



<b>BOARDING MEDICAL POLICY</b> <b>Warwick School</b>	
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<b>Author and Reviewer</b>	Head of Boarding
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This Policy should be read and understood in conjunction with the following Warwick Schools Foundation policies and documents on:

- First Aid Policy
- Health and Safety Policy
- Safeguarding and Child Protection Policy
- Data Protection Policy
- Care of Boarders who are unwell (Guidance)

Warwick Schools Foundation (WSF) recognises that children with medical needs have the same rights as other children.

Most children will at some time have short term medical needs, perhaps entailing finishing a course of medicine such as antibiotics. Some children however have a longer-term medical need and may require medicines on a long-term basis to keep them well, for example, children with well-controlled epilepsy. Others may require medicines in particular circumstances, such as children with severe allergies who may need an adrenaline injection. Children with severe asthma may have a need for daily inhalers and additional doses during an attack.

Most children with medical needs are able to attend school regularly and can take part in normal school activities, with support if needed. However, staff may need to take extra care in supervising some activities to make sure that these children and others, are not put at risk.

An individual health care plan can help school staff and boarding staff identify the necessary safety measures to support children with medical needs and ensure that they and others are not put at risk.

Parents have prime responsibility for their child's health and should provide schools and settings with information about their child's medical condition. Parents and their child if appropriate, should obtain details from their GP or specialist if needed.

### **Boarders with Chronic conditions and disabilities.**

Arrangements for Boarders with known chronic conditions and disabilities will be discussed with the families before they arrive at school. If necessary individual care plans will be put in place and all relevant parties, boarding staff, school nurse, teaching staff etc will be notified as to its contents.

### **Health Records:**

Parents of all new WSF pupils are required to complete a health questionnaire which is held in the relevant medical centre. Any significant details such as allergies, significant conditions/operations are entered onto the ISAMS system, and a red flag alert is initiated for a pupil where appropriate. Boarders are also asked to submit detailed vaccination records. All boarding pupils are registered with a GP at the Priory Medical Centre. The overall health records of all pupils are maintained on ISAMS while attendances to the school nurse are also recorded.

### **Consent for First Aid, Dental and Optical Treatment:**

Boarders' parents are asked to complete a consent form, prior to their child's arrival, that gives consent for the child to receive first aid, if necessary, this information is held by the Boarding House and is known by all boarding staff. Consent for dental or optical treatment is obtained via email by Matron as required.

### **Administration of a Boarders' prescribed medications:**

Pupils are advised not to bring medication into school for their own personal use, however, in the case of a Boarding pupil who requires prescription medicines they are administered either via the school nurse or the boarding house staff (Matrons and Resident staff have the necessary "Administration of Medicines" training). For Boarders aged 16 and over it is also possible to self-medicate, but they must first be assessed for competence by Matron., at which time a discussion will take place to ensure that they know what the medication is and how / when to take it.

### **Administration of Over the Counter (OTC) Medication:**

On admission to WSF parents are required to complete and sign a permission form giving consent for the administration of Paracetamol, Ibuprofen and Piriton in school. This information is then recorded on ISAMS so that it can be accessed by the school nurse at any time. Both the medical centre and the boarding house keep a record of this information. Any boarder aged 16 or over can self-medicate OTC medicines; all other pupils must be given any medication by Boarding House staff. When giving OTC medication to a boarder, it is essential that the member of staff first asks if the boy has taken any medication of his own already.

### **Administration of (ALL) Medicines:**

All resident boarding staff and the boarding matrons have completed training in the administration of medicines. ONLY these staff are permitted to administer medicines OF ANY TYPE. ALL requests for medication from a boarder should be referred to these staff.

### **Young Patient Consent:**

A patient is deemed to have the capacity to make informed consent to a medical service, examination, procedure or treatment if they can:

- Understand the advice provided/proposed treatment plan.
- Understand the potential consequence of the treatment plan.
- Make an informed choice.

School staff need to assess the pupil's capacity to give consent at every stage in the proposed treatment.

The pupil will be encouraged to involve their parents in any discussion / decisions about the medical services proposed.

### **Record Keeping of Medicines Administered.**

Any medicines administered to a WSF pupil will be recorded by the school nurse. ANY medicines administered to boarders will be recorded on the Boarding Log so that all duty staff are aware. For medication that is administered in the Boarding House, both chronological and individual records are kept on the boarding system Orah. They will also be entered on the House Log for that day.

### **Head Injuries:**

If a head injury is sustained during the school day, this will be recorded by the school nurse, and added to the boarding log so that all boarding staff are aware to look out for later signs and symptoms which may develop. All boarding staff are regularly reminded of these symptoms. If a head injury is sustained outside of the school day boarding staff will treat as appropriate and record as above.

### **Allergic Reactions:**

Recognition: anxiety, red, blotchy skin, swelling of face and neck, puffiness around the eyes, impaired breathing and rapid pulse.

Action

- Dial 999 Ask for Ambulance
- Make casualty comfortable, preferably in a sitting position.
- Monitor casualty's breathing, pulse and level of response.

**EpiPens:**

Any boarder who has been prescribed an EpiPen is required to bring at least three to school. One will be kept on the boarder at all times. A second will be held in the boarding house office and the third by the school nurse.

**Asthma Attack:**

Recognition: difficulty in breathing, wheezing, difficulty in speaking, grey skin, dry tickly cough.

Action:

- Make casualty comfortable in a position sitting slightly forwards. Stay with the casualty.

**Ordering Medicines:**

The boarding house matron alerts the relevant school nurse when stock levels run low in the boarding house and their supply is replenished by the school nurse. There is a stock list so that the quantities of each medicine held are known at all times.

**Stock Control (including monitoring expiry dates etc):**

In the boarding house the matron is responsible for checking stock levels and expiry dates of the medicines stored there.

All stock is checked at the start of every half term for expiry dates. Stock levels are checked regularly to ensure that replacements are ordered in good time.

Some pupils require their own medicines to be held by the matron in the house medical cabinet. A full list of these is held by matron, including details of dosage and expiry date.

**Disposal of Medicines:**

The Boarding House Matron will give any expired or "out of date" medicines to the medical centre.

**First Aid Boxes:**

First Aid boxes are sited around each boarding house. These should only be used by staff when they need to administer first aid. The boxes are checked by the Matron to ensure stock levels and expiry dates are sufficient.

## APPENDIX A:

### **Care & Treatment of Boarders who are off School**

*This Guidance for staff should be read in conjunction with the Boarding House Medical Supervision Guidance.*

The boarders are assured of the very best care and attention at all times. If unwell they will receive the very best of care and will receive medication (over the counter check permissions) as required and will if necessary be referred to the medical centre and/or the school doctor.

- The decision as to whether a boarder should be off school will be taken by the duty House Parent / Assistant House Parent or Matron. If illness occurs during the school day then the boarder should go to the medical centre as an initial point of contact.
- Where possible the default position should be that the boarder should go to school and return to the house or visit the medical centre if they continue to feel unwell.
- If it is clear that the boarder is not well enough to go to school then they should be told to return to their room. Contact should be made immediately with the relevant teachers, form teachers and reception advising them that the boarder will be off school.
- Parents (including guardians) should also be notified as soon as possible that their child is absent from school. They should be advised as to what the problem is, what the treatment is and be reassured that their son will be well looked after whilst they are unwell. Parents should receive a daily update as to the situation and a note, when appropriate, to confirm that their child has recovered and is returning to school.
- (In cases where a boarder has vomited or has diarrhoea they should be off school for 48hrs)
- Boarders who are off school should be in their rooms, resting and recuperating, they should be provided with a source of water and any relevant medication should be administered and recorded. Meals should be provided as required. If necessary a toilet should be identified for their exclusive use.
- Regular checks should be made on the boarder, at least once an hour, but this can be adjusted depending on the situation. Each house has a set of walkie talkies that can be used to enable communication between poorly boys and staff should they need immediate assistance. A sign should be placed on the room door confirming that an ill boarder is inside and other staff, such as housekeepers, notified.
- House Parents / Assistants should ensure that Matrons looking after ill boarders receive regular breaks during the day and that they are able to leave the house for lunch.
- When there is a change of staff a full hand over should occur with the incoming member of staff receiving full details as to the boarder's condition, symptoms, medication received / required.
- In most cases the boarder should not be using their tech whilst off school, they will not want to if genuinely ill.
- At lunch times other boarders should be discouraged from visiting the sick boarder's room and he should be left to rest.
- If a boarder has been off school, for any portion of the school day, they should not be going to prep or supper that evening. (A meal can be brought back to the house for them if appropriate). They should not attend any trips / activities planned for that evening.
- They should not be left alone in the house during supper, a member of staff should stay with them.

- If absent on a Friday thought should be given to their participation in activities and trips over the weekend.
- If a boarder is likely to be off for an extended period of time then contact should be made with their guardians and arrangements made for them to collect them and care for them during his recuperation.