



# STONYHURST

## 2020-2021 Cross Campus Medical Policy 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.

Name of Policy:	Cross Campus Medical Policy
Date of Policy Revision:	October 2020
Revised by:	Nurse Manager
Approved by:	The Stonyhurst Headmaster
Date approved:	November 2020
Date of next revision:	Summer 2021
By whom:	
Location(s) where Policy can be found:	<ul style="list-style-type: none"><li><input checked="" type="checkbox"/> ISI Portal</li><li><input checked="" type="checkbox"/> College Website</li><li><input checked="" type="checkbox"/> Internal Z Drive</li><li><input checked="" type="checkbox"/> Hard copy files in the following offices:<ul style="list-style-type: none"><li>❖ Compliance &amp; Inspection Manager</li><li>❖ Headmaster's PA</li><li>❖ SMH Headmaster's PA</li><li>❖ Bursar's PA</li></ul></li></ul>

We recognise that maintaining the health and wellbeing of our pupils is paramount in assisting them to obtain their optimum education potential. For this reason, a team of highly qualified nurses and Health care assistants, providing 24-hour care, seven days a week, supports Stonyhurst pupils. The team are located on the college site. We have a self-contained Health Centre with overnight facilities. The Health Centre team hold pupil drop-in clinics offering first aid, health advice and emotional support, throughout each day.

A pupil's right to confidentiality will always be considered and this may determine how much information is disclosed regarding a condition and treatment (including to staff, parents and guardians). Information regarding medication and health matters is strictly confidential and will be maintained in line with the Stonyhurst Health Centre Confidentiality Policy.

Communication about medical matters should be made with the Health Centre (+44 (0) 1254 827100), or through the school switchboard or via e mail [health-centre@stonyhurst.ac.uk](mailto:health-centre@stonyhurst.ac.uk). The Health Centre team is responsible to Mr Vincent Sharples - Deputy Head Pastoral.

### **Expectations of Boarding / Day Pupil**

- To keep the staff generally informed of any medical problems or questions. Pupils can withhold information if they so wish but we request pupils make staff aware of any medical or health problems which may require us maintain their wellbeing or amend our provision or care
- On arrival at school pupils will hand in any prescribed/non-prescribed medication to health centre staff. These medications need to have full instructions for use written in English and be presented in the original packaging with the pharmacy label
- Those boarders deemed competent to self-medicate will maintain responsibility for storing their medication in a locked draw / cupboard in their boarding room. No other students should be allowed access to this medication
- Pupils are expected to co-operate with and follow instructions as appropriate from the Health Centre staff
- Boarders can request to make an appointment with the school doctor as required
- Those Boarders deemed able to consent to their own treatment do not need to inform school staff of the nature of their appointment; however, it may be beneficial for staff to have an awareness of health issues so they are able to offer ongoing support or care

### **Responsibilities of the Health Centre Staff Team**

- To ensure all boarders are registered with Castle Medical Centre, Clitheroe.
- To review the New Pupil Medical form and ensure written parental consent is received for medical treatment and / or over the counter medication to be given.
- To arrange for Boarders with additional health needs to be reviewed by the school doctor within the first half term
- To dispense and record all doses of prescribed and non-prescribed medication
- To keep accurate records of treatments and medication given to all pupils
- To keep an accurate record of accidents which occur within the building and grounds of SMH and Stonyhurst College
- To respond appropriately to any routine first aid and / or emergency medical situation
- To keep parents or guardians informed of a Boarder's condition and progress if they are unwell or in need of inpatient treatment
- Provide advice and treatment for pupils taken ill in school and apply the appropriate level of care
- To co-ordinate with the Immunisation team regarding routine immunisations and inoculations. Parents will be consulted and prior written consent requested where appropriate
- The Nurse Manager will inform parents/guardians as soon as possible of any serious accident the child has been involved in whilst in the care of SMH or Stonyhurst College.

- To keep Boarders informed of ongoing medical appointments and arrange for a Medical escort to accompany them; however, Boarders have the right to ask a member of staff to withdraw from the actual medical consultation
- Arrange external health appointments and communicate details of those appointments to parents, boarding staff and pupils
- To provide suitable facilities for both genders in the event of the need for provision of care during illness or infectious disease
- To consult and inform school staff on care plans to ensure the appropriate level of care and supervision according to each individual health need
- Provide annual staff training on medical conditions and medication administration.

### **Responsibilities of Parents/Guardians**

- The New Pupil Medical History Form **must** be returned to the Health Centre staff prior to the admission of any new pupil, day or boarding, to their first term. It is essential any changes to the information initially provided are shared with Health Centre staff at the earliest opportunity, to ensure health records are maintained and updated.
- Parents should feel confident to disclose all illnesses/diagnoses/medication on the New Pupil Medical history form, prior to the pupil arriving. We will always strive to address and support children with additional medical and health needs. In the case of boarding pupils, an existing medical condition does not mean a boarding place cannot be offered. However, if a condition is not disclosed and as a result the school does not have time to put the necessary support in place, then it may be necessary for the child to be returned to the care of the parent or guardian
- All parents/guardians should provide information regarding immunisation or inoculation specified on the medical information form
- Routine dental, orthodontist and optician appointments should be made during school holidays where possible
- Parents/Guardians of boarding pupils are expected to assume responsibility for the Boarder if they are medically unfit to remain in school
- In the case of long-term illness, the school would expect that the parent/guardian would ensure that the Boarder could be cared for in the home environment until the Boarder is fit to make a full return to school
- Parents/Guardians should assume responsibility, as soon as it is practical, if a Boarder is in need of medical surgery or a treatment which may include a stay in hospital. On return to the boarding house, parents/guardians should ensure any prescribed or non-prescribed medication is handed to a member of Health Centre staff, with whom it should be discussed if necessary in order to ensure Health Centre staff will be able to assess the Boarder's ability to self-medicate. All medication should be presented in the original packaging, clearly labelled with the pharmacy label and patient information leaflet enclosed. Further information is available from Stonyhurst Medication policy.
- Parents of all pupils, day and boarding, 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. If their child's health prevents them from participating in games, contact with the Health Centre staff directly, should be before 8.20am

### **General Practitioner Clinics**

The School General Practitioners are Dr Susie Owen, Dr Ian Ibbotson and Dr Jennifer Fairwood, Castle Medical Practice, Railway View Road, Clitheroe, Lancashire BB7 2DG (+44 (0) 1200 413535).

All boarders will automatically be registered with the college GP Practice, unless otherwise informed by parents. This aims to ease pupil access to health services, during term time.

A General Practitioner visits Stonyhurst twice weekly on Monday and Friday mornings to see appointed boarding pupils registered with Castle Medical Centre. Appointments will be arranged outside of these times at Castle Medical Centre, as required. Boarders may request to see a doctor of a particular gender.

The school GP will accept self-referrals from a pupil or on request from parents. Whenever possible, parents would always be encouraged to attend GP appointments with their child, however arrangements can be made for GP / parent contact during or following a consultation, with the consent of the pupil.

The School GP will routinely see new boarders who have specific medical needs, such as pupils with long-term conditions or who are on regular medication, within their first term of admission at Stonyhurst.

Day pupils registered with their own GP can consult the school GP free of charge, for urgent problems that arise whilst at Stonyhurst, or where time constraints make it difficult to consult their own doctor.

Where a pupil is under the age of thirteen years, the GP or Health centre team, with a pupil's consent, will communicate the outcome and recommendation of any such consultation to parents. Pupils in Years Lower Grammar and above will be expected to communicate details of their consultation to their parents unless they specifically request a member of HC staff to do this for them.

The school GP cannot prescribe medications for day pupils who are not registered with them. Parents of day pupils who become unwell during the day, will be expected to arrange the collection of their child at the earliest convenience. Day pupils will be unable to remain in the Health Centre overnight.

## **Unwell Students**

### **Clinic times**

08.00 - 08.15 –Daily Medication Clinic

11.30 – 14.00 –Clinic Appointments

17.30 - 19.30 – Clinic Appointments

All students have access to the Health centre. Appointed clinics have been introduced to coincide with recreational times throughout the day, so as to limit disruption to pupil-learning time. Pupils are to be encouraged by staff to adhere to these times and should only request a pupil be seen outside of clinic times for urgent matters or in an emergency.

Boarders continue to have access to the Health Centre overnight, should they become unwell. Boarders who become unwell overnight should alert the member of the boarding staff on duty, who will arrange to contact the Health Centre staff for a phone consultation. If required, security will escort the pupil to the Health Centre. They may well be admitted to the Health Centre for observation and care or returned to their boarding area, as deemed appropriate.

Where a day pupil becomes unwell, parents or guardians will be contacted to request the child is collected and taken home, as soon as is practically possible. If a pupil becomes unwell during a lesson, another individual should accompany them to the Health centre, to ensure their safety. Staff can contact Health Centre by email, telephone, Microsoft teams or two-way radio (Channel 8).

Health Centre staff will update all contact with pupils contemporaneously on their individual health record, located on SIMS. To maintain good communication between the Health centre and Boarding staff, the Heads of Playroom, and boarding staff will be informed of any inpatient admissions, relevant to their year group, by email and/or telephone, as soon as possible.

All pupils requiring care at the Health Centre lasting for more than 30 minutes will be registered as ill for the duration of their stay, thus raising staff awareness of their location, if they were expected in lessons during this time.

## **Consent and Confidentiality**

Children over 16 years of age have the same rights to confidentiality and consent as adults. Under 16 years of age, children can consent to medical treatment if they are deemed to be Gillick competent.

Medical professionals need to consider Gillick competency if a young person under the age of 16 wishes to receive treatment without the consent of their parents or carers or, in some cases, without the knowledge of their parents or carers.

Gillick competency is used to help health centre staff balance the need to listen to children's wishes with the responsibility to keep them safe. It is also used to assess whether a pupil has the maturity to make their own decisions and to understand the implications of those decisions.

We would always encourage a child to tell their parents and/or guardian or carer about the decisions they are making. If they do not want to do this, we would explore why and, if appropriate, discuss ways we could help them inform their parents or guardian or carer. For example, we could offer to talk to the young person's parents and / or guardian on their behalf.

If the young person insists on going ahead without the knowledge or consent of their parents and/or guardian or carer, we would assess their competency using the Gillick guidelines.

The Health Centre team would consider several things when assessing a child's capacity to consent, including:

- The child's age, maturity and mental capacity
- Their understanding of the issue and what it involves - including advantages, disadvantages and potential long-term impact
- Their understanding of the risks, implications and consequences that may arise from their decision
- How well they understand any advice or information they have been given
- Their understanding of any alternative options, if available
- Their ability to explain a rationale around their reasoning and decision-making

If the young person has informed their parents of the treatment they wish to receive but their parents do not agree with their decision, treatment can still proceed if the child has been assessed as Gillick competent.

Sometimes children who are able to take their own decisions refuse treatment (vaccination), which their parents wish them to have. In such cases, health care professionals can legally overrule them and go ahead if this is deemed to be in the pupil's best interest. In order to avoid this happening, we would encourage parents and children to discuss each other's wishes.

In accordance with the professional obligations of School Doctors and Nurses, medical information about pupils, regardless of their age, will remain confidential. However, in providing medical care for a pupil, it is recognised that on occasions a Doctor and/or Nurse may liaise with parents or guardians, the Headmaster or other academic staff and boarding Staff, and that information, ideally with the pupil's prior consent, will be passed on as appropriate. In line with this, to maintain the safety of pupils with specific medical needs, information is at times made accessible to individual staff, on a need to know basis and with pupil / parental consent, via the College Teams Application.

With all medical matters, the Doctors and Nurses will respect the pupil's confidence in all matters except on very rare occasions. Such examples would be 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 a confidence and share information with a relevant person or an external agency.

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 if appropriate, will be informed if this is about to happen, except where to do so would put the pupil at an increased risk.

### **Health Centre Inpatient admissions**

Parents or UK guardians will be informed as soon as is practicably possible when a pupil is admitted as an inpatient to the Health Centre and will be kept up to date daily as to their condition and progress made. Parents are encouraged to contact the Health Centre staff should they require any further information.

Our inpatient overnight provision supports the segregation of different age groups and genders. We offer separate bathrooms and toilet facilities for males and female pupils. The pupils also have access to a recreational day room which supports their rest and recovery.

### **Infection control**

Pupils presenting with an infectious illness will be nursed in isolation in line with Stonyhurst college Infection control policy. Health Centre staff will complete annual Infection control training.

Staff who become ill with an infectious illness must ensure they are free of infectious illness for up to 48 hours before returning to work and must call their line manager at the earliest opportunity to inform of their non-attendance.

### **Emergency Hospital treatment**

Where pupils require hospital review or treatment; they will be transferred from the Health centre to the Urgent care unit or Accident and Emergency (A&E) department at a local hospital (dependent on the presenting concern). Where their condition allows, pupils will be transferred via taxi and accompanied by a Medical escort. In the event of a medical emergency an ambulance will be contacted to access and transfer the pupil to A&E

In cases of serious medical emergency every attempt will be made to contact parents or guardians as soon as possible. In the case of a very serious emergency, it may be necessary for Staff to give consent for treatment. This will never be undertaken lightly and only ever when advised by health centre staff. THERE SHOULD BE VERY CLEAR WRITTEN INSTRUCTIONS FROM ALL PERSONS WITH PARENTAL RESPONSIBILITY IF CONSENT IS NOT TO BE GIVEN IN ANY CIRCUMSTANCES WHEN THE PARENT/GUARDIAN CANNOT BE CONTACTED; THIS AUTHORITY IS PART OF THE INDUCTION FORMS.

All pupils registered with a GP are covered under the NHS for free emergency treatment at urgent care and A&E departments.

### **Immunisation/Vaccinations**

The NHS commission routine vaccinations as per the National immunisation schedule and as such an independent immunisation service visits 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 or private travel vaccination services; some of these vaccinations incur a cost which can be added to the pupil's school account.

### **Specialist Referrals**

A school counsellor is available daily on site in college. Appointments can be arranged via phone or email and are accepted as self-referrals or at the request of parents and college staff with the pupil's consent. A school counsellor is available at St Mary's Hall weekly.

Referral for a pupil under the age of 13 years would be discussed with parents prior to an appointment being made. Referrals to the SMH counselling service are managed through the SMH Safeguarding lead.

The Health Centre team can arrange referrals for Physiotherapy, Audiology, Speech and Language Therapy, Dietician, Optometric, Orthotic and Podiatry services, which are all accessed off campus. Some of these services are not included on the NHS and would incur an additional fee, this would be added to a pupil's school account. Written parental consent would be required prior to any appointments being arranged.

The school GPs can make additional referrals to Specialist consultants and Secondary care (Hospital) services following an initial consultation with a pupil.

### **External appointments**

A member of St Mary's Hall boarding staff will, whenever possible accompany SMH pupils to external appointments. If this is not possible, a medical escort will be booked to accompany them to their appointment.

All other pupils will attend external appointment accompanied by a medical escort, unless written parental consent is provided to health centre staff, for them to attend alone.

The cost of a taxi and medical escort for any off-site visits is recharged to the pupil's account.

### **First Aid**

Stonyhurst staff complete a number of different First Aid courses specific to their roles and will act as a first responder as necessary. All staff are made aware of the Stonyhurst Cross Campus First Aid Policy during induction.

The Nursing team routinely attend to first aid incidents on site, during term time, however we employ a team of Paramedics to cover the First aid for our sports fixtures each Wednesday and Saturday afternoon and during large sporting events.

The Health Centre hold a supply of Entonox and Oxygen administered under Patient Group Directive to support our first aid provision.

Further information can be found within the Stonyhurst Cross campus First Aid policy.

### **Private Medical Insurance**

Hospital services, both in-patient and out-patient, can be accessed through the National Health Service. Parents who prefer private hospital care for their children, if this is required during the school term, are advised to take out the appropriate health insurance.

**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, please inform the Health Centre. It is important this insurance is recognised in the UK.

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

### **Dental Care**

Routine dental care and orthodontic treatment is not easily available on the NHS, and should be wherever possible, 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 want to continue with their own personal arrangements to cover their child's dental treatment in an emergency.

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.

### **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.

### **Medical records**

Pupil medical records are stored at Stonyhurst in locked cabinets with only Doctors and the Health centre team having access to these records.

Health records are securely archived on those of pupils who leave Stonyhurst and are stored until their 25th birthday, where they are disposed of in line with the College confidential waste procedures. The only exception to this is where a Safeguarding concern has been evident during a student's time at Stonyhurst and in this event their record will be kept indefinitely.

### **Medicines and Health Provision for Off-Site Visits and Trips**

First aid kits are maintained by the Health centre team and will be provided for staff to carry during off site visits/trips. Any treatment or medication administered off site is to be recorded, health centre staff are to be informed and the medical files of any pupil treated updated upon their return. Staff supervising trips will request medical information for the pupils attending the trip from the health centre team prior to the trip and will receive administration of medication training if required. Staff responsible for taking pupils on trips and off-site visits are First Aid trained. All staff are made aware of the Stonyhurst Cross Campus First Aid Policy during induction and can access this on the college intranet.

### **Crutches, Wheelchairs and other Medical Aids**

Any Boarder who needs to use crutches, a wheelchair or other medical aids will be assessed as part of the care plan drawn up. A risk assessment will be completed to ensure the appropriate safe use of the equipment and identify where additional support may be required. We reserve the right to move a Boarder to an alternative boarding area on the ground floor, if it is in the best interests of their safety and care plan.

### **Pupils with Individual Health Needs**

The Health Centre nursing staff liaise and work closely with parents with key external stakeholders, such as specialist nurses and doctors, in relation to pupils who have long-term conditions or particular health needs.

With parental consent, appropriate staff are made aware of any Pupils in their year group who have individual healthcare needs and/ or any long-term conditions. Brief information about a pupil's medical conditions and pupil specific care plans are available on the school Teams Application. This is to raise staff awareness of any additional needs whilst also maintaining pupil safety in school or when travelling off site on external visits.

Individual Health care plans (IHCP) are securely stored in the pupil's medical record. These IHCP are shared with boarding and key teaching staff to maintain a student safety in school and provide continuity of care.

It is the responsibility of parents to update the Health Centre staff of any changes in their child's condition, medication or care. Where alterations need to be made, an IHCP will be updated and a copy will be shared with key staff at the earliest opportunity, raising their awareness to the changes.

IHCs are completed in conjunction with specialist nurses, doctors, the nursing team, parents and the pupil.



## **Asthma**

Most pupils with asthma 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 the pupil's name and should only be used by the pupil they have been prescribed for.

Staff taking pupils on school trips must make themselves aware of pupils in their group with Asthma (as per the School Trips Policy) and contact the Health Centre for advice on the individual management of pupils with Asthma, under their care.

A generic Asthma inhaler is stored at the health centre. All boarders with a diagnosis of Asthma have spare inhalers located in the health centre. If a pupil is feeling unwell, they must always be accompanied to the Health Centre. In the event of extreme breathlessness, Health centre staff should be contacted and asked to attend the location of the pupil. All Staff should be aware of the Schools Asthma policy and complete annual Asthma training.

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

The Health Centre keeps Playroom/House staff and departments informed regarding pupils with acute allergic response. College pupils prescribed Adrenaline auto-injectors keep this medication on their person. SMH pupils will have an auto-injector kept in a safe and readily accessible place. Generic emergency auto injectors are available at the Health Centre, in the Refectory and SMH reception. If a pupil becomes symptomatic, they must be accompanied to the Health Centre. In the event of a severe reaction, treatment should be given immediately and Health centre staff contacted to attend the location of the pupil.

Staff with a responsibility for pupils with a diagnosis of Anaphylaxis should be aware of the Schools Allergies policy and complete annual Anaphylaxis training.

## **Diabetes**

Most pupils with diabetes take charge of their medication. Pupils are required to carry their own emergency kit (containing blood glucose monitoring machine and dextrose). If a pupil is feeling unwell, they must be accompanied to the Health Centre. Staff with responsibility for pupils with a diagnosis Diabetes should be aware of the Schools Diabetes policy and complete annual Diabetes training.

## **Epilepsy**

The Health Centre informs Playroom/House staff and departments regarding pupils with Epilepsy. Rescue medication for SMH pupils, in case of an Epileptic seizure, is kept at the Health centre. Health centre staff should be contacted to attend the pupil's location should they commence with a seizure. Staff responsible for pupils with a diagnosis of Epilepsy should be aware of the Schools Epilepsy policy and complete annual Epilepsy training.

## **Promotion of health and wellbeing**

The Health Centre is involved in the promotion of health and wellbeing in school. 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, Infection control / Hand Hygiene, Sun safety, Self-care, how to use different health services. The Health Centre team also deliver PSHE sessions within the school programme.

## **Special cases**

In cases of extraordinary disease such as a Pandemic this policy may be adjusted to coincide with current advice from the National Institute for Health Protection (formally PHE), NHS and the World Health Organisation. Advice may also be sought from the BSA consultant on school nursing matters.

