



## Health Policy

### Health Centre Staff

Paediatric nurses provide nursing care to both day and boarding pupils on site from approximately 08:00-20:00 Monday to Friday and 08:00-17:30 on Saturday. First aid cover is provided by qualified teaching, boarding and duty staff as appropriate or when the nurse is unavailable or off site.

### Health Centre visits

To maximise class time, pupils with health concerns that are not urgent are asked to visit the health centre during specific times (before school, during breaks, after school and after supper). Urgent concerns will be addressed as they arise. The health centre aims to provide holistic care to pupils and forms an integral part of the pastoral and safeguarding team.

The health centre staff can provide first aid to staff and visitors and or sign post them to alternative services i.e. Minor Injury Units, GP (General Practitioner).

### Medical oversight

Staff have access to medical services via Liphook & Liss Surgery, a member of the Swan Medical Group. The allocated school doctor, who is a general practitioner (GP), provides primary medical assessment and guidance along with referral to secondary medical care if required. They work with staff in consultation about issues affecting boarders who are registered with them and about public health issues.

Overseas and long-distance boarding pupils are required to be registered with and receive primary and emergency care from the GPs (General Practitioner) at Liphook and Liss Surgery, Station Road, Liphook, GU30 7DR (refer to terms and conditions) As with the day pupils if boarders home address is local to the school their parent/guardian will need to take responsibility for their child's non-emergency medical care.

When registered boarders are home during the holidays, they will be able see their local GP as a temporary patient. If a boarder requests to see a same sex doctor, this will be honoured if

possible. Boarders can request to see a doctor privately without having to explain the reason to boarding or nursing staff.

## **Overseas boarders**

While at Highfield and Brookham school the medical care of all pupils registered with the school doctor is prescribed within National Health Service (NHS) protocols and guidelines. Medical summaries and information from a pupil's medical team in their home country is welcomed. Overseas treatment plans, if they differ from or conflict with, NHS guidelines may be discussed with the school doctor. The responsibility for a pupil's medical care will rest with the school doctor who can clinically assess and refer a pupil to appropriate secondary medical services. Liaison with overseas medical professionals is possible but all treatment will be led by the school doctor and, if necessary, the paediatric team based at the Royal Surrey County Hospital or other NHS medical centres.

## **The Environment**

The HC comprises a treatment room; a separate three-bedded "Resting Room" for day and boarding pupils that need to be out of class/activities because of illness or injury; a toilet, shower, and wash hand basin. The rest room can serve as an isolation room, as well as any spare dormitories, for boarding pupils. If more than one pupil needs to be isolated other arrangements will need to be made. This might include a request for the parent/guardian to take the pupil home to recover (see Infection Control Policy). If the boarder needs to isolate for an extended period i.e. diarrhoea and vomiting requires a minimum 48-hour isolation period, it may be in the best interest of the child to be at home whilst recovering, if possible.

## **Entry to the School**

Parent/guardians need to complete the medical information sections on the parent portal and all relevant forms that are part of the admissions process. This is required before a pupil joins the school. Any condition requiring medical/nursing care may need to be discussed with the prospective pupil's GP or consultant.

Parent/guardians can request that certain information is kept confidential. Otherwise, the nurses will discuss with parents/ guardian what information is necessary for the staff to know (for example: allergies, asthma, diabetes, or epilepsy) and seek permission for this information to be shared. In some cases, such as for Anaphylaxis kit ID badges, permission is sought for use of a photograph. If appropriate, medical information will be summarised in an Individual Health Care Plan (IHCP) or a risk assessment and developed/approved in consultation with the parents.

Lists of Essential Medical Information can be generated using Schoolbase for an individual, class, year group or sports team as needed. There is also a summary of “Significant Medical Issues” (SMI) available as a Pupil Medical Condition report on the school database.

Pupils in Reception and Year 6 will be seen by the nurse for a health check. This includes measurement of height and weight and a colour vision (Ishihara) test. Known asthmatics will be asked to do a peak flow test. This is replicating the National Child Measurement Programme that is mandated in state schools. Regular weighing in school is not recommended unless there is a significant cause for concern.

**NB: Parent/guardians of pupils who are attending Highfield and Brookham on a trial basis are asked about any allergies or medical conditions that may be relevant to ensure we can keep them safe during their stay/visit.**

### **Medical review**

Highfield and Brookham boarding pupils that need to be seen by the school doctor for an illness or injury will be seen in the health centre, usually on a Thursday. The pupil may ask to see the GP without the nurse being present, but in practice, this is a rare request. If an appointment is needed more urgently a member of the boarding staff will take them to the surgery.

Parents will always be informed if the nurse has assessed their child as needing an appointment with the school doctor. Permission is also sought for any new medications that may be prescribed.

In an emergency, an ambulance will be called for both day and boarding pupils and parents/guardians will be notified as soon as possible. Usually, the ambulance takes the child to the Royal Surrey County Hospital. A member of staff will accompany the pupil if parents are unavailable.

If the boarding pupil is referred by the GP to a consultant or another health care professional, parents/guardians will be notified, and they or a member of the boarding team will accompany the pupil.

If a boarding pupil is injured and needs to be seen in the Minor Injuries Unit or A&E, parents will be informed and if they are unable to take the pupil, a member of the boarding staff will accompany them.

### **Record Keeping & Accident Reporting**

Adequate and contemporaneous medical and nursing records will be maintained, held, and treated confidentially (refer to Confidentiality in the Health Centre policy).

Details of each pupil visit to the health centre is recorded on the pupil's electronic computer record, which is stored on Schoolbase, with limited access to protect confidentiality.

All medications given are recorded on the Highfield and Brookham pupil's Drug Administration Record Sheet (DARS). After the pupil leaves the school, all medical/nursing forms will be securely stored until the pupil's 25<sup>th</sup> birthday when they will be confidentially destroyed. Parents/guardians can be notified of the visit by email with a copy of the interaction recorded on Schoolbase. If a more urgent response or dialogue is needed staff will call the pupils' emergency contacts.

Accidents, especially those that might have been preventable, will be documented in an Accident Report on Schoolbase. If the nurse did not deal with the accident, the staff member involved needs to complete a report. The purpose of this is to identify avoidable risks so that appropriate action can be taken by the schools' Health and Safety committee, which meets termly.

### **Boarding handover of care**

When the nurses leave the health centre they handover care to the duty staff and boarding staff, this can be a combination of verbal and written handovers.

The handover will include:

- A description of any child's ongoing illness, its onset and future management.
- The last time the parents/carers were updated about their child.
- The last time the child spoke with their parents/carers.
- The last time the child was given any medication and what it was.
- How well the child is eating and drinking.
- If the child has diarrhoea or vomiting, when was the last episode?
- Whether the child has had or still has a fever.
- The mood of the child and any concerns the nurse may have.
- How the child has been usefully occupied and encouraged to rest since feeling unwell.
- Specific instructions in relation to the child's condition to include:
  - Isolation arrangements if needed and for how long?
  - If the child does not need isolating, would they be better sleeping in the Health Centre or their dorm i.e. if they have a troublesome cough?
  - Allocation of single person use of bathroom facilities as needed for infection control. A sign to be posted on the door to alert staff and children.
  - Medications.
  - Diet and fluids.
  - Rest/exercise and sleep.

Boarding staff will ensure that the child is subsequently cared for as instructed by the school nurse unless the situation changes. The child will know how to call a member of the boarding

staff during the night. The nurses are not formally on call but may be contacted for advice at any time.

When the nurse returns to the health centre the boarding team will hand the care back to the nursing team.

The handover will include:

- An update with regards to all the above.
- Are they well enough to fully return to school and activities?
- If not, arrangements to be made to stay in the Health Centre for assessment and continued care.
- Breakfast to be organised.
- Nurse to update parents/carers as soon as possible

## Medicines

### Handling and Storage

Medicines are stored in locked cupboards or in the lockable medication refrigerators in the HC. Small, locked cabinets for prescription and non-prescription medications are also located in the junior boarding house and in the senior girls' boarding house for use when the nurses are not on site.

All medicines (prescription, non-prescription, herbal, homeopathic, vitamins, supplements) brought into school must be in their original containers and given to the nurses to check and store appropriately.

The exception is any emergency equipment i.e. reliever inhaler that can be kept with the pupil. Pupils in pre-prep who may require emergency medication have medical bags stored in their classroom or in a central location and this is collected by their teacher if going off site.

Prep pupils emergency kits are stored in a cabinet by the staff room. The nurses are responsible for checking these kits on a termly basis and request additional stock from home when appropriate. Parents are advised when expiry dates are approaching. At all other times Parents are expected to monitor their child's medication for expiry dates and replace as needed.

Senior Boarders (in years 7 & 8) on long-term medications are allowed to self-administer provided parents agree and they have been assessed as competent to do so. They will need a suitable lockable container (e.g. tuck box) in their dormitory. Day pupils may self-administer provided they have been assessed as competent to do so, but medicines must be stored in the HC for safe keeping except for reliever inhalers as mentioned previously.

### **Medications sourced from overseas**

These must be accompanied by an English translation and an explanation as to why they are being taken. All such medicines must also be licensed for use in the UK otherwise they will not be allowed to be given in school. Any medications not on our permissions list will need a prescription. For overseas boarders, a suitable alternative medication that is UK licensed can be arranged in consultation with the school doctor. If the nurses are unavailable, medications can be given to the boarding staff, but written instructions signed by the parent need to be provided.

### **Administration**

Parents are required to complete a consent form for all medications they wish to be administered in school. The medication then needs to be handed in to either Prep or Pre-prep reception. All medications need to be in its original packaging with an expiry date and named for their child.

When the nurses are not on duty or when pupils are on school trips, boarding and teaching staff who have completed the school's medication administration training (via Opus Pharmacy) will give medications that are not self-administered.

There are separate ring binders in the HC office for each boarding house and for day pupils (girls and boys) with every pupil's DARS. The binders for the junior boarders and girl senior boarders are taken to the boarding houses when the nurse is not on duty. The binder for the senior boy boarders is left in the HC office for staff to use.

When paracetamol and ibuprofen tablets are given to either pupils or staff, an entry is made in the audit book (one in the HC office & one in the senior girls' and junior boarding houses) by the nurses and boarding staff.

### **Off-site School Trips**

The nurses will supply a basic medicines bag (Paracetamol, Ibuprofen, and Cetirizine, bite and sting cream, sun cream and insect repellent) and first aid supplies for residential trips. The lead staff member is then responsible for their safe storage and administration. They are also provided with a folder containing:

- Instructions for treatment of asthma
- Instructions for treatment allergic reactions
- Instructions for medication administration
- Essential and Medical report,
- DARS for each pupil

And any further information deemed relevant.

## **Controlled Medications**

Controlled medications that are individually prescribed on a named basis are kept in a locked cupboard bolted to the wall within another locked cupboard. A record is kept of all controlled medications received from the pharmacy or parent, together with each dose administered to the pupil and a running balance is maintained. If a dose must be “wasted,” an entry is made with the reason given. Any unused controlled medicines are to be returned to the parents or pharmacy.

## **Health Education**

The school has a dedicated PHSE teacher and curriculum, nurses supplement this with the following:

- The nurses endeavour to teach children basic health self-care whenever interacting with them during one-to-one consultations.
- Health promotion by way of a colourful and informative display board and leaflets is available.
- Nurses encourage participation in the government vaccination programs and ensure parents and children have access to all relevant information to enable an informed choice.

**Policy: SD. September 2023**

**Reviewed and updated Sept 2024 CM**

## **References & Cross References**

- ▶ **National Minimum Standards for Boarding Schools (DOE, 1 Sept 2022)**
- ▶ **UK Government document: Supporting pupils at school with medical conditions. 2017**
- ▶ **Highfield & Brookham Health Care policies**
- ▶ [National child measurement programme - GOV.UK \(www.gov.uk\)](http://www.gov.uk)