



Ripon Grammar School

Boarders' Medical Policy and Regulations V2

A range of non-prescription medicines is kept in the Boarding House surgeries. These are supplied for boarders.

The Boarding Staff/School Health Worker will also administer prescription medicines, subject to the usual permissions. Consent for the administration of prescription medicines must be given by the parent to the school on the **Prescribed Medication** section of the **Medical Information Form** issued electronically to new boarders before induction. Each individual medication will also require the completion of a **Parental Request for Medicines to be taken at school**.

For those students requiring treatment or medication from a specialist consultant, an **Individual Healthcare Plan** detailing the treatment and medications necessary and appropriate drug therapy may be requested by the School in addition to the **Medical Information Form**.

Medications

If your son/daughter is prescribed any medication to be taken during the school day, it is advised that this medication be administered from the School Health Worker/Receptionist. The medication must be pharmacy labelled and contain name, dosage and time to be given. Extra labels can be obtained from the dispensing pharmacy on request.

Analgesics

Permission for the administration of analgesics and other simple medications must be given on the **Medical Information Form**, otherwise we cannot administer them. Please also advise on this form if you **do not** wish your son/daughter to be given paracetamol.

Non-prescription medicines

Consent for the giving of all non-prescription drugs must be obtained from the parent/guardian of all pupils. The **Medical Information Form** sent out on admission to the School contains simple 'yes/no' consent for basic non-prescription medications that are held in Boarding records. Parents may update the boarding staff by letter if they wish. Renewal of consent will be asked for yearly.

Non-prescription medications kept in the boarding houses include:

Cetirizine hayfever medication; Throat lozenges; Cough medicine; E45 cream; Savlon cream; Germoline cream; Vaseline; Deep Heat muscle rub; Sun cream; After sun cream; Virasorb – cold sore cream; Soothagel – mouth ulcers; Paracetamol; Full Marks Head Lice treatment; Liquid paracetamol 6+; Athletes foot cream; Loperimide (Imodium type).

Hay fever

If a student needs to take an antihistamine preparation for hay fever, it should be taken before the start of the school day. Most modern medications are a once-daily dose and can be obtained via the GP or over the counter at your local dispensing pharmacy. If an antihistamine needs to be administered during the school day, it should be sent into the boarding house in a pharmacy labelled box with the prescription and pupil's name upon it. Appropriate consent forms must be sent with the medication. Your dispensing pharmacist will dispense extra labels and boxes if you ask them.

Parents are required to give details of hay fever treatment on the **Medical Information Form** and sign to give their consent for staff to issue the medication.

Asthma management

The staff encourages independence and self-management in students with asthma. Their reliever inhalers should be carried on their person at all times. These should be labelled with their name and date of birth so that they can be quickly returned in case of loss. This is of help during sports activities when the inhalers are left by the side of the pitch. Spare inhalers can be stored in the boarding house surgery provided they are labelled by a pharmacist. Both the boarding house and main school have emergency inhaler kits. Parents are required to give details of asthma treatment on the **Medical Information Form** and sign to give their consent to house staff to issue the medication

Diabetes management

The School Health Worker/Boarding Staff work with families and pupils with diabetes to achieve independence and self-management. An Individual Health Care Plan will be established, working closely with the pupil, health professionals and the family. We would request that the student carries a sugar substitute at all times on their person. Lucozade and alternative forms of carbohydrate are kept in the boarding house surgery/main school for emergency use when boarders with diabetes are in residence.

Epilepsy management

The School Health Worker/Boarding Staff are pleased to work with the family and student with epilepsy to achieve independence and self-management. An Individual Health Care Plan will be established working closely with the pupil health professionals and the family. Emergency medication will be kept in the boarding house surgery/main school, labelled as previously detailed and with instructions for use by the doctor in charge of the treatment and with the relevant permissions.

Prescription medicines

Those that are needed during the school day should be administered from the School Health Worker/Receptionist for the safety of the pupil and other children. The medicine supplied must be pharmacy labelled. Medications will be stored in a locked metal cupboard in the medical room.

Please keep us informed about changes in studentss' medical needs.

Antibiotic therapy

Some liquid antibiotics need to be kept at a cool temperature. They should be sent to the house surgeries/medical room for dispensing. Please ensure that they are placed in a clear plastic bag to prevent leakage and are appropriately pharmacy labelled and accompanied by a request form for administration. Some antibiotics do not need to be taken during the school day. Your pharmacist will advise you whether this is the case or not.

Record-keeping

An electronic record will be kept of any treatment and medication (prescription or otherwise) that has been given. However, this information is confidential to the student.

Prescription medicine administration procedure

- The students's name and date of birth will be checked against the medicine.
- The consent form will be checked.
- An allergy history will be obtained.
- Dose and expiry date will be checked.
- An electronic record of the administration will be made.
- If in doubt, the parent will be contacted and a verbal consent taken.
- If a pupil refuses, the staff have no power of enforcement.
- The onus is on the student to come to the house surgery/medical room at the appropriate time.
- The parents will be notified if a child refuses in the best interests of that student.
- Emergency services will be called if a refusal compromises a student's safety.

Anaphylactic Management

House staff/School Health Worker are pleased to work with family and students with severe allergies (anaphylaxis). We encourage the student to carry their Adrenaline Auto Injector (AAI) on them at all times. We request that a spare Adrenaline Auto Injector (AAI) is brought into the boarding house surgery/medical room. Teaching and pastoral staff at Ripon Grammar School have been trained in administration of an Adrenaline Auto Injector (AAI) should the student not be able to do so him/herself.

Staff Training

All staff who administer medication to boarders will have passed the course: 'Administering Medication in an Educational Setting'.

References: DfE Guidelines on the administration of medicines and NYCC Guidance for supporting CYP with medical conditions in school - February 2015

MEDICAL REGULATIONS - BOARDING

GENERAL REGULATIONS

Registration

To make best use of the facilities and services provided under the National Health Service, **termly boarders must be registered on the list of the local GP practice** throughout their time at school.

Weekly boarders are also able to be registered on the list of the local GP practice throughout their time at school.

Boarders must complete all medical forms before the start of their first term, with the appropriate parts completed.

If parents prefer, **weekly boarders have the option of remaining registered with their local doctor**. Boarding staff will contact parents if the student requires an appointment with their GP and parents are expected to accompany the student to the appointment.

Consent to Treatment

If a student requires hospital treatment every effort will be made to obtain the prior consent of the parent or guardian. Should this be impossible in the time available, the Headmaster, Deputy Headteacher, Boarding Staff or School Health Worker acting in loco parentis, is authorised to give valid consent to such treatment (including anaesthetic or operation) as may be recommended by the attending medical staff.

Information

Please note that in general the professional code of practice of doctors, nurses and other health professional place a duty on them not to disclose information about individual patients (students) without their consent except in exceptional circumstances. The duty of confidentiality owed to a person under 16 years of age is the same as that owed to any other person. However, where a professional believes that the health, safety or welfare of the patient (student) or others is at risk, there is a duty to share information between professionals, as laid down by the DFES Child Protection Act.

Return to School, Quarantine, etc.

If your child has an operation, accident, severe illness, or anything that may affect his/her school life, please inform the Housemaster/Housemistress. If the student has been exposed during the school holidays to anyone suffering from an infectious disease, he/she should not return to school until after the quarantine period. If an infectious disease is suspected i.e. Covid 19, Poliomyelitis, Encephalitis, Cerebrospinal Fever (Meningitis), Smallpox, Diphtheria, Conjunctivitis or Impetigo, the student may NOT return to school until permission from the Health Protection Agency/GP practice has been obtained. If after the student has returned to school, infectious illness breaks out in your home, immediate notice of the facts should be forwarded to the school authorities if your home doctor considers there is a possibility of further infection.

Ripon Grammar School Medicines, Drugs and Treatment in Holidays

If a boarder returns to school while continuing a course of treatment started in the holidays, details of this treatment must be given by letter or email to the boarding house staff. All medicines, tablets, drugs, etc. must be declared and handed over to the boarding house on return and a Parental Request for Medicine to be taken at school must be completed.

The possession or taking of unauthorised medicines, tablets, drugs, etc. is regarded as a serious matter and could, in certain circumstances, result in the removal of the student by the Headmaster from the school.

Retention of a student in the school is conditional upon the acceptance by the parents of the regulations set out above. They may be amended from time to time and, subject to any such amendments, shall continue to apply during the whole time a pupil continues to attend the school, irrespective of age.

Admission to medical room/ boarding houses during the school day

If the student becomes ill during the school day, he/she must report to the School Health Worker/school Reception, having first obtained permission, if possible, from the teacher whose class or activity he/she is attending at the time. If a student is not well enough to continue at school, the School Health Worker/Receptionist will inform the parent/guardian of the student. Pupils should not ring their parents/guardians to collect them without first consulting the School Health Worker/Receptionist. This is a Health and Safety measure for the protection of your child.

If the student needs to be in the medical room or in the boarding house for a period of time during the school day, his/her parents may be informed either by telephone or by email. Parents may choose to care for their ill child at home.

The Health Protection Agency advises that no student with diarrhoea and/or vomiting or flu like illness should come into school until he/she has been free of symptoms for at least 48 hours.

FIRST AID - BOARDING

First Aid training is undertaken on a three-year cycle.
Senior House Parents attend a three-day First Aid at Work course.

First Aid at Work Course - Three Day – delivered by either Johnsonland Training, Watson Training Services or Livius

Name	Certificate Date	Renewal Date	House	LOS	FWT
Caroline Day	20/03/18	20/03/21	JH	Y	Y
Ruth Hong	18/11/20	18/11/23	JH	N	Y
James Coffin	18/11/20	18/11/23	SH	N	Y

Emergency First Aid in Schools – One Day– delivered by either Watson Training Services, Livius or MedEvent UK Ltd

Name	Certificate Date	Renewal Date	House	LOS	FWT
Liz Gibson	27/11/18	27/11/21	JH	N	Y
Matthew Weston	10/06/19	10/06/22	SH	N	Y
Sarah Williams	13/12/19	13/12/22	SH	N	Y
Emily Godsave	01/01/21	01/01/24	SH	Y	Y

House = Indicates which boarding facility the person resides in:

JH = Johnson House Tel: 07908700949
SH = School House Tel: 07932028584

LOS = Indicates this person permanently lives on site.

FWT = Indicates fire warden trained.

Minor Accidents: Procedure – assessment by first aider – first aid boxes kept in both houses and throughout school, including Reception/Sports Hall and in the Medical Room

Taken from NYCC CYPS HEALTH AND SAFETY POLICY GUIDANCE HANDBOOK

‘Suspected bone injuries of the hand, wrist, arm, feet, minor cuts and minor (single) fits are not medical emergencies and injured persons can be transported to accident and emergency by other means after appropriate first aid treatment’.

- In the case of minor injury, boarders are taken to ‘Minor Injuries’ at Ripon Community Hospital which is less than one mile from the school.
- Ripon Community Hospital also has an x-ray department which is open until 4pm.
- The receptionist will print off the boarder’s electronic medical record and a member of staff will accompany the student to the hospital.
- Boarder’s parent/ guardian will be contacted by the receptionist and informed of the accident or injury to their child.
- A record of the accident / injury is made in the accident book.
- Parent kept updated by boarding house staff.

Dealing with medical emergencies - refer to Health and Safety File CYPS Health and Safety and Guidance Handbook.

First aider assess situation

- Do not move casualty unnecessarily
- Keep casualty calm and under direct supervision until assistance arrives
- Severe injuries should be considered as an emergency and an ambulance called.

IF IN ANY DOUBT CALL AN AMBULANCE IMMEDIATELY.

‘Breathing difficulty, unconsciousness, serious head injuries, suspected bone injuries to the neck, spine, collar bone, ribs, pelvis and legs, including the knee, severe blood loss, severe fits or severe pain ***should be treated as emergencies and an ambulance called immediately***’.

- Member of staff to accompany boarder in ambulance – medical record to be taken with boarder
- Another member of staff to ensure remaining boarders are safe and supported.
- Inform parent/ senior staff as soon as possible and give details re: destination hospital.
- Keep parent/guardian fully informed.
- Complete an accident report / records as soon as possible.
- Review incident and pass on recommendations to Senior House Parent.

Mrs C Day
Assistant Headteacher:
Boarding

Updated January 2021