GIGGLESWICK
SCHOOL

Provision of Medical Care Policy

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Contents

1 INTRODUCTION 4

2 THE WELLBEING CENTRE AND OTHER MEDICAL SERVICES 4

2.1 Principles of Care 4

2.2 Intimate Care 6

2.3 Treatment Times 6

2.4 Prep School Pupil Illness during the School Day 6

2.5 Visiting Ill Friends 7

2.6 Discipline 7

2.7 Off Games 7

3 THE SCHOOL GP 7

3.1 Confidentiality 7

4 OTHER SERVICES 8

4.1 Physiotherapy 8

4.2 Counselling 8

4.3 Event Medical Services 8

4.4 Care of Teeth 8

4.5 Immunisation & Vaccinations 8

4.5.1 Tetanus, Diphtheria, Polio and Meningitis ACWY 8

4.5.2 The Human Papilloma Virus (HPV) 8

4.5.3 The National Immunisation Programme 8

4.5.4 Malaria 9

5 INFORMATION REQUIRED FROM PARENTS/ GUARDIANS 9

5.1 Infectious Diseases 9

6 PROCEDURES FOR MANAGING MEDICATION 10

6.1 Prescribed and Non-Prescription Medicines in the Prep School 11

6.2 Senior School 11

6.3 Self-Medication 12
6.4 Supplements 13
7 PANDEMIC INFLUENZA 13
8 ANAPHYLAXIS: ADRENALINE AUTO-INJECTORS 13
8.1 In the Prep school 14
8.2 In the Senior school 14
APPENDIX A MEDICAL CONFIDENTIALITY AND INFORMATION SHARING 15
A1 Introduction 15
A2 Policy Statement 15
A3 Scope 16
A4 Aim 16
A5 Definitions 16
A6 Consent 16
A7 Disclosure of information without consent 16
A8 Information Sharing Procedures 17
A9 References and key documents 17
APPENDIX B RISK ASSESSMENT FOR SELF-MANAGEMENT OF MEDICATION BY PUPILS 18

1 INTRODUCTION

This policy document describes the means by which Giggleswick School ("the School") supports pupils with medical needs. It sets out the School's medical protocols, including the management of pupils' medicines. It has been developed in accordance with guidance set out in Managing Medicines in Schools and Early Years Settings (DfES/DoH, 2005), which draws on existing legislation.

The School does not discriminate against pupils who have disabilities, which for the purposes of this document includes those with medical needs, with respect to their access to the curriculum and participation in co-curricular activities.

Most pupils will at some time have short-term medical needs, such as having to complete a course of antibiotics. A few pupils, however, will have long-standing medical needs and may require medicines indefinitely to keep them well; for example, pupils with well-controlled epilepsy. Other pupils may require medicines in particular circumstances, such as those with severe allergies who may need an adrenaline injection, and those with severe asthma who may have a need for daily inhalers, plus additional doses during an attack.

Pupils with medical needs are expected to attend school regularly and take part in normal activities, with, in some cases, individual support provided as necessary. Provision is also made available should a pupil require their medication while on school trips away from the School. Teaching staff and other adults in positions of responsibility may need to take extra care in supervising some activities to make sure that these pupils, and others, are not put at risk.

2 THE WELLBEING CENTRE AND OTHER MEDICAL SERVICES

The Wellbeing Centre, staffed by registered and appropriately qualified personnel, provides care for pupils during term time. Treatment, advice and support is offered to enable pupils to maintain their physical and emotional well-being during their time at the School. Parents wishing to discuss their child's particular medical needs, or to see the medical facilities provided, are welcome to contact staff at the Wellbeing Centre at any time.

The Wellbeing Centre provides a 'drop in' service for all pupils during the pupil's official break times and the centre will be notified if Senior House Staff (SHS), Resident Tutors or Matrons have granted permission for a pupil to attend outside of these times.

It is run by the School Nurse who is responsible to the Assistant Head (Pastoral) Health care on a day-to-day basis is supervised by the School Nurse All pupils and staff, especially new pupils and employees, are made aware of the location of the Wellbeing Centre. It is situated in Style Carpark. It is reached on 01729 893084.

2.1 PRINCIPLES OF CARE

Pupils in the Senior School must attend the Wellbeing Centre for treatment for all illnesses and members of staff must seek to ensure that pupils do so wherever appropriate. Pupils who require medical treatment should, in the first instance, see their House Matron or SHS who can triage cases and send those who require further care to the Wellbeing Centre. Pupils should only go directly to the Wellbeing Centre in an emergency, if they are unable to locate their Matron, or where they have fallen ill during a lesson or activity in which case they will be escorted by a member of staff .

The Wellbeing Centre staff examine all cases of sickness referred to them and record the examination and treatment (if any) electronically using the School's MIS, iSAMS (Medical

Centre Module). Members of staff and pupils must follow any advice given by the Wellbeing Centre staff.

When pupils are admitted to the Wellbeing Centre for illness/injury, staff will contact parents or guardians as soon as is reasonable. This may, in certain circumstances, be delegated to SHS.

In the event of illness of a Senior School day pupil while at school, the Wellbeing Centre staff will inform parents as soon as possible, and wherever possible and practical, pupils should be collected and taken home.

If a day pupil is unwell, they should not come into school. Parents should follow the guidance in the Attendance Policy and Government Guidance published by the NHS (and shared with parents by the School) *Is my child too ill for school?* and inform their child's SHS and School Reception on the day of absence. They should contact their family General Practitioner if necessary.

Day pupils should continue to register with their own GP at home. Although the facilities and services at the Wellbeing Centre will always be made available to day pupils who become ill or are injured while at school, it is expected that for all routine and non-emergency medical care the pupil's own GP will be consulted. Day pupils who develop illnesses or injuries away from school and are unable to participate in activities, are required to have their Parent/guardian contact their SHS providing the necessary reasons and requests. If appropriate, this will then be relayed to the Wellbeing Centre, who oversee the "OFF GAMES" list.

It is requested that all new pupils are up-to-date regarding necessary boosters in accordance with the UK childhood immunisation programme. Parents are asked to inform the Wellbeing Centre in writing of all immunisations administered elsewhere during their child's time at school.

Parents are expected to arrange eye tests and routine dental checks for their children during the school holidays. As it is not possible to be registered for NHS treatment with more than one dentist, emergency treatment can only be provided privately. The school is not responsible for arranging transport to dental or optical appointments.

The Wellbeing Centre does not arrange referrals for orthodontic treatment.

Special arrangements may need to be made for a pupil with long-term medical needs, including one who has to attend hospital appointments on a regular basis. It may be appropriate to develop a written health care plan for such a pupil, involving the parents, the School GP, other relevant health professionals, the SHS and Matron. It is recognised that inadequate support for a pupil's medical needs may have a significant impact on the way he or she functions in and out of school. The impact may be direct in that the condition may affect his or her cognitive or physical abilities, behaviour or emotional state.

Some medicines may also affect learning, leading to poor concentration or difficulties in remembering. A health care plan would include details of the pupil's condition, special requirements (like dietary needs), possible side effects of any medicines, what constitutes an emergency, what action to take in an emergency, what not to do in the event of an emergency, who to contact in an emergency and the role teaching staff can play.

If a pupil requires emergency medical treatment while under the School's care, every effort will be made to obtain a parents' consent (or that of the pupil if aged 16 or over) beforehand. However, should the School be unable to contact a parent, and delay in receiving treatment might prove serious, the Headmaster or SHS, acting on the parents' behalf, is authorised to provide the necessary consent for urgent treatment (including anaesthetic or operation) recommended by a doctor.

For any non-essential/urgent medical/health appointments that the School is required to take pupils to, the School will charge mileage and associated staff costs on school bills. The School does continue to provide care/transport and accompanying staff for pupils requiring emergency/urgent treatment (both medical and dental), GP appointments and other ongoing treatment associated with school-related issues as necessary.

2.2 INTIMATE CARE

The School is committed to ensuring that all staff responsible for the intimate care of children will undertake their duties in a professional manner at all times. We recognise that there is a need to treat all children with respect when intimate care is given. No child should be attended to in any way that causes distress, embarrassment or pain.

Intimate care is any care which involves washing, touching or carrying out an invasive procedure (such as cleaning up after a child who has soiled him/herself) to intimate personal areas. In most cases such care will involve procedures to do with personal hygiene and the cleaning of equipment associated with the process as part of a staff member's duty of care. In the cases of specific procedure only staff suitably trained and assessed as competent should undertake the procedure.

The management of all children with intimate care needs will be carefully planned. The child who requires intimate care is treated with respect at all times; the child's welfare and dignity is of paramount importance.

Individual intimate care plans will be drawn up for particular children as appropriate to suit the circumstances of the child. Each child's right to privacy will be respected. Careful consideration will be given to each child's situation to determine how many carers might need to be present when a child is toileted. Where possible one child will be catered for by one adult unless there is a sound reason for having more adults present. If this is the case, the reason should be clearly documented.

Intimate care arrangements will be discussed with parents/carers on a regular basis and recorded on the child's care plan. The needs and wishes of children and parents will be taken into account wherever possible within the constraints of staffing and equal opportunities legislation.

The Intimate Care Policy for the Prep School and Personal Care Policy for the Pre-School can be found on the respective school website pages.

2.3 TREATMENT TIMES

For all routine matters pupils should attend the Wellbeing Centre at the following times:

- Monday to Friday 08.00-17:00
- Saturday 09:00 -18:00

The Wellbeing Centre closes at 18.00, except on match days, when it *may* remain open until all pupils have returned from fixtures. This will be decided by the Sports Staff and School nurse . Any pupil requiring attention after this time must see House Staff.

2.4 PREP SCHOOL PUPIL ILLNESS DURING THE SCHOOL DAY

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 the Wellbeing Centre, contact with parents will be made as soon as possible. Boarding pupils will be cared for by Wellbeing Centre staff and an assessment made as to their condition. If they are well enough to be looked after in house, they will be discharged under the care of SHS and Matron.

2.5 VISITING ILL FRIENDS

Pupils may visit a friend in the Wellbeing Centre at the discretion of the nursing staff. Pupils must ask permission to visit and inform their SHS.

2.6 DISCIPLINE

Pupils in the Wellbeing Centre, either at a surgery as a visitor, or as an in-patient, must follow the nursing staff's instructions. Generally, mobile phones and laptops are not allowed so that pupils may rest and recuperate. If the nurses feel it will not impact on their recovery, laptops may be permitted to continue academic work.

2.7 OFF GAMES

Pupils who are off games are listed on the iSAMS off-games list. Those pupils should then report to the Sharpe Library during games periods and sign in on the appropriate sheet. Alternatively, pupils may rest back at house if the nursing staff deem this to be safe and appropriate. The nurse will also contact the relevant members of staff.

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

3 THE SCHOOL GP

All full boarding and weekly boarding pupils must be registered under the National Health Service with the Local GP Surgery at Townhead in Settle. This entitles them to receive all services provided by the local surgery (Town Head, Townhead, Settle, BD24 9JA). Day pupils and three-night flexi boarders should normally remain registered with their family General Practitioner.

If medical treatment is required during the school holidays, a pupil registered with the School GP can make an appointment to be seen at the surgery. During periods away from school, pupils registered at Townhead may see another GP on a temporary basis. It is important that those pupils register as a 'temporary resident' to avoid the recall of their NHS records. Specialist medical consultations and treatment are normally provided during term time under the NHS in local hospitals.

If parents have any queries about health, or medical inquiries about their children, they should get in touch directly with the nursing staff at the Wellbeing Centre.

3.1 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 Wellbeing Centre 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.

Further details about the School's policy on information sharing and confidentiality is contained in Appendix A to this policy.

4 OTHER SERVICES

4.1 PHYSIOTHERAPY

The School engages the services of Mrs Linda Middleton BSc (Hon) MCSP, ACPSEM, SR Physiotherapist. She runs a clinic at the Wellbeing Centre once a week and appointments are managed via the Wellbeing Centre Staff. Charges are placed on the School bill once parental consent has been gained (unless parents specify they would like to pay in another way).

4.2 COUNSELLING

The School has a wide and supportive pastoral team, and pupils will always have access to them as well as access to Wellbeing Centre staff and the Independent Person.

The School also has a part-time Counsellor/Psychotherapist. Referrals are made to the Wellbeing Centre via the SHS or Assistant Head (Pastoral) . Appointments are managed by the Wellbeing Centre Staff and take place in the Wellbeing Centre. Pupils receive an initial course of counselling after which a charge will be made to parents. Parental consent will be requested prior to charges being made.

4.3 EVENT MEDICAL SERVICES

The School occasionally employs a private company, Event Medical Services, to provide emergency first aid treatment at 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 Wellbeing Centre.

4.4 CARE OF TEETH

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 can be registered privately with a local dentist. The local dentists will deal with dental emergencies but only on a private basis.

4.5 IMMUNISATION & VACCINATIONS

4.5.1 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.

4.5.2 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 parents and guardians at the appropriate time.

4.5.3 THE NATIONAL IMMUNISATION PROGRAMME

The vaccine against influenza is given on an annual basis and we take reference from 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. NHS nurses deliver the vaccination within school hours during the Autumn term for pupils in Reception to Year 7.

4.5.4 MALARIA

Malaria prophylaxis is supplied for pupils travelling to countries where this is recommended. This is not prescribed free under the NHS, and parents should therefore make arrangements for this to be issued privately.

5 INFORMATION REQUIRED FROM PARENTS/ GUARDIANS

There are important documents that must be completed in full by parents/guardians and submitted to school prior to a pupil's first day.

Admissions will send out the relevant documents to be completed by parents/guardians – these are in the form of an electronic questionnaire. Information submitted by parents/guardians is then passed to the Wellbeing Centre staff who enter information on iSAMS. Pupils with specific medical conditions, allergies or needs will have individual care plans written by the Wellbeing Centre. The nursing team may request further information from parents/guardians at this point.

At the Prep School, the following online forms should be filled out as part of the admissions process prior to starting:

- Medical & Allergies Form
- Prep School Registration Form

5.1 INFECTIOUS DISEASES

Pupils must be fully recovered and medically fit prior to returning to school if they have had or been in contact with any infectious disease. Local and national guidance should be followed. These include:

- Chicken pox
- COVID-19
- Diarrhoea
- Ebola
- German Measles
- Hepatitis
- Influenza
- Measles
- Mumps
- SARS
- Scarlet Fever
- Whooping Cough

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

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 nursing staff if their child has had any medical treatment while away from School.

6 PROCEDURES FOR MANAGING MEDICATION

Many children will need to take medicines during their time at school. It is clear that boarders need to have such medicines kept at school on their behalf and made available to be taken at appropriate times. However, such medicines should only be brought to school by a day pupil when absolutely necessary; that is where it would be detrimental to the pupil's health if the medicine were not administered during the school day. It is therefore helpful, where clinically appropriate, if medicine is prescribed in dose frequencies that enable it to be taken outside school hours. Parents of day pupils are encouraged to ask the prescriber about this. Even medicine that needs to be taken three times a day could possibly be taken in the morning, after school hours and at bedtime, and thereby kept at home. Similarly, any boarding pupil, for whom provision must clearly be made to take medicines while on school premises, should if at all possible have that medicine administered at the start or end of the school day so that the medicine remains at all times either in the house or in the Wellbeing Centre.

It is accepted, however, that there are circumstances where a pupil does need to take medicine during the school day. This will usually be for a short period only; perhaps to finish a course of antibiotics or to apply a lotion. Allowing pupils to do this may minimise a period of absence.

Prescribed medicines must be brought to school and kept at all times in the original labelled container, as dispensed by a pharmacist, and carry the prescriber's instructions for administration (the 'patient's information leaflet'). Details should include:

- name of pupil
- name of medicine
- dose
- method of administration
- time and frequency of administration
- any side effects
- expiry date

Proprietary non-prescription ('over the counter') medicines and other homely remedies must also be brought in and kept in the original container with the manufacturer's instructions for use.

We need to add a whole section on Controlled Drugs and on Medication brought by International Students

Controlled Drugs
Controlled drugs should follow all the above guidelines for labelling but additionally when brought into the school they must be signed into the controlled drug book in the house by two people. When controlled drugs are returned to the family this also requires two people to sign them out in the controlled drug book. Each time a controlled drug is administered it needs to be counted, and the count updated in the controlled drug book. It then needs to be documented in iSams that it has been administered. Both steps are necessary. No students may self-administer controlled drugs while at school. All controlled drugs are to be kept in a locked box that isn't removable inside a locked cupboard or locked room.

International medications Any medication administered to a young person in school needs have a prescription or letter in English from a medical practitioner. The medication needs to be labelled in such a way that you can discern what it is, expiry date, who prescribed it and administration guidance. Without this we cannot administer the medication. The medication also needs to be compliant with NICE and BNF (British National Formulary) guidance. If it is not then it cannot be administered at school and a GP appointment will be made so that the GP can make a judgement on whether the medication is suitable, whether an alternative medication compliant in UK is an option or whether the medication prescribed abroad in not

deemed suitable for the student in this country. This applies to prescribed and none prescribed medications, including supplements.

Professional guidance on the safe and secure handling of medicines (rpharms.com)
Overview | Controlled drugs: safe use and management | Guidance | NICE
https://www.rcn.org.uk/-/media/royal-college-of-nursing/documents/publications/2020/january/009-018.pdf?la=en
The Misuse of Drugs (Safe Custody) Regulations 1973 (legislation.gov.uk)

6.1 PRESCRIBED AND NON-PRESCRIPTION MEDICINES IN THE PREP SCHOOL

The Prep School can administer prescribed and over the counter medication with written consent given by parents. With the exception of asthma inhalers, Prep School pupils should not bring medication 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. Pupils requiring the administration of any 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 include the time, date and amount of medicine last administered by parents, and the amount to be administered by the School. 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.

6.2 SENIOR SCHOOL

Pupils may not have prescribed medication in their possession without permission from the Wellbeing Centre nurses and the agreement of SHS.

Parents are asked to ensure that SHS are aware of courses of medication prescribed by their home doctor. One possible exception is, for example, the contraceptive pill where the issue of confidentiality must be respected; however, parents and pupils are reminded that it is best practice to inform the Wellbeing Centre about any prescribed medication and they will have to complete a self-medication/medication form.

Medication bought without prescription (including herbal medicine): parents and pupils must inform SHS if such medication is brought to school and must complete a self-medication form. The Wellbeing Centre needs to be aware of all medication that pupils are taking to advise on any potential drug interactions.

Medication is usually dispensed from the House staff one dose at a time. Any exceptions to this are at the discretion of the nurse and include:

- 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 can complete a self-medication/ medication form and it can be supplied by house staff.
- Anti-inflammatory tablets – pupils can request them from house staff as required.
- There are other particular exceptions – such as a course of anti-malaria tablets, iron tablets – but Senior House Staff and the Medical Centre nurse must always be informed of such exceptions.
- Any medication prescribed for pupils in Years 7 and 8 will be kept by the Catteral Matrons and dispensed accordingly (medication form must be completed).

Long-term treatments, such as medication for asthma or allergies, are monitored by the Wellbeing Centre nurses and SHS for full and five-night boarders, but pupils will normally be expected to take personal responsibility for such treatments.

SHS 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 SHS in consultation with the Wellbeing Centre.

6.3 SELF-MEDICATION

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

The School aims to support pupils who are willing and able to take responsibility for managing their own medicines and who fully understand the dangers of misuse, and regards this as good practice.

A pupil's ability to self-medicate is assessed on their age and their competency. The School Wellbeing 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.

The Wellbeing Centre works closely with the Houses to support pupils to self-administer where appropriate[1]. It must be accepted by all concerned that medicines may be harmful to anyone for whom they are not appropriate. The School recognises its legal obligation[2] to assess the risk of misuse of prescribed and non-prescribed medicines kept by its pupils. Details of this assessment, which must be undertaken in every instance, are set out at the end of this document in Appendix B.

The final decision on whether or not a pupil may carry or keep medicine while at school must rest with the Wellbeing Centre staff. They will need to take into consideration the safety of other children and medical advice from the prescriber in respect of the individual child. All medications prescribed and brought onto campus will be assessed. If this medication could be detrimental to the pupil's physical or mental health if a "second dose was accidently taken" or if it fell into the wrong hands, regardless of age, the medication will be classed as a "Not suitable for self-administration" medication. This will automatically be reflected as such in the inhouse risk assessment, and appropriate provision will be made to ensure the mediation will available for the pupil to have as prescribed under supervision of the SHS or other house staff.

This is the same for Day and Boarding pupils.

All Parents and Pupils must be aware that no medication containing paracetamol or ibuprofen may be brought onto school premises. This is to ensure that no pupil will accidently receive an "overdose" as the administration of these medications are strictly controlled by Matrons, House Staff and the Wellbeing Centre. Undeclared medication can pose a serious threat to the pupil's, and other pupils', health (if shared).

Senior School pupils may only have medication in their possession with the permission of the School Wellbeing 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.

[1] All SHS, Resident Tutors and Matrons have to complete the Educare Course "Administration of Medication in Schools".
[2] National Minimum Standards for Boarding Schools, Standard 7.6 (DfE, September 2022)

6.4 SUPPLEMENTS

The School subscribes to the principle that *food is first*. The School does not support the use of dietary supplements by its pupils; pupils will not be permitted to use sports supplements at school without the prior written approval of the Director of Sport. Only in certain circumstances, with the approval, direction and guidance from the Director of Sport may a pupil use sports supplements at school.

The School's position regarding supplements is, therefore, as follows:

- If the guidance contained within the Sports Supplements Policy is followed, pupils at school do not need to take any form of dietary/weight training supplements.
- Should a pupil be part of an elite academy, development programme or under the supervision of the School's Elite Sports Programme, then they are permitted to take certified supplements only. They are not permitted to take any other form of supplementation e.g. Creatine, HMB etc. Permission must be given by the Director of Sport.
- No pupil under the age of 16 should be taking any form of protein or other supplementation. If any such supplements are found by their SHS or House staff, they can expect them to be confiscated and returned to their parents.

Should any pupil or parent wish to discuss the School's position on any of the above, or discuss their own personal situation, please contact the Director of Sport on ecbuck@giggleswick.org.uk. Further details can be found in the Sports Supplements Policy.

7 PANDEMIC INFLUENZA

In line with recommended practice, the School has a contingency in place for a possible future flu pandemic. 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 PSHE 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 should not return to school after holidays or Exeats until they are fully recovered. 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).

8 ANAPHYLAXIS: ADRENALINE AUTO-INJECTORS

Severe anaphylaxis is a time-critical situation: delays in administering adrenaline have been associated with fatal reactions. All Adrenaline auto-injector devices, including those prescribed to the pupil themselves, as well as any spare AAI(s), must always be accessible in a safe and suitably central location e.g. school office or staffroom, and NOT be locked away in a cupboard or kept in an office where access is restricted.

AAIs should not be located more than 5 minutes away from where they may be needed. In the Senior School, emergency anaphylaxis kits containing Adrenaline AAI's are located in the Wellbeing Centre, main dining hall, and Senior School staff room in the kitchen cupboard. These kits are for use in an emergency situation.

Current guidance from the Medicines and Healthcare products Regulatory Agency (MHRA) recommends that two AAI devices are prescribed, which pupils should have available at all times.

Any pupils with this medical need will have a care plan. If pupils are on school trips, the Trip Leader will ensure that the pupil has their pen(s) with them at all times. Staff are trained on an annual basis on how to administer AAIs.

8.1 IN THE PREP SCHOOL

AAIs should either be kept in the classroom, or in a safe and suitably central/accessible location nearby along with the pupil's care plan. AAIs should not be located more than 5 minutes away from where they may be needed.

Pupils/families may forget to send the AAI(s) into school, so parents are asked to request a second prescription that can be kept in school during term time. However, children at risk of anaphylaxis should always have access to AAI(s), so parents/guardians need to ensure AAI(s) are available for the journey to/from school.

8.2 IN THE SENIOR SCHOOL

Pupils should be encouraged to be independent and keep their own prescribed AAIs with them at all times together with their care plan. The pupils need to make teaching/house staff aware as to the location of the AAI's at the beginning of the lesson/day to ensure there is no delay in administration of the medication should an emergency arise.

APPENDIX A MEDICAL CONFIDENTIALITY AND INFORMATION SHARING

A1 INTRODUCTION

Sharing information is vital in safeguarding pupils and promoting their continuing health and welfare/wellbeing. It enables the pupil to receive the most appropriate care at the right time.

The Nurse working at the Wellbeing Centre is employed by the School but practice within their professional responsibilities and NMC code of conduct.

All staff working in the Wellbeing Centre are subject to the Common Law Duty of Confidentiality (DoH 2003) and must abide by this. Nursing and medical staff adhere to professional Codes of Conduct which make them accountable to children and young people to offer confidential health advice and treatment (GMC 2006, NMC 2013). Any other Health Care Professional working as a contractor at Giggleswick, including the Physiotherapist and Counsellor, should also be expected to adhere to these guidelines and within the scope of their professional code of conduct.

Health care practitioners and those involved in the care of pupils need to gain permission from the pupil before sharing information with others, unless seeking this will place the pupil at risk of harm. The Nursing and medical Codes of Conduct emphasise the importance of obtaining a patient's consent before personal information is disclosed (GMC 2006, NMC 2015).

Children and young people are entitled to the same duty of confidentiality as adults provided they have the ability to understand the choices and consequences. Confidentiality is one of the key issues that young people report influences their use of health care services (DoH 2004 3.2).

All staff have a duty to understand and meet their legal responsibilities towards those they are caring for in accordance with The Children Act 1989. The pupils have a right to expect that information about them will be appropriately held in confidence by staff. In issues relating to Safeguarding, staff have a duty to share information without consent although the pupil should be informed and involved in the process.

This appendix outlines the procedures and principles for sharing information and confidentiality to meet the individual's needs for care, in accordance with government expectations and legislative requirements (DoH 2004).

This appendix should be read in association with the School's Safeguarding Policy.

All pupils registered with Townhead Surgery will have their data shared, within the scope of Medical Care, with GDPR in mind and always in the best interest of the Pupil.

A2 POLICY STATEMENT

Registered Nurses at the Wellbeing Centre will work within their Code of Professional Conduct in offering all pupils a confidential service. Information will be shared outside the team with the knowledge and consent of the pupil. If consent is refused this will be respected unless the individual practitioner considers the pupil or another person's welfare or safety to be put at risk by non-disclosure. If information is shared without consent, the pupil will be informed of this.

Parents, SHS, Matrons and other school staff will share relevant information about the pupil with staff at the Wellbeing Centre, with the knowledge and consent of the pupil, to ensure safety and continuity of care.

A3 SCOPE

This appendix applies to all staff members that have a duty of care for the pupils at the School.

It is applicable to all pupils at the School and is relevant to all parents of pupils at the School.

A4 AIM

The aim is to clarify the responsibilities of health care practitioners, SHS, Matrons and parents in sharing information:

- To ensure the medical and nursing staff maintain access to information about a pupil when they have been referred to another professional until they are satisfied that appropriate action has been taken.
- To protect the rights of young people, in statute and common law, to make their own decisions about procedures and treatment and to have those decisions kept confidential.
- To protect the rights of health care professionals by ensuring they act within the law when disclosing or not disclosing information in all circumstances.
- To identify when a child has particular needs and to seek advice about those needs in order to promote the child's wellbeing and welfare.
- To identify when a pupil might be at risk of harm and therefore in need of protection, and to ensure appropriate action is taken promptly to safeguard the child.
- To comply with GDPR guidance at all times.

A5 DEFINITIONS

For the purpose of this annex:

Information-sharing refers to the exchange of information about an episode of treatment, an investigation or an interaction that a pupil has undergone or will undergo associated with their physical, mental and/or emotional welfare. This interaction will take place between a health care professional and a SHS, the School Designated Safeguarding Lead (DSL), a Matron, parent, other relevant school staff or another health care agency.

Confidentiality is about protecting information given to you and using it only for the purposes it was intended.

A6 CONSENT

The permission of pupils needs to be sought, where appropriate, before sharing information with others, unless seeking this will place the child at risk of harm (DOH 2004). This means that staff within the Wellbeing Centre will not disclose information without the informed consent of the pupil concerned, unless there are statutory grounds and an overriding justification for doing so.

Any member of staff who seeks consent from a pupil to share information with others will explain the reason for doing so. There will be a recording of the consent given.

The disclosure of personal information by Medical Centre staff without consent must be justifiable on statutory grounds. If information is disclosed without consent, then details will be recorded about this (DOH 2003).

A7 DISCLOSURE OF INFORMATION WITHOUT CONSENT

Keeping children safe from harm depends on professionals and others sharing information. There may be a conflict between the need to share information and the normal duty of confidentiality. The common law permits the disclosure of confidential information necessary

to safeguard a child in the public interest: that is, the public interest in child protection may override a person's right to confidentiality.

Article 8 of the European Convention on Human Rights states that disclosures of information must be justifiable in each case. The Data Protection Act allows for disclosure without consent for the purposes of the prevention of detection of crime or the apprehension or prosecution of offenders.

Disclosure of information without consent should be appropriate for the purpose and only to the extent necessary to achieve that purpose.

A8 INFORMATION SHARING PROCEDURES

Pupils living in a Boarding School cannot receive the same degree of autonomy relating to confidentiality, in matters relating to their health, as they would in a Primary Care setting. This is from the recognition that those providing their day-to-day care have a responsibility to the institution that is the school in ensuring not only the pupil's safety but also the safety of others.

The four main areas of information sharing and an 'institutional need to know' are:

- Medication.
- Where pupils are – the School needs to account for where pupils are at all times. Pupils' attendance at the Wellbeing Centre will be confirmed if requested although the reason will not, except with the pupil's knowledge and consent; similarly with the on-site Physiotherapy service.
- If a pupil is admitted to the Wellbeing Centre under the influence of alcohol or illegal drugs the Deputy Head/DSL will be informed. The Deputy Head/DSL will contact parents about the admission. This is a Safeguarding issue.
- Off Games – pupils cannot have confidentiality about off games decisions. This information is shared to ensure pupils aren't selected for teams when they are identified as being medically unfit. This protects the pupil and the institution.

A9 REFERENCES AND KEY DOCUMENTS

- Department of Health (1989) The Children Act. HMSO, London
- Department of Health (2003a) Confidentiality: NHS Code of Practice
- Department of Health (2004) National Service Framework for Children, Young People and
- Maternity Services
- Department for Education and Skills (2004) Every Child Matter: Change for Children
- Data Protection Act (1998) HMSO
- European Convention on Human Rights (1950)
- GMC (2006) Good Medical Practice
- NMC (2015) Code of Professional Conduct: Standards for Conduct, Performance and Ethics

Key Documents:

- Department for Education and Skills (2006) Information Sharing: Practitioners Guide
- Department for Education and Skills (2006) Information Sharing: Further Guidance on Legal
- Issues
- Department for Education and Skills (2006) The Common Assessment Framework for Children & Young People: Practitioner's guide
- Guide to the General Data Protection Regulation (GDPR), ICO, 2018

APPENDIX B RISK ASSESSMENT FOR SELF-MANAGEMENT OF MEDICATION BY PUPILS

Risks

- The pupil to whom the medicine belongs does not administer the medicine according to the prescribed or recommended dose.
- Medicine that is prescribed to a pupil (or otherwise obtained by the pupil) without parental knowledge is brought to school.
- Medicine is taken by pupils for whom it was not prescribed or otherwise provided.
- Medicine obtained overseas and then brought to school is not familiar — nor are its effects — to medical authorities in the United Kingdom.

Controls

- Parents notify their child's SHS (either in writing or via e-mail) giving details of the medicine they wish their child to keep at school.
- Notification is passed on to the Wellbeing Centre.
- Parents ensure that their child is fully aware of the dangers of medicine being taken by anyone for whom it is not appropriate.
- Any pupil who seeks medical advice without his or her parents' knowledge, and as a result of which medication is prescribed or otherwise obtained must notify the Wellbeing Centre before that medication is brought to school.
- The Nurses will then discuss with the GP who will decide who else should be informed and appropriate course of action.
- Prescribed medicine is brought to school and kept by the pupil at all times in the original labelled container in which it was dispensed by a pharmacist and carries the prescriber's instructions for its administration (including the name of the pupil, the name and dose of the medicine, the date of its expiry and the frequency of administration).
- Lower and Prep School – ALL medications are to be administered by Staff.
- Taking into account the nature and quantity of the medicine, the GP (and/or Wellbeing Centre staff acting on their behalf) and the SHS must all be satisfied that the pupil is sufficiently mature and trustworthy to assume responsibility for keeping and self-administering the medicine while on school premises or otherwise engaged in school activities, after having completed the self-medication form and gained parental consent where appropriate.
- The pupil accepts responsibility for ensuring, to the satisfaction of the SHS, that the medicine he or she is being allowed to keep at school does not fall into the wrong hands.
- The SHS ensures that the pupil has the means of storing the medicine safely and securely in the house, with the pupil, but no one else, having ready access as necessary.

- The SHS regularly monitors the pupil's management of the medicine, particularly its safe and secure storage, while it remains on school premises.

- Parents ensure that date-expired medicine is removed from school and returned to a pharmacy or otherwise safely disposed of.

- Parents ensure that medicine held at school is taken home at the end of each term.