

GORDON'S SCHOOL

MEDICAL POLICY

The core principle that guides everything we do is **Putting Students First**.

1. Aim

To promote and maintain the health and wellbeing of the students and wider school community at Gordon's School. The Medical Centre staff aim to achieve this through five key areas;

a) First Aid

- Provide First Aid to all members of the School community.
- Qualified First Aid Instructors Julie Unsworth and Emma Light deliver the accredited Emergency First Aid at Work and First at Work courses to teaching and support staff.
- See Gordon's School First Aid Policy.

b) Supporting students at school with medical conditions

- Ensure that all children with medical conditions, in terms of both physical and mental health, are properly supported in school so that they can play a full and active role in school life, remain healthy and achieve their academic potential.
- See Gordon's School 'Supporting students at school with medical conditions' policy.

c) Health Education

- Support the school's PSHE programme by delivering lessons related to physical, sexual, mental and emotional health.
- Deliver staff training on a variety of issues affecting the health of individuals and groups within the school community
- Qualified First Aid Instructors Julie Unsworth and Emma Light deliver First Aid training to Students within the classroom and assembly environment.

d) Scheduled Immunisations and Public Health measures

- Facilitate routine scheduled immunisations in conjunction with the Local Authority's School Health department.
- Promote, communicate and facilitate all School based Public Health measures regarding the Covid-19 Pandemic.

e) Social Care and Safeguarding Children

- Support the welfare of all students living with or affected by challenging circumstances.
- Provide a safe environment
- Implement the Child Protection/ Safeguarding Policy

2. Medical Centre

The School Medical Centre is run by a team of 4 Registered General Nurses, Lead School Nurse Julie Unsworth RGN, School Nurse Jenni Beresford RGN, School Nurse Emma Light RGN and School Nurse Tracey Burman RGN. They are supported by a Medical Centre Administrator and qualified first aider, Abi Brock.

The Medical Centre is open as follows:

- 8.00 until 6.00 pm on weekdays
- 9.00 until 4.00pm on Saturdays
- 10.00 until 11.30 am on Parade Sundays

At all other times a trained nurse is available 'on-call' for Residential Boarders. Facilities are provided in the Medical Centre for Residential Boarders who require isolating from the school population, monitoring or continuous nursing.

Residential Boarders can attend the Medical Centre as follows:

Monday – Friday

08.00 - 08.30
10.30 – 11.00
11.55 - 13.45
15.30 – 16.00
17.00 – 17.45

Saturday

09.00 - 4.00

Students who become unwell at all other times report to the School Office or tell a member of their House Staff.

3. School GP – Residential Boarder's only

- All Residential Boarders must be registered with the School GP for the provision of general medical services. The School GP is a local GP based at Chobham and West End Medical Practice, Lucas Green, West End. The School GP holds a regular weekly clinic at the Medical Centre for full and weekly boarders. At all other times, appointments are made for students at either of the Practice's two surgeries. Students are accompanied to the appointment by a member of staff.
- The School Nurse will conduct an initial health check on all Residential Boarders on joining School. This examination includes screening of height, weight and physical development.
- The nursing staff liaise with the GPs and Practice Nurses at the local surgery for professional updates, guidance and consultation.
- Students may see a female or male GP upon request.
- If a student should need to see a doctor when not resident at school e.g. during the school holidays, they should see their family doctor as a **Temporary Resident** only. Registering permanently with their family Doctor may result in them being de-registered with the School GP.

4. Dental Care

- It is expected that all students see their family dentist for their six-monthly routine check-up during school holidays to minimise disruption to their studies.
- Emergency dental treatment will be provided by a local dentist at Orchard Cottage Dental practice, Lightwater.
- Regular orthodontic treatment will be carried out locally during term time. For further information regarding referral to an Orthodontist please contact the School Medical Centre.

5. Optical Care

- It is expected that all students see their chosen optometrist for their annual routine check-up during school holidays to minimise disruption to their studies.
- Emergency eye treatment will be provided by the appropriate medical professional as the emergency dictates.

6. Sexual Health

- The Nurses at Gordon's School have undertaken specific training from Surrey Sexual Health Intervention and Promotion Team to be able to give sexual health advice and offer free condoms and screening for Chlamydia and Gonorrhoea. This is carried out under the framework of the Surrey 'Get it On' scheme and in accordance with normal safeguarding procedures. For more information please see www.surreygetiton.com and the Surrey Services for Young People Relationships and Sex education and Sexual Health Policy.

7. Medical Consent and Questionnaire

- Information regarding past medical history, including vaccinations, and current medical needs is obtained on admission to school.
- Parental consent for receiving First Aid, emergency dental treatment, emergency optical treatments, general medical care and emergency medical treatment including administration of anaesthetic is obtained on admission to school. This consent remains valid for the entire time the student remains at Gordon's School. It is the responsibility of the parent to inform the school of any changes in a student's physical or mental health, medication or immunisation status, so that we may provide the best care possible.
- A student has the right to consent to or refuse any medical or dental treatment. This is based on the student (16 years or younger) being deemed to be 'Gillick competent'. Gillick competence is used in medical law to decide whether the child can consent to his or her own medical treatment, without the need for parental permission or knowledge. A child will be Gillick competent if he or she has enough understanding and intelligence to understand fully what is proposed.

8. Confidentiality

In order to provide students with appropriate treatment, the School Medical Centre may need to share data with other medical professionals. We share data with other healthcare professionals such as, but not exclusively, GPs, Hospitals, dental practitioners and the school counselling service in order to ensure continuity of care. The data is only ever shared on a 'need to know' basis which means that the data is shared only with those who need to see it in order to provide students with appropriate care.

In providing medical and nursing care for a student, it is recognised that on occasions the doctor or nurse may liaise with the Head Teacher, other teaching staff, House staff and parents/guardians, and that information (with the student's prior consent) may be passed on as necessary. With all medical and nursing matters, the doctor and nurse will respect a student's confidence except on the very rare occasions when, having failed to persuade that student, or his or her authorised representative, to give consent to divulgence, the doctor or nurse considers that it is in the student's better interests or necessary for the protection of the wider school community, to breach confidence and pass information to a relevant person or body.

9. Chaperones

Students are permitted to ask for a chaperone at any point during their visit to the School Medical Centre. Posters to that effect are displayed in the Medical Centre.

10. Records and record keeping

Electronic nursing records are stored securely in the Medical Centre. Individual student health records detailing the administration of medicines, consultations, in and out of school appointments and medical correspondence are entered on a secure database accessible only by the Medical Centre staff.

Trained members of House Staff have a 'limited view' access to Residential Boarder's health records so that they may administer medication safely to students in their care. These electronic health records are stored securely and are password protected.

11.

a) Procedure for Day Boarders who are unwell or injured during the school day

- If students feel unwell, they should report to the School Office. Students may have a short period of rest in the School Office before returning to lessons, or they will be sent to the School Medical Centre for assessment. Simple over-the-counter medications may be given (provided parental consent is in place) or parents will be called to collect the child if absolutely necessary.
- House staff can contact the School Medical Centre for advice or a request for medication such as paracetamol to enable a student to remain in school.
- Requests from parents/guardians for medication to be administered during the school day should be made directly to the School Medical Centre.
- If the student is unable to go to the School Office and needs immediate assistance, contact the Medical Centre on 2216, 2255 or 3333.

b) Procedure for Residential Boarders who are unwell or injured during the school day

- As above during lesson time, except that Students who are unfit to return to lessons will be looked after in the School Medical Centre. Outside of lesson time, Residential Boarders have access to the School Medical Centre or on-call Nurse for all their medical needs.
- Residential Boarders who are not well enough to attend the Medical Centre should remain in their own beds and the nurse will visit them in the Boarding House. Arrangements for their care will be organised at the time but will include as a minimum provision a means of communication with the medical staff and regular monitoring.
- There is suitable, same-sex accommodation within the Medical Centre for caring for Residential Boarders when they are sick or injured. Parents and/or guardians will be asked to take students home to aid their recovery and protect the whole school community from cross-infection wherever possible.
- Students who have been suffering from diarrhoea or vomiting must not return to school until 48 hours after the **last episode** of vomiting or diarrhoea.

12. Day trips, residential visits and sporting activities

- The school actively supports students with medical conditions or disability to participate in school trips and visits, or in sporting activities. Teachers and other Trip Leaders should be aware of how a student's medical condition will impact on their participation, but there should be enough flexibility for all children to participate according to their own abilities and with any reasonable adjustments, unless evidence from a clinician such as a GP states that this is not possible.
- The Medical Centre is responsible for the collation of relevant Medical Information for students attending trips. Trip Leaders are responsible for collecting their trip pack directly from the Medical Centre, where any concerns and/or specific instructions can be addressed.

- Where possible a first aider should accompany all trips.
- For residential and overseas trips there is a 'Guidance for Trips' pack available from the Medical Centre which should be kept by the designated first aider on the trip. The pack contains a medicines administration protocol and record sheet and student injury forms. The trip first aider or Trip Leader will be responsible for storage, recording and administration of prescribed and non-prescribed medication. Record of controlled medicines received is made on a dedicated controlled medication log.
- Teachers supervising sporting activities should be aware of relevant medical conditions and emergency procedures. Student's essential medical information is available in report format on SIMS and on SOCS. Students who need to take precautionary measures before or during exercise should be allowed immediate access to their medication, e.g. asthma inhalers, at all times.

13. Complaints

Should parents or students be dissatisfied with the support provided they should discuss their concerns directly with the Lead School Nurse, Mrs Julie Unsworth. If for whatever reason this is not appropriate or does not resolve the issue, they may make a formal complaint via the school's complaints procedure.

14. Supporting Policies and Procedures

- First Aid Policy
- Supporting Students at School with Medical Conditions Policy
- Asthma Policy
- Mental Health policy
- Anaphylaxis Policy
- Epilepsy Policy
- Diabetes Policy
- Self-Harm Policy
- Eating Disorders Policy
- Head Injury and Concussion Policy
- Administration and Handling of Medicines Policy
- Procedure for administration and handling of Controlled drugs (CD's)

Julie Unsworth
Lead School Nurse

January 2024