in on a pupil's first day.

All Senior School pupils **and** Junior School boarders and flexi boarders should hand the following forms to Senior House Staff on the first day of term:

- i) The Yellow School Medical History Card. (This card should be completed as fully as possible. Detailed medical history is essential for medical care)

The following two should be filled out online on the admissions forms provided prior to starting at Giggleswick:

- ii) Vaccination Programme Consent Form, including Pandemic Flu
- iii) Medical Consent Form for Treatment

Junior School day pupils should bring the following documents and hand them in to the Head of the Junior School's PA on the first day of term:

- i) Emergency Contact & Medical Data Form (this includes Medical Consent for Treatment)
- ii) Pandemic Flu Consent Form

## 4.1 Infectious Diseases

The Headmaster's permission must be obtained before a pupil returns to school if he/she has been in contact with any infectious disease such as:

Chicken pox	Diarrhoea	German Measles	Hepatitis
Influenza	Measles	Mumps	SARS
Vomiting (e.g. Norovirus)	Whooping Cough	Ebola	

This list is not exclusive; there may be other serious medical conditions that parents wish to discuss with the School Doctors.

Following a bout of sickness or diarrhoea, 48 hours should pass before a pupil returns to school and they should refrain from swimming in the school pool until two weeks after the symptoms have stopped.

Parents must inform Sister if their child has had any medical treatment while away from School.

## 5. PROCEDURES FOR MANAGING MEDICATION

### 5.1 Procedures for managing medication: Pre-school and Junior School

- In the event of illness of a day pupil while at school, staff will inform parents as soon as possible and pupils should be taken home. If pupils require significant medical treatment via Catteral Matrons or the Medical Centre, contact with parents will be made by such parties. For Boarders, staff will contact Matron if a child becomes ill during the school day. For further guidance please refer to the school medical policy available on the website. If a child has sustained a head bump during the day, parents will be telephoned, and the child given a dated coloured wristband to wear for the remainder of the day. A letter will also be sent home.

#### Non-prescription Medicines

- Staff cannot administer Calpol or similar, non-prescription medication in school. Only two non-prescription medications will be administered in school, all other non-prescription medication will not be administered at school and pupils should not bring them to school for self-administration. Most medication lasts 4-6 hours, therefore non-prescription medication can be administered at home prior to the start of the school day. A parent or guardian may attend school to administer additional doses if necessary. Only non-prescription travel sickness and antihistamine (Piriton) medication will be administered by staff providing they are supplied in the original packaging and accompanied by a 'Medicines Consent Form' available form.
- Antihistamine can only be administered where a GP/Consultant has recommended or prescribed antihistamine for the treatment of a mild allergic reaction. Medication must be suitable for the pupil's age, supplied by the parent (not the school) and its original packaging, with manufacturer's instructions. Staff will check that the medicine has been administered without adverse effect to the child in the past and parents must certify this is the case – a note to this effect should be recorded on the consent form. The medication will be stored and administration recorded as for prescription medicines.



## Prescribed Medication

- With the exception of asthma inhalers, Junior School pupils may not keep medication in their possession, unless agreed with parents and medical centre (e.g. Epipen). Pupils requiring the administration of any prescribed medication during the school day must bring the medicine in its original dispensing packaging; a form, available from the office must be completed by parents and returned along with the medicine. This will be kept and dispensed by the office staff as appropriate. The school will complete records which will be counter witnessed and signed by an additional member of staff when dosages are given.

## 5.2 Procedures for managing medication: Senior School

- Pupils may not have prescribed medication in their possession without permission from the School Medical Officers or the Medical Centre nurses and the agreement of Senior House Staff.
- Parents are asked to ensure that Senior House Staff are aware of courses of medication prescribed by their home doctor. One possible exception to this is the contraceptive pill where the issue of confidentiality must be respected; however, parents and pupils are reminded that it is sensible good practice to inform the School Medical Officers about any prescribed medication.
- Medication bought without prescription (including herbal medicine): parents and pupils must inform Senior House Staff if such medication is brought to school. Pupils should hand medication of this nature to Senior House Staff or the Medical Centre nurses for supervised dispensing.
- Medication is usually dispensed from the School Medical Centre one dose at a time. Any exceptions to this are at the discretion of Sister and include:
  - a) Antibiotics - sixth form pupils who are prescribed antibiotics are given the full course of treatment and will be responsible for its safety and administration. Pupils below the sixth form who are prescribed antibiotics are given one day's supply of tablets at a time until the course is completed.
  - b) Anti-inflammatory tablets – sixth form pupils are given two days' supply of medication at a time. Pupils below sixth form are given one day's supply at a time.
  - c) There are other particular exceptions – such as a course of anti-malaria tablets - but Senior House Staff and the Medical Centre nurses must always be informed of such exceptions.
  - d) Any medication prescribed for pupils in Years 7 and 8 will be kept by the Catteral Matrons and dispensed accordingly.
- Long-term treatments, such as medication for asthma or allergies, are monitored by the School Medical Officers, the Medical Centre nurses and Senior House Staff, but pupils will normally be expected to take personal responsibility for such treatments.
- Senior House Staff, and in turn the School Medical Officers, must always be informed if pupils bring homeopathic remedies and mineral supplements to school. Responsibility for the safe-keeping and dispensing of these treatments will be at the discretion of Senior House Staff in consultation with the School Medical Officers.
- Non-medical and quasi-medical preparations such as dietary supplements including protein shakes and caffeine tablets are not permitted at Giggleswick without prior consultation with the Medical Centre nurses and Senior House Staff.

## 5.2 Self-Medication

Self-medication is not normally appropriate for pupils in the Junior School.

Senior School pupils may only have medication in their possession with the permission of the School Medical Centre staff and the agreement of the Senior House Staff (although there will be exceptions to this when confidentiality must be respected). Unauthorised medicine will be confiscated.

A pupil's ability to self-medicate is assessed on their age and their competency. The School Medical Centre staff must assess each case individually and check that the pupil is able to understand in broad terms the nature and purpose of the treatment and to be able to weigh the risks and benefits involved and the alternatives. The member of staff must be satisfied that the pupil has retained the treatment information although the degree of understanding will vary with the nature of the treatment. The pupil must sign a self-medication form at the commencement of treatment.

## 5.3 Protein Supplements

The School Medical Officers recommend that school athletes do not use body building protein supplements. They can be harmful both in terms of the dangers of an excessive protein intake but also because of the risk of ingesting toxic heavy metal constituents that have been discovered in some of these products that can be purchased over the internet. This view is supported by the British Nutrition Foundation who advise that an athlete's protein needs can be met through a regular, healthy varied diet.

## 6. PANDEMIC INFLUENZA

In line with recommended practice the school has a contingency plan in place for a possible future flu pandemic. The plan is continually reviewed and updated in consultation with the Medical Officers. The main elements of the plan are as follows:

- During a flu pandemic all non-essential meetings, away sports fixtures etc. will be cancelled.
- Pupils will be educated about ways to prevent the spread of viruses through PSHCEe/C4L lessons and other means.
- Wherever possible, infected pupils should be looked after at home to prevent transmission to other pupils.
- Pupils who have flu or those who have been in close contact with flu victims should not return to school after holidays or Exeats until they are advised that they are no longer infectious.
- Pupils at school with symptoms of flu will be separated from other pupils and may be sent home or to their guardians wherever possible.
- In rare cases infected pupils may need to be admitted to hospital.
- In exceptional circumstances the school may have to close (for example as a result of an Environmental Health Office Directive or widespread illness of staff).

It is worth noting that during the 1957 pandemic 90 percent of children at boarding schools in the UK developed flu but most schools still returned to normal within four weeks.

**The following advice is extracted from the UK Chief Medical Officer's Contingency Plan for Pandemic Flu and contains relevant information:**

### **Personal and respiratory hygiene**

People can reduce but not eliminate the risk of catching or spreading influenza during a pandemic by:

Policies: Medical

- Covering their nose and mouth when coughing or sneezing, using a tissue when possible.
- Disposing of dirty tissues promptly and carefully – bagging and binning them.
- Avoiding non-essential travel and large crowds whenever possible.
- Maintaining good basic hygiene, for example washing their hands frequently with soap and water to reduce the spread of the virus from their hands to their face, or to other people.
- Cleaning hard surfaces frequently (eg. kitchen worktops, door handles), using a normal cleaning product.
- Making sure their children follow this advice.

**If someone catches flu they should:**

- Stay at home and rest.
- Take medicines such as aspirin, Ibuprofen or paracetamol to relieve the symptoms (following the instructions provided with these medicines). **Children under 16 should not be given aspirin or ready-made flu remedies containing aspirin.**
- Drink plenty of fluids.

Flu viruses change all the time. A vaccine closely matching the specific virus in a pandemic will not be available for the first wave of the pandemic. However, the School Medical Officers would like to be in a position to immunise as many pupils as possible as soon as it is made available by the Department of Health. As such we would request that prior consent is given for immunisation of your child (the vaccination consent form is part of the forms to be completed on entering the school).

Reviewed by: FEJ Hamilton RGN, Senior Sister  
JR Mundell, Head of the Junior School  
A Simpson, Deputy Head

Review period: Annual  
Updated: January 2020  
Approved by: Governors' Boarding & Pastoral Committee, March 2020  
Next review date: January 2021