



**CARE OF BOARDERS WHO ARE
UNWELL
2021 - 2022**

THE HAMMOND SCHOOL LTD., MANNINGS LANE, CHESTER, CH2 4ES
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The Hammond School Limited is registered in England and Wales Number 838325. Registered office is above. Charity Number 1022427 incorporating the Betty Hassall Foundation. The school is accredited by the I.S.A and C.D.E.T. and is a member of the B.S.A and I.S.I.

Please read this policy in conjunction with the whole school First Aid Policy and the Covid-19 Outbreak Management Plan

Introduction

The Hammond addresses Boarders' Health and Wellbeing in a number of ways. These are integrated within the school's overall Student Support team and fall within the overall responsibility of the Head of Boarding.

Care in respect of Boarders' Health and Wellbeing is provided primarily by the School Nurse on main site and also within the houses. This includes:

- The coordination of external appointments with medical and therapeutic services, such as physiotherapy and x-rays, out-patient appointments and follow-up clinics;
- The oversight and monitoring of individual care plans for pupils with chronic conditions, such as Crohn's disease or diabetes;
- The oversight and monitoring of pupils with temporary disabling conditions, including injury;
- The organisation of routine vaccinations in accordance with the Department of Health/NHS guidelines.
- The education and support of pupils in respect of e.g. asthma, anaphylaxis;
- The coordination of physio or paramedic support for performance activities, as appropriate;
- Support for house staff in respect of ongoing CPD (eg training in the use of EpiPen's);
- Medical support for co-curricular adventurous and sporting activities and trips away from the College;
- Coordination of pupil medicals, where appropriate.

The School Nurse can refer pupils for routine (i.e. non-emergency) dental, orthodontic, optometric or other specialist services. These can be accessed in the local area, and consultations can be coordinated with boarding staff. Parents may choose to organise such appointments independently (particularly for ongoing treatment) and are asked to abide by the school's stipulation that appointments do not cause pupils to miss other school commitments.

The School Nurse works closely with the Student Support team to arrange counselling services. Homely remedies, including over-the-counter medicines such as painkillers, can be provided within Boarding Houses, according to permission given by parents/carers and monitored by the School Nurse.

Records of the issue of OCMs are held on the school database, and are accessible in real time by house and medical staff. The school provides First Aid training for staff, on a regular basis. Each area of the school has a designated member(s) of staff responsible for First Aid, in accordance with the

school's Health and Safety Policy. Lists of qualified staff members are maintained by the Head of HR and Head of Operations and Estates. The "need to know" in these cases, in the best interests of pupil welfare, is considered to be such that it overrides ordinary medical confidentiality. Staff are encouraged to seek training from the School Nurse as part of their CPD, to help support pupils with known medical conditions, which impact on their daily life.

Medical Staff

The Hammond benefits from the appointment of a trained nurse with extensive NHS experience. The School Nurse takes the lead on all medical issues between 0830 – 1600, and trained boarding staff at other times. Boarders are encouraged to come to the School Nurse at the above times for all routine treatments and repeat prescriptions. Emergencies and sudden illness will, of course, be dealt with at any time.

Boarders may routinely self-medicate prescribed medication, based on the assessment of the School Nurse, and accordingly to guidelines which are issued to pupils on receipt of their medication, except in very rare instances. Medication is given to pupils in labelled containers, and it is their responsibility to take it as advised. Parents are not routinely proactively informed by the School Nurse about routine prescriptions. Instead, boarders are encouraged, as appropriate, to keep their parents fully informed about their medical wellbeing, consultations and treatment.

Medical Rooms

The main school site has a medical room with one 'lying down' bed for pupils needing short term observation during the day for minor illness such as nausea, headache, injury or period pains. Each boarding house has a number of medical rooms for boarders requiring overnight medical care. Boarders are permitted to rest in house for some ailments, based on the assessment, and on-going review, of the School Nurse. In such cases there is close communication between the School Nurse and the house teams, and a protocol exists for the timing and circumstances in which 'lying down in house' permission may be given. The expectation is that boarders, who are ill such that they cannot attend normal school activities, and where such illness is estimated to last longer than 24 hours, will be taken home by parents or guardians and allowed to recover at home.

When pupils are admitted to the medical room from any area of the school:

- They should ideally be escorted by an adult and information concerning the pupil must be given to the School Nurse before the adult leaves.
- Warning of the admission should be made beforehand by telephone whenever possible. All overnight admissions (to house medical rooms) are notified to parents, usually by telephone, as soon as possible. If day pupils are taken ill while they are in school, they must report to the School Nurse, who will contact the parents and arrange for them to go home if appropriate.

Medical Centre List

A list of pupils who are ill, or absent from routine school activities, on account of illness, is maintained on the College database (ISAMs).

Hospital Outpatient and other appointments

These are monitored by the School Nurse (day) and boarding team (evening/weekend) and transport arranged by them. Communications with pupils for these is by email to the boarding team about 48 hours before the appointment.

The School Nurse follows a specific protocol in respect of head injuries, in close liaison with the LMT member responsible for Health and Safety.

Medicals

All new pupils' parents complete a Medical History Form on entry to the school. The information contained on the Form informs the Medical Lists. Parents are asked to indicate routine as well as serious medical conditions, past inoculations and vaccinations and their child's existing GP.

All boarding pupils are asked to register with the local health centre (Garden Lane).

Health Education

Health Education and the promotion of healthy lifestyles are felt to be an important part of the work of the School Nurse. Posters, pamphlets and other teaching aids are available, and the nurse is happy to talk to pupils on any aspect of health.

Advice about sexual health, quitting smoking, nutrition, Gap Year safety, drug and alcohol misuse, skin care/sun care, and many other topics is available. The School Nurse is a member of the school's pastoral team and contributes regularly to the school's PSHE programme for pupils.

Counselling

There is a pastoral team to assist boarding staff if and when they require help with the management of pupils with emotional, behavioural or psychological problems. The Vice Principal (Student Support), the Assistant Principal (Student Support) and the Pastoral Manager are all available for discussion about individual pupils. Confidential appointments are offered in the Pastoral Hub or Nurse's office as and when required. The Counsellors see pupils by appointment. Pupils can self-refer or can be referred by the pastoral team. In the case of short term or one-off access to counselling, there may be no charge to pupils/parents. In the case of pupils' who join The Hammond with a pre-existing need for ongoing access to counselling, or where long-term access is deemed to be desirable, pupils and parents may be referred/directed to external counselling services or asked to make alternative private arrangements. It is likely that in such instances a charge will be incurred.

Alternatively, medical referral to CAMHS is possible through the Pastoral Manager. Pupils under the age of 16 will not be referred to CAMHS without the consent of parents. The School Nurse, Pastoral Manager and Counsellor(s) offer pastoral support. This means that the consent of the pupil will be sought and, except in exceptional circumstances, obtained before any form of disclosure or referral. The Medical Centre team always encourages pupils to tell their parents and boarding staff if they are in difficulties, but must abide by their decision if they refuse to do so. Consequently, it is important that boarding staff should feel able to refer parents to the pastoral team if they find they do not have enough information about the pupil to answer parents' queries. They will have the full support of the pastoral team in doing so.

The school's senior, confidential pastoral team, comprising the Vice Principal (Student Support), Assistant Principal (Student Support), School Nurse, Pastoral Manager, SENDCO and Principal meet weekly to discuss welfare issues, such that the trends and patterns can be monitored, and the holistic best interests of pupils can be met.

Psychiatric and Psychology Services

If the pastoral team wish to refer a pupil for psychiatric assessment parents will be informed. As pupils are registered with Garden Lane Medical Centre, they are eligible for NHS care including psychiatry, but unfortunately the current structures for provision of such services by CAMHS teams (Child and Adolescent Mental Health Services) rarely enable a consultant opinion to be obtained quickly, and often require multiple assessments by other members of the team before reaching the consultant, as well as many weeks waiting. The Hammond is happy to refer pupils via the NHS, but after discussion with parents it is his experience that a private referral is often helpful. Similarly, the pastoral team may advise that a pupil may benefit from the support of an adolescent psychologist. In such cases, parents would always be informed.

Urgent problems on school premises

Occasionally urgent attention/first aid may be required outside of the School Nurse's working hours. After 4pm each day and at weekends, LMT are positioned on a rota for support, and boarding staff with first aid training will be available.

PROTOCOL FOR ADMINISTERING OCMs

OCMs refers to painkillers such as paracetamol or ibuprofen. These are supplied to houses by the School Nurse, who will maintain an audit trail of their use. When issuing medication, the following procedure should be followed: Check

- whether the pupil is allergic to the medication
- whether the pupil has taken ANY medication recently, of any sort
- If so, what? (NB dosage and contra-indications)

- that the pupil has taken the OCM before and suffered no side effect
- the expiry date on the medication NB Any recent OCM issue to the issue from a school source will be recorded on ISAMs.

Administer

- The pupil should take the medication under the supervision of the person issuing it.
- No more than the recommended dose of any OCM should be administered in one 24-hour period, and issued on a dose-by-dose basis.
- A pupil requiring more than the recommended dose in any given 24-hour period should be referred to the School Nurse for treatment

Record

Record the details of issue via ISAMS. This can be done under the login of boarding staff and MUST be done at the time of issue.

- name of pupil
- reason for issue
- name of medication and dose
- date and time

Such a record is kept so that an audit trail of OCM administration is possible within individual Boarding Houses. Such records are liable to inspection by ISI senior staff. Records in House will be checked termly by the School Nurse.

Policy Details

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