



## **ATTENDANCE AT THE MEDICAL CENTRE POLICY**

**(see also Head Injuries Policy)**

Is the injury the result of an accident or is the attendance due to illness?

### **1. Accident/ Injury (where accident /injury is to the head see Head Injuries Policy)**

#### **Questions Asked**

- What happened to cause the injury?
- High or low impact?
- Where does it hurt (anywhere other than the injured area) / how are you feeling?
- Where did the accident take place?
- Were there any witnesses to the accident?
- Pupil asked and database checked for relevant medical history, previous attendance and medical consent.

#### **Nursing Assessment**

- Area of injury assessed for obvious abnormalities (bleeding/bruising/deformed bone structure/loss of consciousness/pain/swelling).
- Nature of injury to specific area assessed (e.g. can pupil weight-bear? Is there a normal range of movement?)
- If any clotting problems arrangements made to take pupil to Accident & Emergency.
- **AMBULANCE CALLED** if the injuries are life threatening or pupil needs urgent medical attention.

#### **Treatment (including emergency action)**

- Ambulance called /arrangements made for pupil to go to Accident & Emergency.
- Next of kin/parents/guardian contacted to inform of accident and where appropriate arrangements made to accompany the pupil in an ambulance or meet at hospital. If a parent is unable to accompany the pupil, he is accompanied by a member of staff (during the hours of 10 a.m. and 5 p.m. this will be a member of the Medical Centre staff if available). A boarder is always accompanied by a member of staff.
- If the pupil is a boarder boarding Housemaster also informed.

- Relevant school office informed if the pupil is taken off or leaves the school premises and/or if a pupils' parents have been contacted.
- Pain relief administered as appropriate.
- Ice administered as appropriate.
- Dressings applied as appropriate.
- Medical record updated and accident form completed and sent to relevant members of staff including the Chief Operating Officer. If the injury is significant (i.e. needing more than simple first aid) the form is sent to the school office, Head of School, the year Head and form tutor.
- Consideration given for further review by GP.

## **2. Illness**

- Pupils are encouraged to attend the Medical Centre out of lesson times. If attending during a lesson a note of permission from the teacher is required.
- On arrival at the Medical Centre the pupil signs his name and the time and date of arrival and if relevant a medical consent form authorising the nurse to share information with his parents/guardian and/or Housemaster (if boarder) as appropriate.
- The pupil is taken into a treatment room by a nurse. Pupils are only treated in the corridor in an emergency.
- The nurse speaks to the pupil and examines as appropriate before deciding on a course of treatment.
- If following treatment, the pupil is well enough he signs out and returns to class. If the pupil is in the Junior school he is given a Medical Centre attendance slip to register with the school secretary before returning to class.
- If a day pupil is too unwell to remain in the College the nurse contacts his parent/guardian to collect him and he remains in the Medical Centre under the care of the nurse until collected. If authorised by a parent/guardian and assessed safe to do so the pupil travels home unaccompanied and telephones the Medical Centre on arrival home.
- The relevant school office is informed if the pupil leaves the premises and/or if a pupil has visited the Medical Centre for whatever reason (specific information regarding the reason for the visit will be shared subject to any duty of confidentiality)
- If the pupil is a boarder and is too unwell to return to lessons he is cared for in the Medical Centre. If well enough he returns to the boarding house at the end of the school day. Otherwise the pupil remains in the Medical Centre overnight with the on-call nurse.

- At the end of each day an email is sent to any relevant boarding house detailing the pupils' attendance, diagnosis and treatment.
- The nurse updates the medical records if possible while the pupil still in attendance and notifies parents/guardians of any medication administered.
- The visiting GP reviews boarding pupils or in an emergency day pupils. A boarder may request to see the doctor at any of the sessions.

### **Medical appointments outside Dulwich College**

Boarding pupils who have planned hospital, dental or optical appointments are transported by a member of the Medical Centre staff. Day pupils are transported by a parent or guardian. Pupils are signed out on leaving the College and signed back in on return.

### **Confidentiality**

Nurses and Medical Centre staff respect pupils' rights to privacy and confidentiality and owe a duty of confidentiality to those who receiving care. Consequently, the sharing of information relating to a pupil's care is done so responsibly, on a need to know basis only and in accordance with the guidelines set out professionally and in this policy. All personal data provided must be safeguarded and processed in accordance with the College's Privacy Notice and the Data Protection Act 2018 (and other relevant data protection legislation).