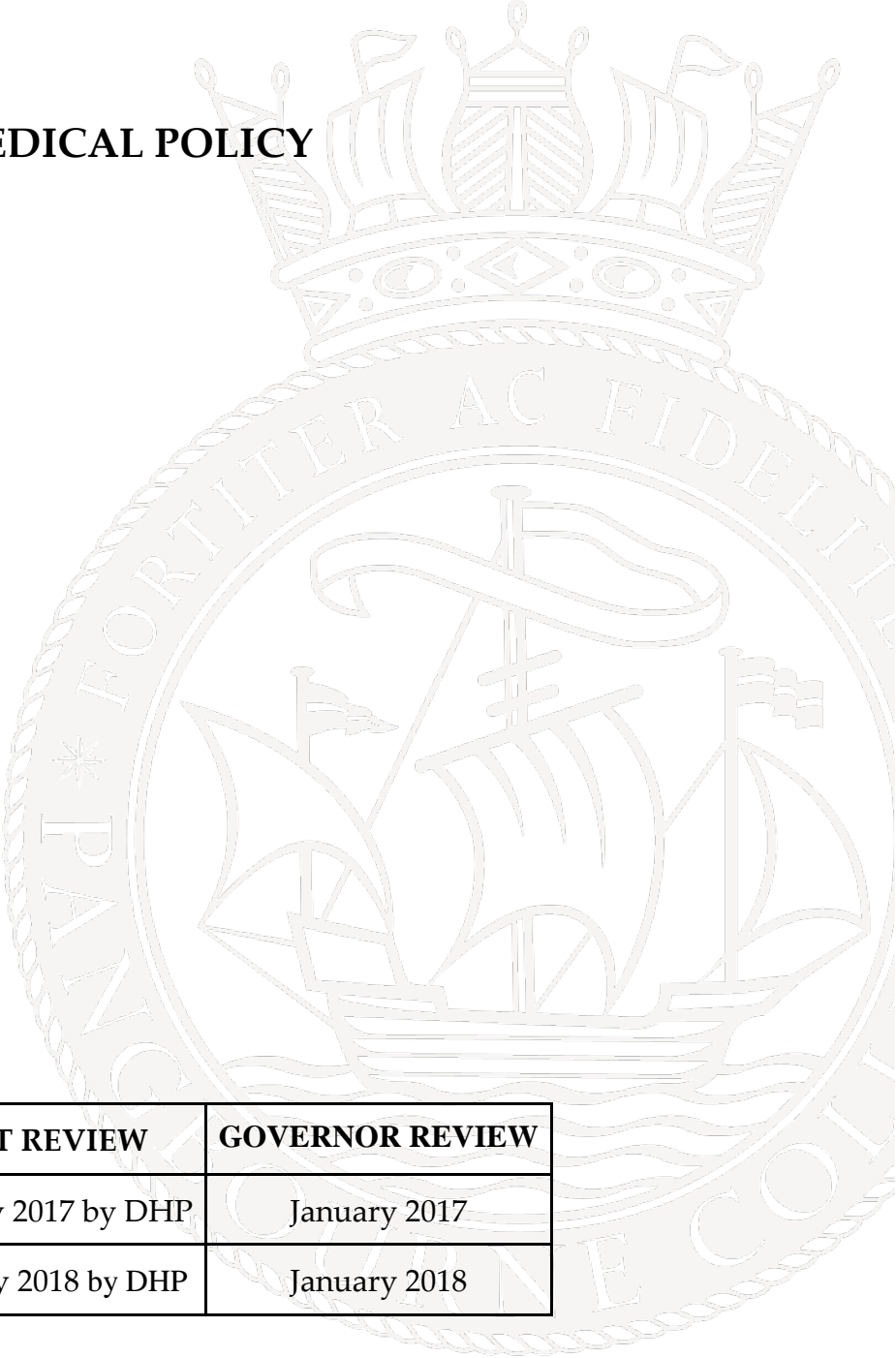


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MEDICAL POLICY



	SMT REVIEW	GOVERNOR REVIEW
Last action	January 2017 by DHP	January 2017
Next action	January 2018 by DHP	January 2018

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Pangbourne College is committed to Safeguarding and promoting the welfare of its pupils and expects all employees, governors and volunteers to share this commitment.

The age of consent to medical and surgical treatment is now sixteen (Family Law Reform Act of 1969). As a matter of courtesy, with the consent of the pupil, parents will be involved in any important decisions concerning the health of over sixteen year olds. Under special circumstances pupils under sixteen may themselves give consent to medical or surgical treatment without parental consent (The Children Act 1989).

1. Consent to Treatment

If a pupil requires special medical treatment every effort will be made to obtain the prior consent of the parent of the pupil. Should this be impossible in the time available, the Headmaster or Housemaster/mistress, acting *in loco parentis*, is authorised to give valid consent to such treatment (including anaesthetic or operation) as may be recommended by the College Medical Officer.

In line with the Human Rights' Act, we also acknowledge a pupils' ability to consent to, or refuse, medical or dental treatment. This is based on 'competency' and not age. The doctor, dentist or nurse proposing the treatment will judge whether or not the pupil understands the nature of the treatment, as well as the consequences of refusal, and can thus be deemed 'competent'. Parental consent is required for any pupil not deemed 'competent'.

Pupils have the right to choose whether they see a male or female doctor.

2. Registration

In order that the best use may be made of the facilities and services provided under the National Health Service, every boarder/part boarder should be registered on the list of the College Medical Officer throughout their time at College. The College Medical Officers are GPs in the local practice in Pangbourne. If you have any concerns about this, please discuss it with Health Centre Nursing Staff at the beginning of term. All newly registered pupils will be offered medical examinations which will include routine screening of height, weight, blood pressure and urine. During school holidays, medical treatment can be obtained either privately or under the National Health Service Act as a 'temporary resident' with the GP near the pupil's home. Parents are asked to **forward their son's or daughter's National Health Medical Card to the College.**

It is probable that day pupils living within the locality will already be registered with a General Practitioner locally. Although emergency treatment will always be provided by the Medical Centre during school hours, it is expected the usual GP will be consulted for routine matters.

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3. Confidentiality

The issues of confidentiality within a boarding school are always difficult and sensitive. They are governed by a mixture of the natural desire to respect the rights and privacy of pupils, rules relating to medical confidentiality, and the laws of the land. It is the wish of Pangbourne College to respect all of these whilst also ensuring that staff have sufficient information about pupils to be able to assist them in emergency and potentially hazardous situations.

The College staff act *in loco parentis* and can, therefore, reasonably expect to know most of the details about a student which the parents would be entitled to know. Within a medical context, however, students have a right to confidentiality and neither the staff nor the parents have an automatic right of access to confidential information.

The College doctor has an obligation of confidentiality towards all pupils, but also has a duty towards the College when a student's actions may jeopardise their own safety or that of another College member.

In practical terms, the following framework is used:

1. The College Medical Officer requests a medical questionnaire to be completed by parents/guardians, conducts an initial medical examination and holds full confidential NHS notes on all boarders in the local surgery and in the school Health Centre.
2. Parents/guardians are strongly advised to pass on to the Housemaster/Housemistress any more confidential medical or personal problems, which will *not* be passed on to other staff members. This information may well feature already in the pupil's medical notes but under rules of confidentiality *will not* have been relayed to teaching staff. Under this heading may come conditions which the pupil finds embarrassing but where help cannot be offered unless staff are aware. **Such information will be kept in strict confidence by the Housemaster/mistress.**

It goes without saying that when pupils are happy to allow the College doctor to discuss problems with staff and/or parents, this is always the favoured and the preferred route. If any parent or pupil feels they have an unusual or particularly difficult problem, they are strongly advised to discuss this with the school doctor or nurse as soon as possible.

4. Immunisation and Vaccination

As a precautionary measure, the College Medical Officer advises that all new pupils should be up to date regarding immunisations in line with current NHS policy. By arrangement with the local Health Authority, screening for Tuberculosis may be done by the Health Authority.

5. Dental Examination

Parents and Guardians are reminded that all dental examinations and treatment should be undertaken during the College holidays if possible. If treatment is necessary in term time, pupils can be seen at the local dental surgery in Pangbourne, but only as a private patient.

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The Health Centre has a Senior Nurse who is supported by six qualified nurses and a health care assistant, providing 24 hour cover during the term; they run four surgeries a day and emergencies can be seen at any time. All the College nurses are registered general nurses with the Nursing and Midwifery Council (NMC) and their names are on the register of this regulatory body.

The Health Centre nurses follow the procedures and policies agreed by themselves, the SMOs and the College kept in the Health Centre.

The School Medical Officers, one female doctor and one male doctor, attend twice a week. The times for these clinics are advertised at the College Health Centre. If necessary, pupils can be seen at the practice in Pangbourne. Out of hours cover for Medical Services is provided by NHS 111.

The nearest NHS Hospital is the Royal Berks in Reading and there are a number of private hospitals in Reading which can be attended. Transport to these hospitals can be arranged by the Health Centre.

Staff should read the guidelines on 'Transporting Children' in the 'Teaching Staff Principles of Professional Conduct'.

A transport charge will be incurred

- If visit to hospital is a result of substance abuse or self-inflicted
- Any follow up visits or physiotherapy appointments outside of College

In the case of a genuine accident, the pupil will be transported to hospital by ambulance or by car and this will not incur any charges to the account.

7. AXA PPP Medical Fees Scheme

Parents are strongly encouraged to join this scheme as this enables us to arrange treatment and appointments with minimum loss of time from a pupil's academic work or school activities. This Scheme also provides for private physiotherapy. Details of the **AXA PPP Medical Fees Scheme** can be obtained from the College Office. Under the scheme parents remain responsible for settlement of any medical accounts, but when treatment arranged through the school is of a minor nature and the school receives the account direct, this will be settled by the school and a claim initiated through the Health Centre.

Otherwise accounts will be forwarded to parents for settlement, together with a claim form. This applies in any case of treatment arranged by parents, e.g. during school holidays.

8. Medical Questionnaires and Medical Consent Forms

Medical Questionnaires and Medical Consent Forms are sent to all new pupils. *They must be returned before the beginning of term and fully completed.*

9. Asthma Clinics

All pupils registered with the Pangbourne Medical Practice can attend the Asthma Clinic held at school.

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10. Absence due to illness

When a day pupil has to miss school through illness, parents must telephone **Reception on 0118 9842101**. Messages from pupils themselves are not acceptable. On return, the pupil must report to the Health Centre Nursing Staff in person. **Parents of boarders** who are ill at home should inform **The Health Centre** of their absence. Naturally, however, parents may wish to supplement their original message to **The Health Centre** with a discussion about their son's or daughter's absence with their Housemaster/mistress.

11. Return after Illness

The College abides by the guidance given by the Health Protection Agency and, in particular, upon their advice upon infection control in schools. Within this there are recommended periods for pupils to be kept away from schools, in order to prevent the spread of infection. Of particular note is the advice that is given in the case of diarrhoea and vomiting,

- Children should be kept from schools for 48 hours from the last episode of diarrhoea and vomiting.

Further advice is given over other infections on the Health Protection website at www.hpa.org.uk/

Any pupils returning to College after an illness should report to the Health Centre and any prescribed medicines should be handed into the Health Centre, as well as any other medicines that a pupil may have. If in any doubt then please contact the Health Centre on 0118 9767 425

12. Medication

All medication, including complementary medications, should be handed over to the Nursing Staff with appropriate administration details. Obviously the nursing staff will then sanction certain medication, for example ventolin, to be kept by the pupil. A risk assessment will be made and a form will be signed by the nurse and the pupil for self-medication by the pupils. After a period of illness pupils should report to the Health Centre bringing with them any written requests for medical attention or temporary release from games commitments, etc. There are written protocols kept in the Health Centre for the administration of prescribed and non-prescribed medication by trained nursing staff and untrained house staff.

There is a College '**Medicine Administration Policy**' which the nurses and doctors comply with – see Appendix A.

Members of College staff who need to bring medication on to the College grounds should ensure the security of the product or device, leaving it in a locked draw or cupboard when not required.

Protocol for assessing the ability of Pupils to Self-Medicate

In some circumstances it may be thought appropriate for pupils who are over the age of 16 to self-medicate. This may be whilst they are in school or when they are on leave at weekends or half term. The medications may be POM or OTC – please see below

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It is Health Centre policy to encourage pupils to understand why their medicine has been prescribed and to be aware of their responsibility towards other pupils in the school so that they store their medication safely.

The Health Centre nurses will follow the following procedure:

1. Discuss with the College Medical Officer whether or not the medication is appropriate for the pupil to use independently of the Health Centre. If in doubt about the suitability of the pupil to self-medicate, further discussion should be sought with the pupil's Housemaster/mistress or the Deputy Head (Pastoral).
2. Establish that the pupil understands the reason for the prescribed medicine.
3. The Risk Assessment form should be followed to ensure that the pupil fully understands the implications of self-medicating.
4. The Risk Assessment form must be fully completed and signed by both the Health Centre nurse and the pupil.
5. The Health Centre staff may request that the pupil is willing to consent to share information about their prescription with their Housemaster or Housemistress. If they are unwilling to do so then the nurse or doctor must ensure that the pupil is aware of the need to keep the medication secure.
6. The maximum of one week's medication should be issued at one time and the number of Day's medication given to a particular pupil should be up to the discretion of the Health Centre nurse.
7. If the Health Centre nurse feels that the pupil is unsuitable for self-medication or the medication is unsuitable then the nurse has the authority to refuse the pupil and should discuss the matter further with the College doctor.
8. Pupils who self-medicate must have a locked cupboard or drawer to keep their medication in.
9. In the event of a pupil under the age of 16 needing to take medication away with them for a leave weekend, half term or holiday - and their parent is not collecting them from school - written permission must be obtained from the parent/guardian.

Medications suitable for self-medicating include:

POM - Insulin, Asthma Inhalers, Antibiotics (both long term and short courses), the oral contraceptive pill and topical treatments for skin disorders.

OTC – Analgesics: Paracetamol, Ibuprofen

No 'Controlled' drugs such as Ritalin should be issued on a self-medication basis.

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Appendix A Medication Administration Policy

Introduction

Pupils of Pangbourne College are aged 11 to 18 and boarders are registered as NHS patients at Pangbourne Medical Practice and day pupils will remain registered with their GP at home.

The nursing staff at the College Health Centre will be available to the pupils at all times during the school term either in the Health Centre during working hours or by telephone out of normal hours. They will advise all pupils appropriately about the management of minor illnesses and injuries.

The nurses will arrange for the boarding pupils to see the College Medical Officers (CMOs) when appropriate or when requested by the pupil. They may recommend that the day pupils see their own doctor at home.

Medications will be administered by the Health Centre staff as prescribed by the CMOs or Consultants involved with the pupil's care or without referral to the School Medical Officer as outlined in this policy. All drugs will be kept in a locked cupboard in a locked room. All prescriptions issued by the CMOs will be dispensed at Pangbourne Medical Practice and collected from the dispensary by a representative of the Health Centre. If the College Nurses are in any doubt about the appropriate use of a medication they will refer to the CMOs for further guidance or to an out of hours service at the weekend.

1. OTC Medications

The School Nurses are acting in both a professional nursing capacity and in loco parentis and so can issue some medications without prior reference to the CMOs.

These drugs are listed below and are accompanied by appropriate PDGs supplied from the local PCT to inform the Nurses about indications for use, contraindications, doses and side effects.

OTC medication to be issued by the nurses

- Paracetamol for fever and pain relief
- Ibuprofen for fever and pain relief
- Cocodamol for pain relief
- Cetirizine for the symptomatic relief of allergy
- Chlorpheniramine for the symptomatic relief of allergy
- Magnesium Trisylcate for indigestion

Simple remedies and topical applications to be used in the Health Centre

- Flavoured lozenges – for sore throat
- Simple cough linctus or Benylin – for sore throats or dry cough
- Savlon
- Calamine lotion
- Aqueous cream
- Deep heat cream or Deep freeze gel - for minor injury and sprains
- Ibuleve gel – for sprains and muscular pain
- Magnesium sulphate – for minor skin infections/boils

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- Flamazine - for minor burns

These drugs will be purchased by the school for the use of the pupils in the school. No prescriptions are required.

2. Prescribed Medications

Medications may be issued by the Nurses on a regular or recurrent basis having been prescribed by the CMOs or Consultant. Any drug initiated by a doctor other than the CMOs must be discussed by the nurse with the CMO before issuing to the pupil; this should include all medications including 'complimentary' medications prescribed by alternative practitioners.

If a new medication is prescribed the nurses must ask the pupil about any known drug sensitivity or allergy when it is first issued to the pupil and also check the pupil's nursing record.

- Medication must only be issued for pupils for whom they have been prescribed and all medications must be prescribed individually except those with a PGD eg Emergency contraception
- Medication must stay in original labelled container/packet
- Stocks of drugs will not be held at the College but re-ordered in accordance with the Pangbourne Medical Practice re-ordering policy.

Some prescription only drugs will be held at the College with PGDs for their use in emergency situations such as

- **Levonelle** – for emergency contraception
- **Salbutamol** – for acute asthma attacks in pupils who have a diagnosis
- **Adrenaline** – for anaphylaxis

See separate protocols for Treatment of Anaphylaxis and Levonelle and PGDs for these medications.

The College nurses will also give the **Influenza vaccine** to pupils in the at risk groups as defined by The Department for Health. *See separate Immunization protocol*

3. Self-Administration of Medication

In some circumstances it may be thought appropriate for pupils who are over the age of 16 to self-medicate. This may be whilst they are in school or when they are on leave at weekends or half term. The medications may be POM or OTC. It is Health Centre policy to encourage pupils to understand why their medicine has been prescribed and to be aware of their responsibility towards other pupils in the school and also that they must store their medication safely.

See Protocol for Assessing the Ability of Pupils to Self-Medicate and Risk Assessment form.

The Risk Assessment form must be signed by the nurse and the pupil.

4. Administration of Life saving Medication

The College nurses can give adrenaline by injection (1:1000) and Chlorpheniramine in an emergency for the purpose of saving life, for example in Anaphylaxis to anyone on the College premises. This is allowed without a PGD or the direction of a doctor.

See separate Anaphylaxis Protocol – stored in the Health Centre

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5. Records

All College nursing records should be legible, current and completed immediately after the pupil is seen. The hand written medical records will be kept in a locked cabinet at the school and only accessed by the nurses and the doctors.

All medications for the pupils should be recorded including prescribed, OTC and complementary medicines.

A Medical Administration Record book (MAR) should be kept for all drugs prescribed and should include:

- Name of pupil
- Name, strength, dosage, quantity of drug
- Date of starting and signature of nurse receiving drug initially.
- Date and nurse's signature should be recorded when issuing the drug to the pupil.

A record of all medications issued must be kept whether to be taken by pupil immediately, to take home for weekends or holidays, for self-medication or for school trips whether issued to the pupil or a member of staff.

If the pupil does not take prescribed medication for whatever reason the school doctor should be informed when the doctor next comes to the Health Centre. When the pupil consults the doctor the nurse should inform the doctor if any medications have already been given to the pupil.

Pupils with long term or highly specific symptoms will have Individual Medical Care Plans (IMCP). Chronic conditions such as epilepsy, diabetes or cardiac issues are managed on an individual case by case basis via the IMCPs, administered by the Health Centre. Access to these is available by the locked cabinet in CR as well as on ISAMS. These IMCPs include advice and guidance on dealing with these specific pupil needs. IMCPs for critical conditions such as anaphylaxis are displayed openly in CR with regular guidance given by the Health Centre, to teachers on the administration of the epipen.

6. Disposal of Medication

Any unused medications should be returned to the Health Centre by the pupils, their parents or staff member involved.

The medication can be given to the Pangbourne Dispensary for disposal.

This should be recorded by the nurses in the MAR book.

7. Controlled Drugs

The storage of all controlled drugs at the Health Centre complies with the Misuse of Drugs (safe custody) Regulation (1973).

- All patients' names should be recorded in the 'Controlled Drug' book (bound record book with numbered pages). Each administration of the drug needs to be recorded in this book. Balance remaining should be checked at each administration and weekly.
- All controlled drugs must be kept in a locked cupboard, which contains nothing else and only those individuals with authorized access should hold the keys.

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- All medication that is issued by the college for the holiday periods must be given to the parent or guardian of the pupil and not to the pupil themselves. This must be recorded in the CD book.
- In the event of unused controlled drugs these should be returned by a school nurse to the Pangbourne Medical Practice dispensary.

The College doctors will follow the **NICE Guidelines** for the treatment of attention deficit disorder for children and adolescents. This is a comprehensive treatment programme initiated by and subsequently under specialist supervision with a shared care arrangement with the GP.

Each pupil will have a three monthly BP/Pulse/Height/Weight at the school Health Centre for the first year of treatment then every 6/12 to monitor growth and an annual FBC.

Each pupil should have an annual check-up with their Consultant.

College nurses will issue medication, record observations and ensure consultants appointment made.

Ref: <http://www.nice.org.uk/nicemedia/pdf/CG72ORG.pdf>

8. Administration of non-prescribed medication by unqualified staff

In each boarding House the House Master or Mistress is the designated member of staff to administer OTC medication (Paracetamol) or prescribed medication (by arrangement with the Health Centre nurses) to pupils in the House.

On school trips the teacher in charge will be the designated member of staff.

- The member of staff must check the identity of the pupil
- The date and time, name of pupil, drug name and dose (Paracetamol 500mg x2), brief description of the symptoms being treated and the signature of the individual giving the medication should all be recorded in a book used for this purpose alone.
- Drug allergies should be checked and whether the medication has been taken before and whether there were any problems with the medication previously
- Expiry dates for the drugs should be checked on the container
- The medication should be taken by the pupil under the supervision of the person issuing it.
- No medication should be given if similar medication has been taken within 4 hours or if the pupil appears intoxicated with alcohol or illegal drugs or significantly unwell. These pupils should all be referred to the Health Centre nurse on call

Medication should only be administered in the boarding houses late in the evening and overnight after consultation with the duty nurse. A record of medication given should be kept in the medicine cupboard in the House, the duty nurse will also record the information on the individual nursing card. Medication should only be administered in the boarding houses after the Health Centre is closed for the night and the Health Centre nurses should be informed either by email immediately or in the morning.

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