

## **GENERAL MEDICAL POLICY**

It is the policy of Kimbolton School that all pupils, staff, and visitors receive the best possible and most appropriate medical treatment, care, and advice.

### **Introduction**

This policy and its appendices outline procedures for care given for minor illnesses and injuries, long term established medical conditions, and in emergency situations and acute exacerbations of existing illnesses.

The fundamental role of the school nurse is to 'co-ordinate and deliver public health interventions to improve children and young people's health and wellbeing (DH and PHE 2014). School nurses have the skills to support holistic assessment of health and wellbeing through health promotion, ill health prevention and early intervention strategies to address individual health needs.

The school is an inclusive community that aims to support and welcome pupils with established and ongoing medical conditions. Kimbolton School aims to help children enjoy and achieve in school and to make a positive contribution to the school community. All pupils with medical conditions will be encouraged to participate in school activities appropriate to their ability and medical condition. The school recognises that certain medical conditions are serious and potentially life threatening and will implement individualised care plans in order that appropriate care is delivered.

This school believes that all pupils should be able to identify good health and healthy living practices, and will promote a caring and supportive community, in which they can learn to manage and to take responsibility for their own health needs, including those pupils with established medical conditions.

The school will liaise closely with parents/guardians, general practitioners, specialist medical practitioners, nurse specialists and any other outside agency as necessary to ensure that an individual pupils health needs are met.

Information identifying which pupils have pre-existing medical conditions and food or other allergies will be collated from information supplied on the medical form. This will, with parental permission, be added to the list of medical details available to staff on the Engage platform.

Staff at school are expected to undertake basic first aid training, renewable every three years.

## Medical and nursing cover

The nursing team at Kimbolton, under the guidance of the School Nurse Manager, aim to provide emotional and physical care for all students.

There is cover during term time from a registered nurse (RN;) as follows

- Senior school medical centre. Monday - Thursday 08.00 - 17:00, Friday 08:00 – 16:30 and on a Saturday 08:00 – 17:00 when fixtures take place.
- Prep school medical room. Monday – Wednesday 08:30 – 16:30, Thursday and Friday 08:00 – 16:00.
- A member of boarding staff with a valid First Aid at Work certificate provides cover for boarders outside of the above times.

It is the responsibility of the RNs employed by the school to maintain valid registration with the Nursing and Midwifery Council (NMC), this now includes fulfilling all the necessary revalidation requirements.

For details please see; [The Code: Professional standards of practice and behaviour for nurses, midwives and nursing associates - The Nursing and Midwifery Council \(nmc.org.uk\)](https://www.nmc.org.uk/standards-of-practice)

An individual not registered with the NMC is not legally able to practise as a nurse. If a registered nurse delegates work to someone who is not registered with the NMC, their professional accountability is such that they must make sure that the person who does the work can do it and that appropriate levels of supervision are in place (NMC guidelines).

As part of their role, the nursing team can provide education on topics such as alcohol, smoking, health screening, drug misuse, contraception, and mental health issues. This may be as part of the school PSHE program or as information leaflets/ notice boards available in the health centre/medical room. The nursing team are available to deliver training for staff (teachers, support staff) on health issues such as allergy management. The school subscribes to the National Condom Card Scheme and nurses are trained to deliver this service.

It is expected that day pupils will already be registered with a GP. Although emergency treatment will always be provided during school hours it is expected that for routine medical matters the family GP will be consulted. Medical Information from the GP will only be disclosed to the school nurse where there is a safeguarding concern.

## **Confidentiality and competence**

In accordance with doctors and nurses' professional obligations, medical information about pupils, regardless of their age, will remain confidential. However, in providing medical and nursing care for a pupil, it is recognised on occasions the nurse may liaise with the Head and other academic staff, boarding staff, parents and guardians, and that information, ideally with the pupil's prior consent, will be passed on as necessary.

With all medical and nursing matters, a pupil's confidence will be respected, except on very rare occasions when, having failed to persuade the pupil, or authorised representative, to give consent to divulgence, the nurse considers that it is in the pupils' better interests, or necessary for the protection of the wider school community, to breach confidence and pass information to a relevant person or body.

The nursing team work very closely with the Designated Safeguarding Leads (Laura Hadden – Senior school, Ollie Stokes – Prep school) and in line with the Safeguarding Policy, information may be shared for safeguarding purposes.

A pupil's ability to consent to, or refuse, medical or dental treatment is acknowledged. This is based on competency and not age ("Gillick Competence"). The doctor, dentist or nurse proposing the treatment must judge whether the pupil understands the nature of the treatment, as well as the consequences of refusal, and can thus be deemed competent. (See appendix for Gillick Competence checklist) Parental/guardian consent is required for any pupil not deemed competent.

Please also see confidentiality policy.

## Record keeping

A pupil's parents or guardians must submit a completed medical form, on Engage, prior to joining the school, which outlines significant past medical problems, current illnesses / conditions, and present treatment, as well as known allergies. Early disclosure of medical information will result in detailed planning to ensure a safe environment for learning and wellbeing e.g., a pupil with diabetes or epilepsy requiring specific treatments (see specific policy for each).

The parents/guardians are requested to notify the school nurse of any changes in a pupil's health status during their time at the school.

The medical form requires updating annually and to facilitate this an email request/reminder will be sent to all parents/guardians at the end of the summer term. It is the parents/guardians responsibility to keep the school fully informed of any medical changes to their child. Parents/guardian should be aware that the school is unable to plan and deliver effective care if no or insufficient information is provided on the health form.

Staff who have access to Engage can view medical forms. However, the medical notes page can only be seen by the nursing team.

At the start of each new academic year the nursing team run various reports (food allergies and special diets, asthmatic, notables) and share with relevant parties.

The list of asthmatics is included in each emergency salbutamol kit. The list of those who carry an adrenaline auto injector is included in this kit. Food allergies and special dietary requirements are e-mailed to the catering department.

Only information deemed necessary for the staff to know will be passed on by the school nurses. This would be for safety purposes e.g., asthma that is induced by sport – the PE staff need to know this.

Full and contemporaneous medical records are kept on Engage. Non-NHS records kept by the school are liable for inspection and monitoring by inspectors. The record will be completed by the RN or authorised boarding staff administering the treatment.

Any boarders who have sought medical treatment during the school day will have this detailed on Engage in the Boarding Medical Notes area of the Daybook.

Should medications or treatment be given to Boarders during the evening or the following early morning, this will also be recorded in the Boarding Medical Notes area of the Daybook. An automatic email will be sent to the parents with details of this.

Any pupil with complex medical needs or a long-term medical condition will have an individual health care plan (IHCP) written by the school nurse, in consultation with parents, pupil and medical personnel as appropriate. It is preferred that a letter from the pupils health care professional involved in the care of the pupil writes a covering letter to explain the current treatment plan.

The school nurse will be available to meet with the parents of all pupils, including prospective parents, to discuss how their child's medical needs may be met.

This plan will be uploaded to the DMS tab on Engage so that teaching staff can access it.

This will be reviewed annually or on a more frequent basis as the medical condition dictates.

A strategic Risk Assessment will also be written for any pupil with complex medical needs or a long-term medical condition to ensure safety of that pupil on or off site. This is done with the guidance of the Health and Safety Manager (Amanda Janes). This will be uploaded to the DMS tab on Engage.

## **Responsibility**

### **Nursing team**

- to liaise with school registrar about new pupil medical information
- to review medical information at start of each academic year, when notified of a change in medical information or for any pupil who starts during academic year
- to obtain additional information from parents as required
- to inform and update staff about medical issues on a need-to-know basis
- to inform parents of issues that need to be addressed
- to ensure a child's medical condition is looked after in school efficiently and appropriately
- to monitor the effectiveness of care in the medical centre and for each individual child who has an IHCP in place
- to discuss outcomes with line manager

### **Governors**

- to uphold the general medical policy
- to support the nurses in their care of children
- to support and monitor the role of the staff and medical centre in caring for a child's medical needs

### **Staff**

- to update nurses on any medical information communicated to them via parents or child
- to carry out care identified by nurse on IHCP or in policies and procedures
- to respect confidentiality

### **Parents**

- to sign parental agreement
- to inform nursing staff of any changes and updates to their child's medical condition
- to provide supporting evidence from medical professionals
- to treat medical staff with respect

## Accidents and illnesses; transfer to hospital

### Accidents

All serious accidents (during hours stated above) must be reported to the school nurse immediately via telephone or 'walkie talkie'. Staff should phone reception immediately or send a reliable pupil with a message.

The school nurse will attend with a first aid kit, mobile telephone, and any other relevant equipment, then examine the casualty at the location where the accident occurred.

The injured person must not be moved unless they are at further risk.

Under no circumstances should staff try to move or carry a casualty.

Upon arrival the school nurse will take control of the situation and will delegate the following tasks as appropriate:

- care of the patient
- triage
- telephoning the ambulance service (see ambulance guide)
- assisting with treatment, e.g., CPR
- 'crowd control'
- notifying the Head/Bursar/other relevant staff members

The decision to call an ambulance will be made by the school nurse after assessment of the casualty, if a first aider has not already done this.

Reception must be notified that an ambulance has been called and the exact location of the casualty. There should be someone waiting to escort the ambulance to the site of the incident (see ambulance guide).

The Head/Deputy Head/Head of Boarding will be notified, as will the Bursar if there are Health and Safety implications.

The school nurse will make the decision as to whom is the most appropriate person at the time to contact the parents/guardian.

In accidents of a less serious nature the injured person should report to the school nurse in the health centre/medical room, so that an examination of the injury may be made, and appropriate treatment arranged. If the nurse is working in another part of the school the casualty should go to reception where they will contact the nurse.

A brief report of ALL accidents must be made using the accident form accessible from the intranet. This report should be made by the person who witnessed the accident or by the first person on the scene. The accident report should be passed to the Health and Safety Manager/nursing team.

The Health and Safety Committee will examine the accident reports at their regular meetings and will make any necessary recommendations. In the event of a serious accident, the Head and the Bursar must be notified of any Health and Safety implications immediately.

Notification of parents of any minor accident will be done by e-mail. This is sent automatically following completion of an entry into the medical note section of Engage. They will be notified of what has occurred, action taken, and treatment/medication given.

## Illnesses

- If a pupil feels ill during the school day, they must report to the school nurse
- The pupil must log-in on the iPad in the medical centre to ensure staff know where they are
- The school nurse/first aider will assess the pupil's condition and give appropriate treatment. Parents may need to be contacted to discuss treatments and medication already given at home.
- Where possible pupils will be encouraged to return to lessons following a short period of rest in the health centre/medical room if necessary.
- Parents will be contacted if the pupil feels too ill to remain in school, if they have vomiting or have diarrhoea or if there is any suspicion of an infectious illness. For diarrhoea & vomiting a pupil must remain off school for 48 hours once symptoms have subsided. The School Secretary needs to be informed.
- If a pupil is to be sent home/returned to class, this will be logged on the iPad.
- Pupils should be encouraged to see the school nurse at break times where appropriate. It is preferable that they do not leave lessons unless necessary.
- Pupils are not permitted to phone/text/email their parents directly to ask to be taken home because they are unwell. They should report to school nurse, according to the policy, in order that the most suitable treatment can be given. The school nurse will telephone parents if necessary.
- The school nurse will monitor a pupil's attendance at the medical room. If a pupil makes frequent visits or there is a regular pattern to their attendance relevant persons will be notified so that potential problems can be identified.
- Boarders who are unwell during the day will remain off school and in the medical centre under the care of the school nurse. Sixth form pupils may be able to return to the boarding house following a discussion between the school nurse and the house matron.
- The boarding staff will monitor the pupil and medicate overnight as discussed with the school nurse.
- Registered providers of early years settings must notify Ofsted of any serious accident, illness, or injury to, or death of, any child while in their care, and of the action taken. Notification must be made as soon as is reasonably practicable, but in any event within 14 days of the incident occurring. A registered provider, who, without reasonable excuse, fails to comply with this requirement, commits an offence.



## **Transfer to hospital**

The decision to transfer a pupil to hospital will be made by the school nurse or an authorised deputy. Relevant members of staff and parents will be notified.

If an ambulance to hospital is required

- If pupil is a boarder, the house matron will accompany
- If day pupil, contact bursary/SMT to find personnel to accompany
- School nurse remains on site to care for remaining pupils in school
- The escort should take with them: details of the parent's name, address, telephone numbers, including work numbers
- The escort should take relevant medical history of the pupil and details of incident
- The escort should take a mobile phone to maintain contact with school. Number to be shared with relevant staff in school
- They must stay with the pupil until one of the parents/guardians arrives to relieve them.

If transport to hospital is required without an ambulance

- the school nurse will arrange for the parent to collect the pupil and take them to hospital
- the parent/guardian will be asked to inform the school/nursing team of the outcome of the hospital assessment

If transport to hospital is required without an ambulance and parents are unable to take

- If pupil is a boarder, the house matron will drive in their car
- If day pupil, contact bursary/SMT to find personnel to transport in their car
- Two members of staff to accompany pupil
- Ensure escort has funds for parking fees
- School nurse remains on site to care for remaining pupils in school
- The escort should take with them: details of the parent's name, address, telephone numbers, including work numbers
- The escort should take relevant medical history of the pupil and details of incident
- The escort should take a mobile phone to maintain contact with school. Number to be shared with relevant staff in school
- They must stay with the pupil until the pupil returns to school, is admitted to hospital or one of the parents/guardians arrives to relieve them

If a pupil requires urgent medical attention while under the school's care, we will if practicable try to obtain parental/guardian consent. However, if it is not practicable to contact a parent/guardian the school will make the decision on your behalf if, for example, consent is required for urgent treatment recommended by a doctor or other medical practitioner (including anaesthetic or operation, or blood transfusion (unless you have previously notified us you object to blood transfusions)).

## Care of Boarding Pupils

Kimbolton provides boarding for male and female pupils.

The male pupils reside at Kimbolton House (Kim house).

The house parents are Tony and Emma Lawless

The house matron is Many Jenkinson

The female pupils reside at the White House

The house parents are Laura and Phil Hadden.

The house matron is Louise Bower.

Prior to boarding all relevant documentation must be completed as detailed in the parental contract with the school.

The nursing team will review boarding pupils medical forms (at the start of the academic year or upon arrival during term) and contact parents if further information is required.

All full boarding, overseas, some weekly boarding pupils, and some resident staff, will be registered with a local general practitioner (Kimbolton Medical Centre) for the provision of general medical services. However, some weekly boarding pupils may continue to be registered with their family GP. All boarding pupils are encouraged to register with the local GP, though they may register with any doctor who is prepared to accept them. Pupils have access to a doctor of the same gender if they wish.

Registration documents will be completed on the first day of arrival in the boarding house. These are supplied by Kimbolton Medical Centre and stored in the health centre office.

A member of the nursing team will ensure the correct number required is provided to each boarding house at the start of the academic year or whenever a new pupil arrives.

The house parents are responsible for ensuring correct completion of these forms and then returning them to the GP surgery.

Any boarders who have sought medical treatment/help/advice from the health centre during the school day will have this detailed on Engage in the Boarding Medical Notes area of the Daybook. This can be seen by the relevant boarding house staff to ensure good communication and continuity of care. Also, an automatic email will be sent to the parents with details of the visit. The pupil will be informed and asked for consent for this.

During health centre open hours, the pupils medical care is the responsibility of the nursing team. If a boarder is unwell during the school day, they are usually cared for in the boarding house by the house matron and her team, under the guidance of the nursing team.

After this time, the immediate care is the responsibility of the house parents. Should medications or treatment be given to Boarders during the evening or the following early morning, this will also be recorded in the Boarding Medical Notes area of the Daybook.

If a boarding pupil (registered with the local GP), needs to see a doctor an appointment will be made for them at Kimbolton Medical Centre. Contact with the doctor should be private without the pupil having to explain the reason to nursing or boarding staff. Unless the pupil is over 16 years, they should be accompanied to the appointment by the house matron or other designated member of staff.

If a prescription is given by the GP, it will be filled by the local pharmacist (Swan Pharmacy) and can be collected either by the house matron or the pupil themselves if considered competent.

For appointments away from Kimbolton (dental, optical, hospital) all pupils will be accompanied by the house matron or other designated member of staff.

## Medications

Prior to joining Kimbolton School, as part of the medical form on Engage, parents/guardians are required to complete consent forms to allow the nursing team to issue certain 'over the counter' (OTC) medications to pupils. Currently these are paracetamol, ibuprofen, cetirizine and anthisan cream.

For pupils under 16 years of age, consent must be obtained/checked on Engage before any OTC is given.

Pupils over 16 years of age are considered capable of making their own decisions about taking medications and therefore parental consent is not necessary but is still recommended.

The nurse on duty will use their professional judgement as to whether OTC medication is administered. The pupil will be asked to confirm if they have taken any other medication in the previous 24 hours to avoid errors. For younger pupils it may be necessary to contact a parent/guardian to establish this.

The nurse will make an entry to the relevant area on Engage of the name, dose and time of any medications given to pupils. Parents/guardians will receive automatic notification of this.

Except for medication for emergency use students should not carry and administer their own medication in school.

Pupils that require medications for use in an emergency must always carry these with them e.g., EpiPens to treat anaphylaxis and reliever inhalers to treat asthma. Use of these will be detailed on individual care plans stored on Engage.

Attendance at any off-site excursion is dependent on such medications being present. It is the responsibility of the trip leader/designated first aider to ensure pupils carry these.

All non-nursing staff that will be required to administer medications will be trained to do so. Currently this involves OPUS online training.

The nursing team requires parents to supply extra stock of such medications for use in an emergency. This is stored in the nursing offices at both Prep and Senior school.

The nursing team maintain a limited stock of generic EpiPens and reliever inhalers for use by those pupils who have been identified as requiring them in an emergency if their own supply is missing or not working. Parental consent for this is evidenced on Engage.

For all other medications, prescribed or OTC, parents are required to complete the school medication consent form. No medication will be given without this.

The signed and completed form must be handed to a nurse with the medication in its original box.

### **Counselling services**

The school counsellors (Jenni Lake and Rachel Quince) are based in the health centre and offer a confidential counselling service to all students and staff. They are fully qualified and experienced at working with young people and adults alike.

The service runs Monday to Friday 08:50 – 16:20. After school sessions may be available following special request.

They can offer a maximum of 10 sessions of 50 minutes each in a soundproof private room. Pupils are able to access this confidential service without parental consent; however, there may be occasions when parental consent is required (decided on case by case basis) if lessons are to be missed (the lesson to be missed each week will be varied).

Appointments are offered via email contact at [counsellors@kimbolton.cambs.sch.uk](mailto:counsellors@kimbolton.cambs.sch.uk).

### **Ancillary medical services**

Where possible boarders are requested to arrange routine dental and orthodontic treatment during holiday periods. However, this may not be possible when parents are domiciled overseas, and in this situation, the house matron will arrange attendance at local dental and orthodontic clinics. They will also arrange emergency treatment where necessary.

The house matron is also able to arrange for eye testing and the supply of spectacles and contact lenses. Chiropody appointments, to treat veruccae, can be arranged. Physiotherapy appointments can be arranged for private treatment where a doctor's referral has been made.

### **Vaccinations**

The school nursing team work closely with the NHS Vaccination team to deliver the NHS Vaccination programme to young people. All Consent forms are sent by Clarion call to parents. The consent form has an online portal through which parents can complete the consent form. The school nurses liaise with the NHSW team to provide a suitable date and venue for the vaccinations to take place.

**Appendix 1**  
**Frazer competence checklist**

The following should be used as guidance for practitioners.

**Please tick each point once it has been discussed/considered**

**Consider: -**

- Has the young person explicitly requested that you do not tell their parents/carers about the common assessment and any services that they are receiving?
- Have you done everything you can to persuade the young person to involve their parent(s)/carer(s)?
- Have you documented clearly why the young person does not want you to inform their parent(s)/carer(s)?
- Can the young person understand the advice/information they have been given and have sufficient maturity to understand what is involved and what the implications are?
- Can they comprehend and retain information relating to the common assessment and the services, especially the consequences of having or not having the assessment and services in question?
- Can they communicate their decision and reasons for it?
- Is this a rational decision based on their own religious belief or value system?
- Is the young person making the decision based on a perception of reality? E.g., this would not be the case for a chaotic substance misuser.
- Are you confident that the young person is making the decision for themselves and not being coerced or influenced by another person?
- Are you confident that you are safeguarding and promoting the welfare of the young person?
- Without the service(s), would the young person's physical or emotional health be likely to suffer? (if applicable)
- Would the young persons' best interests require that the common assessment is done, and the identified services and support provided is without parental consent?
- You should be able to answer YES to these questions to enable you to determine that you believe the young person is competent to make their own decisions about consenting to and taking part in the Common Assessment, sharing information, and receiving services without their parent's consent.
- You should record the details of your decision making.

School nurse signature

Date