

WHITGIFT SCHOOL

Health Care Policy

Colleagues responsible for this policy:

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Introduction

This healthcare policy provides a clear framework to ensure the safety, wellbeing, and medical care of all students at Whitgift School, in alignment with legal requirements and best practice standards.

Whitgift School's medical practices are evidence-based and follow guidelines and recommendations from the National Institute of Clinical Excellence (NICE), Department of Health (DoH), and the World Health Organisation (WHO). The medical policies are integral to ensuring the health, wellbeing, and safety of students while supporting their learning and development.

Medical policies are designed to address a variety of health-related issues, including first aid procedures, the management of chronic conditions, the administration of medication, and mental health support. The medical policies are closely linked with the safeguarding policies to provide a holistic approach to student care, ensuring that the school environment is not only physically safe but also emotionally supportive for all students. Whitgift School welcomes any student with long-term medical conditions and will ensure that their needs are met so that students can fulfil their full potential in all aspects of school life.

Safeguarding, Both medical and safeguarding policies stress the importance of confidentiality in handling sensitive student information. Proper records of medical treatment, student health issues, and any safeguarding concerns must be securely kept, with only authorised personnel able to access them.

Both safeguarding and medical policies emphasise the importance of staff training. All teaching and support staff receive regular safeguarding training that includes the identification of health-related concerns such as unexplained injuries or sudden changes in behaviour that could signal underlying medical or psychological issues.

Parental Expectations, Parents and guardians are crucial in the implementation of school policies, particularly those related to health, safeguarding, and behaviour. The following outlines key expectations for parents:

- **Communication and Transparency:** Parents are expected to maintain open lines of communication with the school, particularly regarding any health concerns, medical conditions, or special needs their child may have. This includes providing accurate and up-to-date information about their child's health, wellbeing, and emergency contacts.
- **Informed Consent and Participation:** Parents are responsible for providing informed consent for the administration of medication, medical treatment, and the sharing of relevant health information. They are also encouraged to actively participate in the development of their child's health and safeguarding plans, especially when their child has specific medical or psychological needs.

Student Expectations: Students, too, have a role in maintaining a healthy and safe environment, and they are expected to understand and comply with school policies. The following outlines key expectations for students:

- **Health and Wellbeing:** Students are expected to take responsibility for their own health and wellbeing by adhering to medical guidelines and protocols set by the school. This includes following procedures for medication administration, seeking help when feeling unwell, and participating in health-related activities such as physical education, if it is safe to do so.
- **Seeking Support and Reporting Concerns:** Students should feel empowered to seek help if they are feeling unwell, stressed, or unsafe. They are encouraged to talk to staff members, including counsellors, teachers, and medical personnel, about any issues affecting their health or emotional wellbeing. Students are also expected to report any concerns regarding safeguarding, such as bullying or potential abuse, in a responsible and timely manner.

The School's Role in Upholding Parent and Student Expectations within our Policies

The school plays a central role in ensuring that both parent and student expectations are met within the framework of its policies. It is responsible for establishing clear, well communicated policies, providing support for all stakeholders, and creating a safe, inclusive, and well-organised environment that promotes the health, safety, and wellbeing of every student. The school must also maintain transparency, foster collaboration with families, and ensure consistent adherence to these policies.

- **Clear Communication:** The school is responsible for ensuring that all policies, including those related to health, safeguarding, behaviour, and medical care, are clearly communicated to both parents and students. This includes making policies accessible through handbooks, online portals, and meetings. It ensures that parents and students understand their rights and responsibilities and are aware of the school's procedures for handling various situations. Students at risk

of becoming unwell in school because of their chronic condition will be identified discretely and shared with members of staff on iSAMS. This will enable staff taking any students out of school for excursions or trips to have the relevant information needed to liaise with the school nurse regarding any potential medical needs.

- **Ongoing Dialogue:** The school maintains open lines of communication with parents regarding their child's health and wellbeing, as well as any concerns related to safeguarding or behaviour. This could involve regular updates, parent-teacher conferences, or specific meetings when there are issues that require further discussion or clarification.
- **Empowering Students and Parents:** The school helps empower students to understand their rights and the importance of adhering to policies, particularly those related to safeguarding and health. By fostering an environment where students feel comfortable sharing concerns, the school can better address issues early on. The school also educates parents on how to support their child's health and wellbeing, as well as their role in the school's safeguarding processes.

Health and Welfare Provision: The school is responsible for providing appropriate resources to support students' physical and mental health. This may include on-site medical staff, counsellors, and access to external professionals when necessary. The school ensures that students with medical needs are provided with the appropriate care and accommodations (e.g., medication, emergency plans for chronic conditions) and that their wellbeing is consistently monitored.

Emotional and Psychological Support: In line with safeguarding policies, the school must also create a supportive environment for emotional and psychological wellbeing. Schools should provide counselling services and mental health resources, ensuring students know where and how to access help. This includes promoting a culture where students feel safe to share any concerns regarding their safety or mental health.

Enforcing Policies: The school is responsible for upholding the principles and procedures outlined in its policies, ensuring that both parents and students comply with them. This may involve actively monitoring students' health, responding promptly to any safeguarding concerns, and taking appropriate actions in case of violations. The school also ensures the proper storage of sensitive health information and confidentiality in handling medical and safeguarding issues.

Risk Management and Prevention: The school plays an essential role in preventing and managing risks related to health, safety, and wellbeing. This includes conducting regular safety audits, health screenings, and monitoring student behaviour to prevent bullying, discrimination, or harm. The school must also have emergency protocols in place for addressing accidents, injuries, and mental health crises, ensuring that all staff are trained to respond effectively.

Inclusive Practices: The school is responsible for creating an environment where all students, regardless of their background, medical condition, or personal circumstances, feel included and safe. This involves adapting school policies to accommodate students with special educational needs, disabilities, or specific health conditions. The school fosters a culture of inclusivity by ensuring that all students have equal access to education and support.

Collaboration with Meliora Medical Group

Whitgift School has established a formal partnership with Meliora Medical Group to enhance the provision of healthcare services available to its students. Through Meliora's specialist sports medicine division, Return2Play, the school can offer timely access to expert clinical assessment, injury management, and rehabilitation support. As part of this partnership, a sports doctor is available on-site once a week to support athletic performance and injury care, while a general practitioner attends twice weekly to provide medical support for the boarding community. All doctors involved in the partnership contribute to the wider health and wellbeing strategy across the school, offering guidance on safeguarding, mental health, and preventative care. This collaboration ensures that students benefit from evidence-based medical care tailored to the demands of school life and athletic participation and reflects Whitgift's ongoing commitment to safeguarding and supporting the holistic development of every student.

Nursing Team

Senior School Nurse: Katy Lake RGN

School Nurse: Marlene Johnson RGN

School Nurse: Maxine Keddo RGN

School Nurse: Annie Shaw RGN

School Nurse Helen Harle RGN

Medical Centre Administrator/First Aider: Yvette Brereton

School Bank Nurse: Colette Buchanan RGN

School Bank Nurse: Virginnie Bonne RGN

School Bank Nurse: Charlotte Hawken RGN

School Bank Nurse: Alison Carpenter RGN

School Bank Nurse: Niamh Murphy RGN

School Bank Nurse: Charlotte Crews RGN

School Bank Nurse: Aresha Ghorri RGN

Meliora Medical Group/Return to Play - Sports Medical Officer (RTP): Dr Sam Barke MBBS
ICIS (RFU) Dip Football Medicine (FIFA)

Meliora Medical Group/Return to Play - School Medical Officer: TBC for 2025

Meliora Medical Group/Return to Play – Physiotherapy: Georgie Hall

Medical Centre opening times and contact details

Opening times: Monday - Friday 8.00am – 5.30pm and Saturday 9.00am - 5.00pm

Main Line: 020 8633 9367

Emergency Line: 5555

Email: medical@whitgift.co.uk

A completed Health Questionnaire is required from **all** students on admission to Whitgift School.

The Medical Centre has an office, one three-bedded room and one single room with a lavatory. There is an additional single lavatory and a single bathroom. There is a fully equipped kitchen, waiting area, Wellbeing Garden and three clinical treatment rooms.

General Information – All Students

Whitgift School is pleased to continue its partnership with Meliora Medical Group for the 2025/26 academic year. Since the collaboration began in January 2021, Whitgift has worked closely with Meliora Medical Group to enhance the medical care available to our students. As part of our commitment to providing outstanding pastoral and medical support, Whitgift leads this partnership to ensure that pupils receive proactive, holistic healthcare that supports both their physical and mental wellbeing. We believe that medical provision in the 21st century should go beyond treating illness, it should empower pupils with the knowledge and habits that promote lifelong health. Through this collaboration, Meliora Medical Group supports Whitgift by delivering twice-weekly GP clinics (boarding students only), sports injury clinics, and match-day medical cover. They also contribute to the wider life of the school, including involvement in pastoral committees, assemblies and the Ideatum programme. Please be assured that both Meliora Medical Group and Honeyput Medical Centre are registered with the Care Quality Commission (CQC) and the Information Commissioner's Office (ICO). All pupil data shared for medical purposes will be handled securely and used solely for treatment and intervention. Any data access requests should be directed to Honeyput Medical Centre. For more information about Meliora Medical Group, please visit www.melioramedicalgroup.co.uk.

Over the Counter Medication

Please note that **NO** medication, including homeopathic remedies and supplements, may be brought into Whitgift School by any Student. If any over the counter medication is required, the School Medical Team will provide it. Non-prescription medication will be provided under the school's [Medicine Management Policy](#), which is available on request.

Prescribed Medication

During the School year, if your child requires any prescribed medication (e.g. prescribed medication or antibiotics) you must complete an [Administration of Medication to Student Form](#). Medication will not be administered without appropriate documentation and consent. All medication must be delivered to the Medical Centre in the original packaging with the pharmacy label attached.

Unwell Students (Day and Boarding)

Students who are taken ill at School will be cared for in the Medical Centre until they are fit enough to return to class (or Boarding house, if applicable), or arrangements are made for them to be collected and taken home. If your child becomes unwell at school and is unable to take their usual route home, it is parents/guardians' responsibility to make arrangement to collect the child in a timely manner. Students are not permitted to contact parents prior to undergoing a medical assessment. Communication with parents can be facilitated at the end of the consultation, once a plan of care has been established. This policy is in place to prevent unnecessary disruption and avoid parents making a wasted journey to the school when medical discharge is not deemed necessary.

Mobile Phones – Safeguarding Measures

For safeguarding purposes, mobile phones are not permitted within the Medical Centre. Students must ensure their devices are securely stowed in their bags upon entry. Clear signage reflecting this policy is displayed throughout the Medical Centre. Any student found in breach of this rule will have their device confiscated, to be returned upon discharge.

Emergency Care

If a student becomes seriously injured/unwell while at school. Emergency services/London Ambulance service will be called and the student escorted in the ambulance by school staff on the transfer to hospital. Parents/guardians will be informed as soon as possible and will be expected to meet the ambulance promptly at the hospital.

Operations, accidents, severe illness, immunisation or special treatment.

If your child has any of the above during the school term or in the holidays, you must inform the Medical Team on their return to School. The information should be provided by means of a letter supported, if necessary, by a report from the specialist concerned, and should include details of medicines and treatment recommended, if these need to be continued.

Specialist Letters - Full Copies Required

Letters from medical specialists must be provided in full. We cannot accept redacted or partially obscured documents. This is because full letters often contain essential clinical details and recommendations that are critical for making informed decisions about a student's care and support. Missing or hidden information may delay appropriate action or lead to misunderstandings.

If you choose not to provide the full, unredacted letter, the school's medical team will not be able to support the administration of medication. In such cases, your child will not be permitted to have their medication stored or administered at school.

This policy is in line with:

- **The Department for Education's statutory guidance** on supporting students with medical conditions, which requires schools to ensure that any medical support provided is safe, appropriate, and based on accurate medical information.

- **The Nursing and Midwifery Council (NMC) Code**, which states that nurses must only administer medication when they have the necessary information to do so safely and effectively.
- **The Health and Safety at Work Act 1974**, which places a legal duty on schools to ensure the health, safety, and welfare of staff and students. This includes having clear procedures for managing and administering medication and ensuring that no one is placed at risk due to incomplete or inaccurate medical information.
- **Keeping Children Safe in Education (KCSIE)**, which sets out the legal duties of schools to safeguard and promote the welfare of children. Ensuring that medical needs are properly supported is a key part of this safeguarding responsibility.

Without full documentation, the school cannot meet its legal duty of care or ensure the safe handling of medication.

Infectious Diseases

If, during the holidays, your child is exposed to an infectious disease (e.g. Chickenpox or Mumps), they may return to school when the term begins or resumes. However, you must inform the Medical Team if your child has not previously had the disease. In the rare event of contact with more serious infections such as meningococcal disease, hepatitis A or B, or HIV, your child should remain at home until you have consulted a doctor for further advice.

Any student who presents with vomiting and/or diarrhoea must return home and remain off school for 48 hours from the last episode. This is in line with the Public Health Agency's 2017 guidance on infection control in schools and is supported by the Department of Health and Social Care.

Managing infectious diseases in schools is a shared responsibility between families, schools, and public health authorities. Prompt reporting and appropriate exclusion help prevent outbreaks and protect vulnerable individuals.

This approach is supported by:

- UK Health Security Agency (UKHSA) guidance, which outlines specific actions for managing a wide range of infectious diseases in educational settings
- Local Health Protection Teams, who provide expert advice and must be contacted in the event of suspected outbreaks or serious infections.
- NICE guidelines, which recommend evidence-based infection prevention strategies, including hygiene promotion, vaccination, and exclusion periods.
- The Health and Safety at Work Act 1974, which places a legal duty on schools to protect the health and safety of students and staff.
- Keeping Children Safe in Education (KCSIE), which includes health protection as part of a school's safeguarding responsibilities.

By following these guidelines, we help ensure a safe and healthy environment for all students and staff.

Immunisation

All immunisations should be up to date before arrival at Whitgift School. This is essential not only for your child's health but also for the protection of the wider school community. As part of the UK national immunisation programme, booster doses are routinely administered during secondary school years. At Whitgift, these are delivered in Years 8 and 9 by the Croydon School Immunisation Team, in line with recommendations from the World Health Organization (WHO) and the Joint Committee on Vaccination and Immunisation (JCVI).

These include:

- HPV (Human Papillomavirus) vaccine – to protect against cancers caused by HPV, including cervical, anal, and some head and neck cancers.
- Teenage Booster (Td/IPV) – a combined vaccine that protects against tetanus, diphtheria, and polio.

Recent Updates to the UK Vaccination Schedule (2025–2026)

According to the UK Health Security Agency, the childhood vaccination schedule has been updated to improve protection and simplify delivery. Key changes include:

- Continued rollout of seasonal flu and COVID-19 vaccines for eligible school-aged children, with school-based delivery completed by December 2025

Why Immunisation Matters

Vaccination is one of the most effective public health interventions. It:

- Protects your child from serious and potentially life-threatening diseases
- Reduces the spread of infections within the school and wider community
- Supports school attendance and learning by preventing illness-related absences

We strongly encourage all parents to ensure their child's immunisations are up to date and to engage with the school immunisation team when consent forms are issued.

Food and other allergies

Whitgift School aims to be a **nut-free school**, although this cannot be guaranteed. As such, parents are asked to be aware of this when providing lunches/snacks for students.

If your child has any food allergies, please discuss these with the Medical Team who will liaise with General Manager of Catering.

It is extremely important that the Medical Team is kept informed of such allergies so that care plans can be put in place.

All staff at Whitgift school are trained annually in the use of adrenaline pens and Automatic External Defibrillators (AEDs).

Defibrillators are situated around the school:

- In the Medical Centre
- Outside the Design Technology Department
- In the Sports Centre

- In the Boarding House
- In the Main Reception.

These are maintained and serviced annual by the Defib Shop.

We have also partnered with Kitt Medical who provide Four anaphylaxis boxes around the school, to ensure a supply of adrenaline is always readily available. These are available

- Medical Centre (generic supply of adrenaline pens)
- Boarding House (KITT Medical)
- Main Reception. (KITT Medical)
- Sports Hall (KITT Medical)
- Dining Hall (KITT Medical)

Sports injuries and rehabilitation

Physiotherapy

Physiotherapy is available to all students and is provided to the school by our partners at Meliora Medical Group. Referrals to the physiotherapist will be made after assessment by the Medical Team. Appointments are booked via the Medical Administrator

Physiotherapy is available three times a week on Tuesday, Wednesday and Thursdays.

Concussion and Sports Injury Clinic

The concussion and sports injury clinic is available to all students. This service is provided by our partners at Return 2 Play/Meliora Medical Group, through Dr Sam Barke.

Wednesday – 10:00 AM – 11:30 AM

Appointments are booked via the Medical Administrator after an assessment by the nursing team.

Counselling

The school counsellors are available by appointment only. Students who wish to access this service should speak to their tutor, Head of Year, Director of Section, a member of the Medical Team, the Designated Safeguarding Lead or to another member of staff. Mrs Faye Carter line manages the Counselling Service and Mrs Annabel Roditi, the Counselling Service Lead, offers a Monday lunchtime drop-in service.

All students also have access to the youth counselling service [Off the Record Youth Counselling \(talkofftherecord.org\)](https://talkofftherecord.org) Telephone Helpline: 0800 980 7475 / Croydon Service: 020 8251 0251.

Confidentiality

In accordance with the School Nurses' professional duty to maintain confidentiality as per the requirements of the Nursing & Midwifery Council (NMC) Code of Conduct (2018),

any information and data collected regarding a student, regardless of their age will remain confidential.

In some circumstances the School Nurse may receive information regarding students and assess this as a sign that the student or others within the school are at risk. The School Nurse could act within their code of practice to breach this confidentiality and share necessary information with other health and care professionals and agencies, only when the interests of student safety and public protection override the need for confidentiality.

Information for boarding students only

Full boarders will be registered with the School Doctor via Meliora Medical.

It is recommended that all **weekly boarders also** register with the School Doctor, however, they may remain with their own General Practitioner. Under these circumstances, parents or guardians will be required to accompany students to their appointments as the School Medical Team/Boarding House Staff will not be available to do so. To maintain access to NHS services, pupils will need to be registered with Honeypot Medical Centre, Meliora's partner GP practice. Whitgift School will provide further details about this registration process separately.

Please note that if your child is registered with the School Doctor and needs to see a doctor during the school holidays, you can contact Honeypot Medical Centre <https://www.honeypotmc.co.uk/> (tel. 020 8204 1363) or your child's previous GP as a temporary resident.

Care of boarding students who are unwell

The Medical Centre is the principal location for all first aid and emergency care. Unwell boarders will be promptly assessed and initially cared for during the day by the School Medical Team, and out of school hours, by the Matron and/or Housemaster. A School Nurse will also be on-call 24 hours a day outside normal school day.

Meliora Medical Group is the school's medical partner. The School Doctor will hold a twice weekly surgery for boarders in the Medical Centre on Tuesdays between 1.30pm and 3.30pm and on Fridays between 08.30am and 12.30pm. Appointments for this clinic should be made directly through the Medical Centre or via the Founder's House matrons.

In the case of illness, the on-call nurse will consult with the house master or matrons to arrange for students to be sent home or to guardians, if deemed necessary. However, this may not always be possible. Medical isolation rooms are available for students who may have a contagious infection, and these can be utilised after consultation with the on-call nurse.

Significant injuries are referred on to the Accident and Emergency (A&E) department at the local hospital, or to specialist care, as appropriate. Referrals and access to specialist care is rapid through good relations fostered with the local NHS and private hospitals. We

also have an established link with mental health services, such as Off the Record (www.talkoftherecord.org) and Child and Adolescent Mental Health Services (CAMHS).

Any emergencies that arise can be taken directly to A&E or an ambulance can be called. The matron and assistant matrons assist with accompanying students to emergency, specialist, or routine appointments. Outcomes of these appointments are shared with the parents/guardians by the staff member accompanying the student to the appointment, with the permission of the student.

Medical information and parental permissions are collated and held on record by the Medical Centre before students arrive. As of 2024, the system used is iSAMS Medical Module, which is an effective system developed especially for schools. Medication is communicated to boarding staff via iSAMS and this is a 'live' system. We aim to notify School staff promptly if a student is absent due to illness via the school register system.

Boarders with chronic conditions, such as asthma, epilepsy or diabetes, are managed by the Medical Centre and Meliora Medical Group. Students are risk assessed, and care plans and annual reviews are held in line with Clinical Commissioning Group (CCG) requirements.

Boarders are well supported in relation to health and personal problems, through the medical and pastoral care systems in the school and through referral or self-referral to outside agencies. The School Nurses and doctor carry out an introductory health talk and medical assessments at the start of the year and explain to the students how they can access the Medical and School Counselling Service. Throughout the year, education and healthy lifestyle talks are held by Meliora Medical Group to provide boarding students with the tools to make healthy lifestyle choices. One-to-one sessions can also be arranged for more sensitive concerns. Nurse drop-in clinics are also held in the boarding house each term to support long-term conditions and any new concerns.

Boarders' medication

Boarding students with prescribed medication will undergo a Gillick self-assessment with the school nursing team to determine their competence in self-administering this. Appropriate forms are then completed and held in the Medical Centre, along with the students' prescription medication. Any homeopathic medication, supplements or non-English medication will be confiscated and held at the Medical Centre. This should be collected and returned home at the end of term. Any uncollected, confiscated medication will be discarded in the following term.

Routine visits to the dentist, optician, and other specialists

These should preferably be arranged during the school holidays but can be arranged during term-time by the boarding matrons, if necessary. Parents and guardians are encouraged to accompany their students to all appointments but, if this is not possible, or in a case of an emergency appointment, a member of the boarding team will accompany them. Parents and guardians may be charged for transport. Staff will endeavour to inform parents and guardians of the visit and the outcome.

The school does not provide its own dental service but can help to facilitate a private appointment locally. We cannot recommend an individual private practice but can provide a list of our most used specialist services.

Overseas travel

Please write to the Medical Team, giving at least eight weeks' notice and specifying the vaccinations required for travel overseas. If prescription anti-malarial drugs are required, they will be issued on a private prescription, and this will incur a charge.