



## Ripon Grammar School

### Boarders' Medical Policy

#### Introduction

*Linked Policies: RGS Medical Policy 2023*

#### 1. Policy

As a boarding school, we ensure that:

- A range of non-prescription medicines are 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, a **Boarding Care Plan** (*this care plan is only associated with boarding students and is the responsibility of boarding to maintain. The main day school Individual Health Care Plan is dealt with through the RGS Medical Policy and is a separate document*) detailing the treatment and medications necessary and appropriate drug therapy may be requested by the School in addition to the **Medical Information Form**.

#### 2. Procedures

##### 2.1 Planning Ahead

##### MEDICAL REGULATIONS - BOARDING

##### 2.1.1 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 fully complete all medical forms before the start of their first term  
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.

### **2.1.2 Consent to Treatment**

- If the 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.

### **2.1.3 Information**

- Please note that in general the professional code of practice of doctors, nurses and other health professionals 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.

### **2.1.4 Return to School, Quarantine, etc.**

- If the student has an operation, accident, severe illness, or anything that may affect his/her school life, the Housemaster/mistress should be informed in writing. If the student has been exposed during the school holidays to anyone suffering from an infectious disease, they should not return to school until after the quarantine period. If an infectious disease is suspected i.e. Covid 19, Poliomyelitis, Encephalitis, Meningitis, Smallpox, Diphtheria, Conjunctivitis or Impetigo, the CYP 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 the home setting, immediate notice of the facts should be forwarded to the school authorities if the examining healthcare professional considers there is a possibility of further infection.

### **2.1.5 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.

### 2.1.6 Admission to medical room/ boarding houses during the school day

- If a student becomes ill during the school day, they must report to the School Health Worker/school reception, having first obtained permission, if possible, from the teacher whose class or activity they are 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. Students 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 the students.
- If the student needs to be in the medical room or in the boarding house for a period of time during the school day, their parents may be informed either by telephone or by email. Parents may choose to care for the student 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.

### 2.1.7 Medications

- If the student is prescribed any medication to be taken during the school day, it is advised that this medication be administered from the School Health Worker or on-duty first aider. 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 boarding staff cannot administer them.

- **Non-prescription medicines**

Consent for the giving of all non-prescription drugs must be obtained from the parent/guardian of all boarding students. 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; paracetamol; Full Marks Head Lice treatment; liquid paracetamol.

- **Self-administration of Medication**

The boarding houses provide a small safe for each student to use. This also provides a safe place for those who have permission to self-medicate. It is the students' responsibility to ensure their medication is kept in the safe at all times.

## Hay fever

If the 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 administered during the school day; it should be sent into the boarding house in a pharmacy labelled box with the prescription and student'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

- **Asthma management**

The staff encourages independence and self-management in any student 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 the student with diabetes to achieve independence and self-management. An Individual Health Care Plan will be established, working closely with the student, 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 students with epilepsy to achieve independence and self-management. An Individual Health Care Plan will be established working closely with the student's 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 by the School Health Worker for the safety of the student. The medicine supplied must be pharmacy labelled. Medications will be stored in a locked metal cupboard in the medical room or in student's room safe should they have permission to self-administer medication. Please keep us informed about changes in students' 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.

**(Safe disposal of medication and sharps please refer to the main day school RGS Medical Policy)**

### **3. Responsibilities**

#### **3.1 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 student'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 student 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 student refuses medicine.
- Emergency services will be called if a refusal compromises a student's safety.

#### **3.1.2 Anaphylactic Management**

House staff/School Health Worker are pleased to work with family and the student 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.

### 3.1.3 Staff Training

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

First Aid training is undertaken on a three-year cycle.

When possible, Boarding Staff attend either a three-day or 1-day First Aid at Work course.

#### First Aid at Work Course - Three Day

Name	Certificate Date	Renewal Date	House	LOS	FWT
Ruth Hong	18/11/20	18/11/23	JH	N	Y
Helen Mackenzie	16/12/21	16/12/24	JH	N	Y
Michael Spiers	16/12/21	16/12/24	SH	Y	Y

#### Emergency First Aid in Schools – One Day

Name	Certificate Date	Renewal Date	House	LOS	FWT
Caroline Day	09/12/21	09/12/24	JH	Y	Y
Faye Herod	09/12/21	09/12/24	SH	N	Y
Jusane Sanderson	08/12/21	08/12/24	SH	N	Y
Matthew Weston	08/12/21	08/12/24	SH	N	Y
Sarah Williams	17/05/23	15/05/24	JH	N	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.

### **3.1.4 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 recorded on the schools reporting system. (see estates website)
- Parent kept updated by boarding house staff.

### **3.1.5 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 as soon as possible.
- Review incident and pass on recommendations to Assistant Headteacher: Boarding

Mrs C Day  
Assistant Headteacher: Boarding

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20 May 2023  
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