DULWICH COLLEGE
FOUNDED 1619

ATTENDANCE AT THE MEDICAL CENTRE POLICY

The protocol adopted at the Medical Centre is determined by whether the attendance is due to:

1. an injury as the result of an accident (**and in the event of a head injury, see the Head Injuries Policy)**; or

2. is due to illness; or

3 an allergy (**and in the event of anaphylaxis, see the Allergy Safety Policy**).

1. <u>Injury</u>

Questions Asked / Data Checked:

- 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 there is persistent bleeding arrangements should be 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.

- 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, they are 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, the relevant Housemaster also informed.

- Relevant School Office informed if the pupil is taken off or leaves the College premises and/or if a pupil's parents have been contacted.

- Pain relief administered as appropriate.

- Ice administered as appropriate.

- Dressings applied as appropriate.

- Medical record updated and accident form either completed by the Medical Centre in Evolve, or if another member of staff was involved with pupil first, they complete the Evolve accident form. The accident form is sent to relevant members of staff and automatically to the Chief Operating Officer and Health and Safety Manager. If the injury is significant (i.e. needing more than simple first aid) the form is additionally sent to the relevant School Office, Head of School, Head of Year and Form Tutor.

- Consideration given for further review by GP.

2. <u>Illness</u>

- Pupils are encouraged to attend the Medical Centre out of lesson times. If attending during a lesson a note of permission or email from the teacher is required unless in an emergency. Staff can consult the Traffic Light staff advice sheet (see Appendix) to help make decisions on how the pupil is managed in the classroom and the level of urgency at which to visit the Medical Centre.

- On arrival at the Medical Centre Medical Centre staff enter the pupil's name and the date/arrival time into the medical database and if relevant a medical consent form authorising the nurse to share information with their 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 they sign out and return to class. If the pupil is in the Junior School, they are given a Medical Centre attendance slip to register with the Junior School secretary before returning to class.

- If a day pupil is too unwell to remain at College, the nurse contacts their parent/guardian to collect them and they remain 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 can travel home unaccompanied and telephone the Medical Centre on arrival home.

- Staff can check the daily report for Medical Centre attendance if a pupil has not arrived at a lesson.

- The relevant School Office (Years 3-8) or Absence Officer (Years 9-13) are informed if the pupil is sent home due to illness (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 they are cared for in the Medical Centre. If well enough they can return to the Boarding House to rest in their room during the school day, subject to there being available staff in the Boarding House and decided on an individual basis. They will otherwise return to the boarding House at the end of the school day. If too unwell, the pupil remains in the Medical Centre overnight with the on-call nurse or returns to their parents/guardians.

- At the end of each day an email is sent to any relevant Boarding House detailing the pupil's attendance, diagnosis and treatment.

- The nurse updates the medical records if possible while the pupil is still in attendance and pupils are assessed on an individual basis and if deemed appropriate the parents are informed.

- The visiting GP reviews boarding pupils and/or in an emergency day pupils.

3. <u>Allergy</u>

Assessment:

- If present direct to Medical Centre ask if they are known to have allergies and consult Medical Database for confirmation if time

- If possible assertain what they may have ingested or touched

- Do not leave alone and stay calm

- Retrieve allergy action plan if available and follow the instructions. Locate their Adrenaline Autoinjector or a school emergency adrenaline auto injector

- Get someone to retrieve packaging of item thought to have allergen in it.

Assess initial reaction type and Treatment (emergency action):

- <u>Mild to moderate symptoms</u> - hives itchy skin, itchy mouth, redness. This reaction generally responds to antihistamine.

  - Give antihistamine in line with allergy action plan. Inform parents/ guardian.

- Continue to monitor in the Medical Centre for any further deterioration but can have the potential to progress to anaphylaxis.

- Severe = Anaphylaxis symptoms - swelling of lips and tongue, difficulty breathing or wheezing, collapse. These reactions usually involve airway, breathing, circulation which is a medical emergency and require adrenaline

  - Lay person down.

  - Administer Adrenaline without delay into upper outer thigh can be done through clothing and note time given.

  - Call an ambulance while someone is administering adrenaline or if alone just after giving adrenaline.

  - If they are additionally wheezing sit up to assist with breathing.

  - If no improvement, repeat the adrenaline dose in opposite thigh while waiting for the ambulance.

  - Continue to monitor closely.

  - Contact parents or guardian.

  - They will need further observation in hospital if adrenaline is given.

  - A member of staff must accompany to hospital until parents or guardian arrive.

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 for Parents, Pupils and Old Alleynians and the Data Protection Policy.

Policy Owner:	Deputy Master Co-curricular, Operations and Partnerships
Last Reviewed:	May 2026
Date of Next Review:	Academic Year 2027 - 28 (or earlier as required)

DULWICH COLLEGE
FOUNDED 1619

APPENDIX

WAIT UNTIL BREAK OR LUNCHTIME

- Mild Headache or dizziness that just started
  - ➢10,10,10 rule (Rest 10 mins, have 10 min break computer / screen , drink 10 sips of water)
- Feels sick
  - ➢WOW Water, Oxygen (fresh air) wait
- Feels hot
  - ➢WOW Water, Oxygen (fresh air) wait remove inappropriate clothing
- Sore throat
- Earache
- Tooth ache
- Splinter
- Dry skin chapped lips
- Lost baby teeth if not accompanied by major bleeding

CAN PUPIL BE MANAGED IN CLASS?

NON-URGENT 1st ASSESS for 15 minutes

- Sneezing / runny nose
- Persistent cough or cold symptoms that are interrupting classroom learning
- Blisters
- Stomach-ache worry anxiety bathroom water
- Minor Cuts and grazes that a plaster can treat
- Bites minor
- Feeling anxious
- Itchy eyes
- Rashes, itching skin irritation (minor)
- Minor nosebleed that stop within 5 minutes these are small and do not require multiple tissues
- Old injury that does not impede learning
- Panic attack
- Burns if small administer 1st aid 20 mins under cold water before sending to medical centre

The 15-minute guide significantly reduces lost classroom time? Remember water refreshes the body and increases alertness.

MEDICAL REVIEW IMMEDIATLEY / GET HELP

- Unresolved pain
- Head Injury
- Fever, feeling feverish, shaking, chills reports fever
- Breathing difficulties e.g. asthma
- Possible allergic reaction or exposure, insect bite or stings
- Diabetes beyond the usual management (unresolving low Blood sugar / high blood sugar)
- Health condition (e.g. diabetes) which requires urgent medical help
- Diarrhoea / Vomited
- Seizure or fainting
- Active Bleeding from cut or injury
- An injury with swelling, bruising or deformity
- Eye injury
- Injury caused by another pupil