



# Care of Boarders Who Are Unwell

Policy date:	September 2021
Date of next review:	July 2022
Owner:	Deputy Head
SLT committee responsible:	N/A
Intended audience:	All Staff
Location:	School Portal

## **1. The Health Centre**

- 1.1 At Haileybury there are no designated medical staff who operate from within the boarding houses, so it is the School's policy that all care of boarders who are physically or psychologically unwell is organised by the Health Centre staff. Boarders who are unwell should not be accommodated in Houses, but should be cared for in the Health Centre. The Health Centre is open 24 hours per day throughout term time and there is a trained nurse on duty at all times, assisted by a receptionist between 7.30am and 4pm. In the Health Centre, there are separate facilities for boys and girls.
- 1.2 Haileybury is supported by Hailey View Surgery, which is a local GP practice and one of their GPs visits the Health Centre daily. Pupils are able to book appointments through their HM, Matron or directly with the Health Centre.
- 1.3 The pupils' nurse led surgery times are as follows:
- 07.45hrs - 08.30hrs Mon – Sat
  - 11.00hrs – 11.30hrs Mon – Sat
  - 16.00hrs – 18.30hrs Mon, Weds, Fri
  - 17.00hrs – 18.30hrs Tues, Thurs
  - Sunday - Pupils are able to drop in as necessary
- 1.4 All emergencies are seen as they arise.
- 1.5 The GP is supported within the Health Centre by a team of service providers who can help to support the needs of boarders in a variety of specialities – for example a Physiotherapist and Sports Injury Therapist who provide treatment for sports and other injuries. Referrals can be made to external agencies and specialists, e.g. Cognitive Behavioural Therapy (CBT) and Child and Adolescent Mental Health Services (CAHMS).
- 1.6 The School Counsellors are now based in the Wellbeing Centre but continue to work closely with the Health Centre team to provide continued support to the pupils.

## **2. Medical Arrangements**

### General

- 2.1 When a pupil is admitted to the Health Centre an email will be sent to the Parent, HM and Matron informing them of this. Parents will routinely be kept informed of progress by the HM whose responsibility it is to liaise with the Health Centre. In cases of serious illness or emergency the Health Centre will inform parents and the HM directly, e.g. broken bone or hospital admittance.

### Registration

- 2.2 Under normal circumstances parents would be given the right to choose for their sons and daughters any doctor in the area in which the School is situated. As the Governors can allow only Hailey View Surgery to make use of the School's Health Centre facilities, and to make it easy for pupils to access GP services, it is strongly advised that all pupils who board at any time register with Hailey View Surgery.
- 2.3 Parents are asked to signify their consent by completing the "Family Doctor Services Registration" purple coloured form (GMS1) which is with this booklet. Parents are asked to enter

the address of the School as the home address and the pupil's home address as the previous address. Parents are asked to supply as much information as possible, including their child's NHS number if known. Parents are advised that if the pupil concerned has not previously lived in the UK, their date of birth is sufficient. However it is essential that their child's place of birth is entered. It is essential that parents provide the name and address of their child's last registered doctor. Parents are requested to return this completed form electronically by the date given.

#### Tetanus and polio booster

- 2.4 In line with the National Immunisation Programme it is recommended that all pupils have a booster of tetanus, diphtheria, polio and meningitis ACWY between the ages of 13 -18 and therefore this is usually administered during the Summer term of the Fiftths to ensure all pupils are immunised before they leave school.

#### BCG vaccinations

- 2.5 Hertfordshire Primary Care Trust no longer provides Heaf testing or BCG vaccinations for 13-14 year old school children. Therefore, should you wish your child to be vaccinated for travel purposes, you would have to arrange this privately.

#### HPV vaccinations

- 2.6 The Hertfordshire Primary Care Trust introduced the Human Papillomavirus (HPV) vaccination programme in 2008 and now routinely offers the vaccination to all year 8 girls and boys. Once fully vaccinated this can help protect against cervical cancer. The full course consists of two vaccinations, the first offered in year 8 and the second 6 -24 months later. However, if your child missed the vaccination in year 8 it can be given free of charge anytime up until their 25th birthday. Further details will be sent to parents of those pupils who are eligible.

#### Treatment during holidays

- 2.7 Whilst away from Haileybury (i.e. during school holidays), pupils requiring medical attention should make it clear to the doctor attending them that they wish to be seen as "temporary residents" only. This will avoid the need to re-register with Hailey View Surgery on their return.

#### Medication in house

- 2.8 A notice for pupils regarding the rules around keeping medication in house is displayed on every house noticeboard. All medication must be reported to the Health Centre and may only be kept in house with their consent. The Health Centre may allow pupils to keep and self-administer their medication, or request that pupils report to the HM or Matron for their medication. Any medication must be kept securely locked, the HM or Matron will take responsibility for any medication that requires refrigeration; other pupils must not be allowed access. If a pupil has permission to keep medication such as an Asthma Inhaler or an Epi Pen, or other Automated Adrenaline Injectors, these must be carried with the pupil at all times.

### **3. Policy regarding the administration of medication outside of the Health Centre**

- 3.1 A separate policy exists regarding the procedures required for Haileybury staff dispensing medication outside of the Health Centre.

### **4. Emergency First Aid**

- 4.1 All staff are expected to have read the procedures for Emergency First Aid and be aware of how to respond. Appropriate First Aid training is provided as stated in Haileybury's First Aid Policy.

- 4.2 Staff should be aware that the expectation of teachers is that they will act as any responsible adult in the case of an emergency. In general, an attempt to take action is less likely to result in claims that the teacher was at fault than is a failure to take action. In a case where assistance is required, members of staff should send someone else to get help and remain with the casualty, at least until that help arrives.
- 4.3 In the case of an emergency, staff should conduct appropriate emergency first aid depending on the injury or the condition of the casualty and their own training, qualifications and experience. As soon as may be practicable, they should contact the Health Centre for advice and support. Should such a situation arise in the Sports Complex or its immediate vicinity, help and support should first be sought from the Sports Complex Staff.
- 4.4 Once assessed by a first aider and advised they can be moved pupils who have been injured or are otherwise in distress should be escorted to the Health Centre for treatment.
- 4.5 It is important that staff act calmly and swiftly to deal with sudden attacks experienced by pupils in the following situations:

## **5. Allergic Reactions**

5.1 Recognition: anxiety; red, blotchy skin; swelling of face and neck; puffiness around the eyes; impaired breathing; rapid pulse.

5.2 Action:

- Dial 999 for Ambulance.
- Then phone the Health Centre using the emergency number of 01992 706 494.
- Make casualty comfortable, preferably in a sitting position.
- Monitor casualty's breathing, pulse and level of response.

## **6. Asthma Attack**

6.1 Recognition: difficulty in breathing; wheezing; difficulty in speaking; grey-blue skin; dry, tickly cough.

6.2 Action:

- Make casualty comfortable in a position sitting slightly forwards. Stay with the casualty.
  - Do not lie the casualty down.
  - Do not put arms round the casualty's shoulders.
- Let casualty use their prescribed relief inhaler.
- Encourage casualty to breathe slowly.
- Contact the Health Centre for help and advice using the emergency number of 01992 706 494.
- If casualty's condition deteriorates dial 999.

## **7. Convulsions**

7.1 Recognition: unconsciousness; rigidity; breathing may cease; convulsive movements; muscles relax.

## 7.2 Action:

- Stay with the casualty.
- Protect casualty - ask bystanders to keep clear.
- Protect casualty's head.
- Place casualty in the recovery position.
- Contact the Health Centre for help and advice using the emergency number of 01992 706 494.

## 8. **School Trips**

8.1 If a member of staff is taking a group of pupils on any sort of trip, it is essential they send a list of pupils to the Health Centre to check for any medical conditions they need to be aware of. It is best practice for the member of staff responsible for the trip to check whether any of the pupils have Asthma inhalers or EpiPen devices that they should carry with them at all times. If in any doubt please contact the Health Centre or Matron for further information. Please see the relevant policy for administering medication outside the Health Centre.

## 9. **Reporting of accidents/incidents, including sports injuries**

- 9.1 Staff who are responsible for an activity where an accident occurs or a pupil is injured and needs treatment must complete an accident/incident form. Staff should err on the side of caution and complete a form if in doubt.
- 9.2 Haileybury uses an online accident report form, rather than an accident book. The accident reporting form is found on the Intranet.
- 9.3 Health Centre staff will use professional judgement when assessing sports injuries as to whether they need to be reported under the accident/ incident reporting form.
- 9.4 HMs communicate with the Health Centre for further information on any reported accidents and contact the pupil's parents as and when necessary.

## 10. **Prescription charges**

10.1 Pupils who are 18 years of age and under (and in full-time education) are not required to pay for their prescriptions.

## 11. **Medical arrangements for day pupils**

11.1 The preceding paragraphs apply specifically (but not exclusively) to boarders. Day pupils may be registered with the doctor of their choice. The School will carry out all first aid measures in the event of an accident or emergency. Parents, or the pupil's family doctor, will then take whatever further action is required.

## 12. **Private treatment**

12.1 Private health insurance is not provided by the School. Experience has shown that insurance schemes for private patient treatment are very advantageous in the saving of school time for pupils, and parents are recommended to subscribe to one or other of the private patient schemes.

### **13. 'Medical Alert' Information**

- 13.1 Where a pupil, boarder or day, has a medical condition which may suddenly surface in class, in games, in an activity at school or on a school trip, it is important that relevant staff are alerted to this before the problem arises. Obvious examples are epilepsy, severe asthma and severe allergies. This is especially important where the pupil has to have special medicine close to hand. As such parents are requested to use the forms to inform the school of such conditions and give permission for this information to be held on the appropriate database.
- 13.2 Please note: it is only the specific information, relating to a condition which may require an emergency response, which will be kept on the database.
- 13.3 Separate guidelines exist regarding the sharing and storage of pupil information exchanged between the Health Centre and College Staff. For further information refer to the document *Haileybury Health Centre Confidentiality Protocol*

### **14. Concussion**

- 14.1 The Health Centre informs parents, Matrons, some sports staff and HMs following a concussion. The School has a Concussion policy.

### **15. NHS guidelines**

#### Consent and the treatment of children and young teenagers

- 15.1 All patients who consult with a medical professional or have contact with staff at the Health Centre have the intrinsic right to be treated fairly and equitably and to have their views respected in the provision of medical service, examination, procedure or treatment.

#### Policy

- 15.2 All patients have the right to:
- The highest attainable standard of health and for the treatment of illness and rehabilitation of health.
  - To be treated fairly and equitably in the provision of medical service, examination or treatment.
  - Medical services, examination, procedures and treatments that are in their best interest.
- 15.3 Patients who have the capacity to understand the nature and possible consequences of a medical service, examination, procedure or treatment also have the right to:
- Consent to or to refuse either in part or in full any medical service, examination, procedure or treatment.
  - Be involved in discussions and decisions and have their views respected in relation to any medical service, examination, procedure or treatment.
  - Confidentiality and that no information supplied by them or about them is disclosed without their consent, unless it is a legal obligation to do so.
- 15.4 The Health Centre staff hold a responsibility to those young people who do not have the above capacity to ensure that the young patient receives no less favourable service, care or treatment.

- 15.5 The young person also has the right to be consulted and his or her view sought about any proposed medical service, examination, procedure or treatment, where the young patient is capable of understanding (even at a rudimentary level) and has the ability to form an opinion, and has the right to have his or her views taken into account in decision- making.

#### Parental responsibility

- 15.6 Parents, guardians and persons in official positions of locum parentis hold the primary responsibility for the welfare of the young patient in their care. Staff at the Health Centre will seek the views and permission of those responsible for the welfare of the young patient prior to providing medical service, examination, procedure or treatment.
- 15.7 In an emergency situation, The Health Centre staff will accept consent from a person who has authorisation to discharge responsibility on behalf of the person with parental responsibility, as long as they are in possession of all the necessary facts and that the actions are in the best interest of the young patient, for instance, school staff.
- 15.8 All boarders' and day pupils' parents sign a "consent to emergency treatment" form.

#### Young patient consent

- 15.9 A patient is deemed to have the capacity to make informed consent to a medical service, examination, procedure or treatment if they can:
- Understand the advice provided/proposed treatment plan.
  - Understand the potential consequences of the treatment plan.
  - Make an informed choice.
- 15.10 Health Centre staff need to assess the pupil's capacity to give consent at every stage in the proposed and administered course of treatment.
- 15.11 The medical professionals and Health Centre staff will always encourage a young person to involve the persons with parental responsibility or another adult in any discussion/decision about medical services, examination, procedure or treatment.
- 15.12 If, however, the young person does not want to involve others the Health Centre staff will use the Fraser/Gillick guidelines as a basis for assessment of capacity.

#### Conflicts

- 15.13 If there is any dispute between the person with parental responsibility and the pupil patient, the medical practitioner will, after further discussion and possibly after seeking the opinion of another medical professional, recommend the medical service, examination, procedure or treatment that is in the best interest of the patient.
- 15.14 If the person with parental responsibility is unhappy with the recommendations of the medical professional they can make an appointment to see another medical professional within the Health Centre or they can be provided with the details of another independent medical professional.

#### Current legislation:

- The United Nations Convention on the Human Rights of the Child November 1989, ratified in the UK 1991.

- The Age of Legal Capacity Act 1991.
- The Children Act 1995.

<b>Version history</b>		
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