

# MEDICAL POLICY

## MEDICAL ADMINISTRATION

### 1. Registration of Boys

All boys Boarding at the School are strongly encouraged to register with the School Doctors. They can be treated as temporary residents at home during the holidays if necessary. The Medical Centre must be informed of any such treatment so that it can update its records accordingly. Any medication that a boy brings back to School is handed in to the Housemaster and thus enters the system described in section 4.2 of the Memoranda. Boys will be de-registered with the School Doctors when they leave the School and register elsewhere

### 2. Confidentiality

In accordance with the School Doctors' and Nurses' professional obligations, medical information about boys, regardless of their age, will remain confidential. However, in providing medical and nursing care for a boy, it is recognised that on occasions the Doctor and Nurse may liaise with the Headmaster, the boy's Housemaster, academic staff, and parents or guardians, and that information, ideally with the boy's prior consent, will be passed on as necessary. With all medical and nursing matters, the Doctor and Nurse will respect a boy's confidence except on the very rare occasions when, having failed to persuade that boy or his authorised representative to give consent to divulgence, the Doctor or Nurse considers that it is in the boy's better interests, or necessary for the protection of the wider School community, to breach confidence and pass information to a relevant person or body.

### 3. Competence to Consent

A boy's ability to consent, or refuse, medical or dental treatment is acknowledged. This is based on so-called Gillick or Fraser competency and not age. The Doctor, Dentist, or Nurse proposing the treatment will judge whether or not the boy understands the nature of the treatment, as well as the consequences of refusal, and is thus deemed "competent". Parental consent is required for any boy not deemed competent, and the limitations of the blanket consent to treatment, before the boy enters the School, are recognised.

### 4. Records

The Medical Centre acts as an extension of the School Doctors' own surgery. All records are computerised and, as such, are subject to the current provisions of the Data Protection Act. It also maintains written records of all medications given to all boys and others, whether registered or not.

Each Boarding House is issued with a **House Medication Record, Drug Recording Forms** and a **Day Book**, which provide contemporaneous evidence of all treatments administered. Each boarder also has a personal medication document, kept in the House, which registers all medications given to that boy during his time at the School.

#### i. House Medication Record

This is a bound, soft-backed book that records all drugs and medicines given to the boys under the following headings:

- a) Date and time
- b) Name of boy
- c) Name of drug given
- d) Manufacturer
- e) Batch number and expiry date
- f) Tally of unused tablets remaining
- g) Signature of Matron or responsible adult

The House Medication Record is returned to the Medical Centre at the end of each School term for inspection by the Medical Centre Sister and/or the School Doctor. Under the Product Liability Regulations, these records are kept for 11 years.

The House Medication Record also contains the daily temperature record of the medicines refrigerator in order to demonstrate storage has been at the appropriate temperature.

## **ii. The Drug Recording Form**

A document for each Boarder listing every day, time and type of medication given to that boy during his time at School.

## **iii. House Day Book**

The House Day Book is in the form of a daily diary. It is kept by the Matron, and in it she/he records all illnesses, accidents, treatments, and medicines given to the boys under the following headings:

- a) Date and time
- b) Name of boy
- c) Signs and symptoms of the boy's complaint and/or nature of treatment for minor ailments and grazes
- d) Signature of Matron or responsible adult

This will include lotions applied to the skin, plasters, temperatures taken, aches, and other feelings of "being unwell" given by the boy. The Day Book is retained and kept by the Housemaster for at least 2 years.

## **5. Personnel and Responsibility**

The School Governors are responsible for the Health and Safety of all staff members, boys, and visitors to the School; and for the handling, storing, and administration of medicines. This responsibility is delegated to the Headmaster and through him to:

- a) the School Doctors and thus to the Medical Centre staff for activities there;
- b) the Housemasters and thus to their House Matrons and House Tutors for activities within each House.

The Medical Centre Sisters indirectly maintain the keeping of records, medicines, and First Aid kits within each House and report to the School Doctors as appropriate.

All House Matrons and their Assistants have received training in medicine handling and administration. A record of such training is held by the School Personnel Office.

It is acknowledged by the School that from time to time other staff, such as Housemasters, may also administer medication. Housemasters and other key boarding House staff receive training in medicine handling and administration.

**Other members of the teaching and non-teaching staff should not administer medication to any boy except under the following circumstances:**

**i. Pastoral Duty within Houses**

The Housemaster, their spouse or partner, and their House Tutors may supplement the role of the Matron as appropriate and follow the same procedures in their duty of care to the boys.

**ii. First Aid**

All members of the teaching staff are authorised to carry out immediate (First Aid) treatment for injuries and other ailments to boys as part of their duty of care - this includes injuries sustained in games, other activities and on trips but does not extend to the provision of any medication or pain relief unless explicitly authorised by the Medical Centre. Anything other than a minor injury within the immediate School area is referred to the Medical Centre. The teaching staff receive annual refresher training in basic first aid, including CPR, using a defibrillator and on administering an adrenalin auto-injector eg: epipen.

**iii. Trips, Visits and Expeditions, including Holiday/Overseas Trips**

Staff in charge of any School trip have a duty of care to all the boys and will supervise medication for any existing complaints. They will familiarise themselves with the existing medical needs of all boys going on the trip using information obtained from the Medical Centre, and, for longer trips, parental consent forms. For trips longer than one day, the member of staff in charge will also collect any appropriate medicines and First Aid supplies from the Medical Centre. However, for ailments that arise during a trip, the rules in section B 6-iii below will apply. Further details are in the School Trips' Policy document.

**6. Health Promotion**

Health education and promotion is provided both informally by the Medical Centre and House staff and is taught more formally through lessons in Biology, PE, and the Seminar programme as outlined in the School's PSHEE programme.

**7. Dental Care**

Emergency dental care can be sought through the School/local Dentist. This is chargeable. It is expected that routine dental checks and treatment will be arranged during the School holidays in order to minimise disruption to academic studies. The School/local Orthodontist also carries out orthodontic work, emergency and planned, to boys during term time as this cannot always be done during the holidays.

**8. Levels of Care and Qualifications**

- a) This policy ensures that appropriate levels of care are offered to all boys as and when required. With qualified nursing staff responsible for the running of the Medical Centre, under the supervision of the School's medical practitioners, it is considered that the training

and experience of Matrons and others within the Houses is adequate for them to be regarded as suitable persons by the School for the undertaking of appropriate duties of care to all boys within their charge.

- b) Paragraph 22 of the DfE Statutory Guidance (Supporting pupils at school with medical conditions, April 2014) states the following:

*" School staff - any member of school staff may be asked to provide support to pupils with medical conditions, including the administering of medicines, although they cannot be required to do so. Although administering medicines is not part of teachers' professional duties, they should take into account the needs of pupils with medical conditions that they teach. School staff should receive sufficient and suitable training and achieve the necessary level of competency before they take on responsibility to support children with medical conditions. Any member of school staff should know what to do and respond accordingly when they become aware that a pupil with a medical condition needs help.*

Further, Section 3 of the Children Act 1989 provides a duty on a person with the care of a child (who does not have parental responsibility for the child) to do all that is reasonable in all the circumstances for the purposes of safeguarding or promoting the welfare of the child. This can give protection to teachers acting reasonably in emergency situations such as on a School trip."

## **9. Insurance Indemnity**

The Governors of Tonbridge School provide Insurance Indemnity to all their staff in their duty of care to boys and other staff members. While some staff may have specific duties to provide medical assistance, it is considered that all staff in a residential setting may, from time to time, be called upon to offer assistance either to sudden acute cases of medical need or in cases of more long-term need. While this role is voluntary, subject to the DfE guidance, above, it can often not be avoided and thus such indemnity cover is provided to all as a matter of course, for the proper functioning of the School.

## **10. Medical Care for Members of Staff and Day Boys**

The Medical Centre will offer assistance to any member of staff or visitor who becomes ill or requires First Aid whilst on the School premises or through their duties for the School. However, routine appointments with the School doctors should be made separately at Warders or with the individual's own GP Surgery.

Additionally, for Day Boys, the Medical Centre will offer care and supervision until such time as the boy is collected by his parents or guardians. Overnight stays are not envisaged.

Medicines and remedies held by the Medical Centre and House Matrons are not available for members of School staff.

## MANAGING THE MEDICINES, ILLNESSES AND INJURIES

This should be read alongside the School Testing Policy

Please see **COVID-19 ADDENDUM** in **APPENDIX I**

### 1. Contact System

During term-time, the Medical Centre is covered 24 hours a day by Registered Nurses. The telephone numbers for use are given in order:

internal extension number:	<b>ext. 4272</b>
direct dial:	<b>01732 304272</b>
mobile phone, if above not answered:	<b>07880 558 511</b>

During School holidays and half-terms, the Medical Centre is closed. During normal working hours, first-aid help can be obtained by contacting School Reception who will then in turn alert the duty first aider.

### 2. Surgeries - Boarders

The School Doctors hold a surgery in the Medical Centre at 8.15 a.m., Monday to Friday.

Any boarder who wishes to see a Doctor may do so. If he prefers, he may make an appointment at Warders Medical Centre in East Street without the knowledge of the School if he so chooses:

Warders Medical Centre	<b>01732 770088</b>
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The Doctors are always willing to discuss any problems, subject to respecting a boy's confidentiality, regarding the boys with Housemasters and members of staff in charge of sports either by telephone or immediately after morning surgery in the Medical Centre.

The Medical Centre Sisters will see boys throughout the day from 7.30 a.m. until 7.00 p.m.

After 7.00 p.m., boys who feel unwell should see their Housemaster or House Matron. They will telephone Sister, if a boy needs to be examined or admitted, before sending him to the Medical Centre.

Boys should only attend the Medical Centre during lesson-time in an emergency.

**N.B.** Day Houses do not have a Matron. If taken ill during the day, a Day Boy should go to the Medical Centre. If the situation requires admittance to the Medical Centre, the Housemaster is informed and who in turn informs the parents.

### 3. The following should always be seen at the Medical Centre

- injuries that require any dressing - this includes boys that require regular dressings and wound care;
- all head injuries;
- diarrhoea and/or vomiting; abdominal pain;
- fever, i.e. temperature above 37°C;

- e) asthmatics who have **any** problems, allergic reactions, diabetics, epileptics, boys with other chronic diseases who have an acute exacerbation;
- f) any unexplained ill-health;
- g) Boys who are experiencing any COVID 19 Symptoms ie New dry persistent cough, a raised temperature or a sudden loss of taste and/or smell.

There is no need for boys with colds to come to morning surgery. They should be given cold remedies as listed in section 6.iii and told to report to the Medical Centre at Break if they still feel unwell.

Except in emergency, Matrons are asked not to telephone the Medical Centre during the busy time of 8.00 a.m. to 9.00 a.m.

#### **4. Communication with Parents and Visiting Arrangements at the Medical Centre**

**Boys:** Boys may visit at any time before 7p.m., other than during lesson time or when the Sister considers such visits inappropriate. Boys attending the Medical Centre during lesson time **MUST** get permission from their teacher and, if unwell, must be accompanied. Prescription medications are often not ready for collection until after lunch on the day of delivery.

**Parents:** When a boy is ill or injured and is admitted to the Medical Centre, the Sister or Housemaster will normally telephone the boy's parents at the earliest opportunity and certainly within 24 hours. Enquiries about medical issues are welcomed from parents, who should telephone the Medical Centre or the Housemaster. Parents are welcome to visit their sons in the Medical Centre at any reasonable time.

#### **5. Procedures for Supporting Boys with Special Needs**

The Governors wish to enable boys with special, long-term medical needs to remain within the School and the School will make reasonable adjustments where it can, to enable this. In such cases, the School Doctors, using their professional judgement and in consultation with the boy's parents and Housemaster when necessary, will devise an appropriate protocol to allow this to happen. It will form part of the boy's "medical notes" which are kept in the Medical Centre. The Sisters or the Doctors will keep the parents informed of any major change in the boy's condition or treatment.

If the protocol indicates self-administration, then a written assessment will be made for the safe, secure and appropriate storage and handling of the medication and this will be included in the protocol.

Boys who suffer from asthma, epilepsy, diabetes, or have other special needs, will also have their condition recorded in the School's medical database, unless it is considered more confidential than this list allows.

## 6. The Administration of Medicines

All medicines and drugs administered to boys at the School come within one of the following four categories and are to be administered as indicated:

### i. Those requiring injection (for Boarders only)

These are administered by the Medical Centre Sisters under the specific direction and guidance of the School Doctor. They include inoculations for MMR, holidays and trips, mass programmes such as 'flu. The scheduled Childhood Immunisations for Tetanus, Diphtheria, Polio and Meningitis ACWY vaccinations are organised and given by the local NHS Immunisation Team. Boys should sit quietly for 10 minutes afterwards in case of any adverse reaction, before proceeding with other activities.

### ii. Prescription Medicines

On receipt of the Doctor's prescription, the local chemist processes medications usually by lunch time, ready for collection by the Medcentre GA, House Matron, or her Assistant.

The House Matron keeps all such medicines in a locked cupboard and supervises and watches the taking of each dose as written on the label, unless instructed otherwise by the Doctor. All courses of medications will be completed.

If, unusually, any of the prescription remains unfinished, the Matron should return it to the Medical Centre for safe disposal.

The House Matron liaises with parents for on-going treatments over exeats and holidays.

Repeat prescriptions for on-going medication for e.g. acne, asthma, and hay fever are available from the Medical Centre if 2 days' notice is given before supplies run out. The Sisters will do any necessary checks and organise the repeat. All boys using this system see the Doctor regularly under the repeat prescription system and whenever else is necessary.

The Medical Centre maintains a signed written record for both the collection of the prescription and its disposal if unfinished (i.e. return) at the Medical Centre.

### iii. Non-prescription Medicines and Over-the-counter Products

All medicines, whether on prescription or not, should be obtained through the School Medical Centre. The School Doctors authorise Housemasters and Matrons to give only the following:

- a) Paracetamol and / or Ibuprofen:
  - Paracetamol (500mg-), 1-2 tablets with water, four-hourly as necessary, with a maximum of 4 doses in 24 hours, *This is contraindicated in those with a known allergy to it or any liver disorder.*
  - Ibuprofen (200 mg), 2 tablets with water and **after** food, six-hourly as necessary, (boys under 8 stone in weight should be given only half the above dosages) *This is contraindicated in: a) any with a known allergy to it or drugs of its sort including aspirin; b) known asthma, unless known to tolerate Ibuprofen; c) ongoing abdominal pain / indigestion or a past history of peptic ulceration; d) any active bleeding or coagulation disorder; e) any renal disease;*

- b) Simple linctus (5ml):  
Four-hourly as necessary, as a cough relief;
- c) 'Gaviscon Advance' (10ml):  
as required, for indigestion. *This is contra-indicated for those known to have hypercalcaemia or highly restricted salt intake.*

**Nothing else may be given unless prescribed by the School Doctors.**

All medicine administration must be recorded in the House Medication Record, as described above in section A. The linctus and Gaviscon are issued in small bottles and these should be returned to the Medical Centre within 6 months of opening or collection from the Medical Centre.

#### **iv. Self-administration**

The School Doctors expect some boys to self-medicate. Asthmatics carry their own inhalers and diabetics self-inject, but all staff should be made aware of these boys, their needs, and the medication that they carry, through the Medical database. An individual risk assessment is carried out on each boy self-administering medication. Once assessed by the House Staff as competent, the School considers that these boys are able to monitor their own symptoms and manage their own medication effectively unless decided otherwise in the boy's personal protocol, outlined in 5 above.

**N.B.** Day Houses do not have a Matron. Any medication required by a Day Boy while at School will normally be carried by the boy, and the Housemaster informed. It is probable that Day Boys will already be registered with a General Practitioner. Although emergency treatment will always be provided by the Medical Centre during School hours, it is expected that for routine medical matters the usual GP will be consulted.

### **7. The Handling of Medicines**

All medicines supplied by the Medical Centre, both prescription and non-prescription, are for the boys and not the staff. In the Boarding Houses, they are kept in lockable metal cabinets or refrigerators. A daily record is made of the refrigerator temperatures to demonstrate that the medicines have been stored at the appropriate temperature.



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## **COVID-19 ADDENDUM in APPENDIX I**

During the global pandemic of COVID-19, the following guidelines are being followed in the Medical Centre, in addition to the measures outlined above. Immediate Access to the Medical Centre using fob or key code has been restricted to **Medical Centre Staff** only. All visitors are asked to wear masks when entering the Medical Centre.

Should a Boarder need to see a Nurse, during the day whilst their matrons are on duty, matrons are to email or phone ahead. This allows the Medical Centre to prepare for their arrival whenever possible. Depending on the reason for the boy visiting the Medical Centre, the following instructions are to be followed.

### **General Problems/Routine illness**

These boys should ring the buzzer on the front door on arrival. They will be met by a member of the medical team and they will then be allowed to enter the Medical Centre.

### **Boys with COVID-19 Symptoms**

These boys should come to the back door of the Medical Centre through the garden. They will then be taken upstairs to be assessed in the designated area. Following the assessment, if the symptoms are in line with COVID-19, a swab will be taken and the sample tested in the SAMBA-II machine, in line with the Protocol of the Testing Policy September 2020.

### **GP Appointments**

These are being run as before Monday - Friday between 8:15-9am. Appointments may be face to face or virtual.

The Medical Centre must know in advance of ALL boys that want to see the doctor.

### **School Counsellor Appointments**

The School Counsellor hours of work have not changed and boys who wish to make an appointment should email the Counsellor directly. Entrance to the School Counsellor's office is through the front door on the London Road.