



BILTON GRANGE

PREPARATORY SCHOOL

## Medical Care Policy

---

September 2021

**Index**

<b>1.</b>	<b>Personnel</b>	<b>P2</b>
<b>2.</b>	<b>Communication</b>	<b>P3</b>
<b>3.</b>	<b>Medical Facilities</b>	<b>P3</b>
<b>4.</b>	<b>Record Keeping</b>	<b>P4</b>
<b>5.</b>	<b>Confidentiality</b>	<b>P5</b>
<b>6.</b>	<b>First Aid Kits &amp; Trips Out of School</b>	<b>P5</b>
<b>7.</b>	<b>Education</b>	<b>P5</b>
<b>8.</b>	<b>Outbreak of Serious Illness</b>	<b>P6</b>
<b>9.</b>	<b>Homesickness and Other Issues</b>	<b>P6</b>
	<b>MEDICAL STATEMENT</b>	<b>P7</b>

**1. PERSONNEL**

**a) On Site**

The Medical Department at Bilton Grange is under the management of the School Nurse, who reports directly to the Assistant Head Pastoral by whom she is line managed alongside input from the Senior Nurse at RS. Revel Surgery have oversight.

The School Nurse is supported by a team of non-medical matrons, who are all trained in first aid.

The School Nurse is resident on site, and makes regular contact with matrons and boarding staff and is available for telephone advice at any time, day or night. She is involved in the pastoral care of all pupils and is a member of the Health and Safety Committee.

**b) Medical Officer**

The school's medical officer is currently Dr Hannah Collier, Revel Surgery (tel. no.: 01788 834830)

Revel Surgery has allocated appointment time every day for BG boarders to be seen at the RS Medical Centre. Medicals will also be conducted on all new boarders during the first few weeks of term.

The practice is able to provide the option for children to see a male/female doctor if they have a particular preference. The rights of boarders as patients are respected including those deemed to be 'Gillick Competent' (Fraser Guidelines) to give or withhold consent for treatment.

There is an out of hours GP service for consultation and advice during evenings, weekends and Bank Holidays, located at St Cross Hospital which is only a short distance from the school.

All full boarders are registered with the school doctor. The school recommends that weekly boarders are also registered there, however some parents of weekly boarders have chosen to keep their child registered with their own GP practice, in which case details are kept in their medical files in the main surgery.

There is good communication between Bilton Grange and Revel Surgery, and we are able to arrange for any child to be assessed at short notice if necessary. Boarders have access to local dental, orthodontic and optometric services as required.

## **2. COMMUNICATION**

Short daily meetings take place at the matronal change of shift, to update any health or welfare problems concerning any of the children.

Communication with Parents/Guardians is of paramount importance, and the nurse or matron on duty contacts them via phone or email if their child is unwell.

The School Nurse has regular meetings with the Assistant Head Pastoral and also with the Head of Pre-Preparatory department.

## **3. MEDICAL FACILITIES**

In the Prep Department there is a Main Surgery on the first floor which, as well as being lockable itself, contains lockable cupboards, a locked filing cabinet for medical records, a basin with antibacterial soap for hand-washing and an examination couch. It is cleaned daily and the surfaces are disinfected as appropriate.

For children who are ill, and need to rest, each boarding house has a small medical bay, which may be used overnight if desired, and as an isolation unit if needed.

Although regular Surgery sessions are held throughout the day, children are attended to **at any time** if unwell. If a child is unwell during the school day out of surgery hours, they report to Reception from where staff will ring the medical mobile number (**Ext 743**).

Children who are ill are monitored regularly during the day by the School Nurse and/or the matrons, and overnight by the Night Matron, who is on duty from 7.30pm until 7.30am the following morning. The Night Matron makes regular checks on boys and girls, patrolling between both houses (they are in the same building) at intervals throughout the night.

If a child needs assistance at other times overnight, they call Night Matron via the internal telephones. The Night Matron alerts Houseparents, the School Nurse and the Headmaster as necessary.

In the Pre-Prep Department, there is a designated surgery on the ground floor. Children who are unwell report to Reception and will be attended to by a first aid trained member of staff. The school nurse will be informed and will attend to assess any child as required.

#### **4. RECORD KEEPING**

##### **a) Questionnaires – medical form (in line with RS) Check with SLH**

When a child joins Bilton Grange, the parents/guardians must complete a medical form which gives details of their family circumstances, immunizations, and any allergies or existing medical conditions of which we should be aware, amongst other related medical information. It also includes a section for the parent (or guardian) to sign, giving Bilton Grange permission to administer first aid and non-prescription medication (e.g Paracetamol). These forms are online and information is collated by the School Nurse and is kept on the child's record.. Individual welfare plans are created and kept on file for all children who have specific medical conditions or disabilities.

##### **b) Surgery Books**

Every time a child visits the surgery, their visit and any treatment and/or medication is documented in the Surgery Log. Staff in the boarding house are able to access this information to see what has happened during the day, and which medication has been given.

The School Nurse ensures correct and up-to-date records. There is also a Log in the Pre-Prep Surgery for recording purposes.

##### **c) Medical Bay Log**

There is a Medical Bay Log for children who are admitted for longer than a short period of rest. This, too, is filled in whenever a child spends time in the Medical Bay. The School Nurse endeavours to contact parents/guardians of all pupils who need to spend time in Medical Bay. Pupils are not routinely 'sent home' if unwell, unless their condition is deemed to be highly contagious (see note 8b). However, parents may choose to collect their child if they wish. Facilities are available for overseas boarders to be cared for in school if they are unwell, or if their parent prefers the child may spend time with their UK guardian to recuperate. The decision for children to leave school due to illness is at the discretion of the School Nurse.

##### **d) Accident Report Forms**

These are located online.

An accident record is completed to log any accidents which occur to pupils/staff/visitors on the school site. In cases of accidents, all teaching and support staff have been advised to notify the School Nurse directly, as well as completing a form. The School Nurse liaises with the Bursar and Health & Safety Officer, who will notify the Health & Safety Executive of any relevant incidents in accordance with RIDDOR guidelines.

**e) Administration of Medication**

All medication is stored and administered in accordance with the appropriate policy (See separate policy).

**f) Children Off Games**

The parents of Day Pupils needing to be excused from games or particular activities are asked to contact the School Nurse or matron on duty. If illness or injury occurs during the course of the day, pupils are assessed by the nurse/duty matron and placed off games accordingly.

Pupils who are off games are given an 'off games slip' to show to the relevant staff, and their name is added to the central 'Off Games List' held at Reception on a daily basis. This information is also recorded in the 'off games' log in Surgery. Children who have been signed off games either join the duty member of staff responsible for the Off Games and Alternative Games Programme, or, if they are unable to join either of these programmes, they are monitored in the boarding house or Medical Bay.

**5. CONFIDENTIALITY**

The medical records are kept locked in the main Surgery and are only disclosed on a "need to know" basis. However, the School Nurse collates pertinent information from these and provides lists of children who:

- a) are allergic to any medication/substances;
- b) have a known medical condition eg Diabetes, Asthma;
- c) have any disability which might prevent them joining in with normal school activity;
- d) are on a special diet or have dietary restrictions;
- e) wear glasses/have colour blindness;
- f) have a hearing loss (temporary or permanent).

These lists are available in the Main Surgery. This information is also stored electronically on the School Common Area and on each pupil's record on iSAMS. All teaching staff are required by the Headmaster to read them, and treat the information as confidential.

The School Nurse has regular meetings with the Catering Team, to discuss menus and any particular dietary needs.

**6. FIRST AID KITS & TRIPS OUT OF SCHOOL**

**See separate First Aid Policy**

**7. EDUCATION / PROFESSIONAL DEVELOPMENT**

There are numerous courses available to staff, and all matrons are encouraged to attend relevant courses.

The School Nurse attends as many professional study days and conferences as possible, and renews her nursing qualification every 3 years, in accordance with the NMC Revalidation requirements. This was last completed in December 2020. The School Nurse is a member of the Independent School Nurses Forum, which meets termly to consider topics relevant to the school setting. Training oversight is also provided by the Revel and the RS nurse team.

The children are educated in medical and health matters via their PSHEE syllabus.

## **8. OUTBREAK OF SERIOUS ILLNESS**

In the event of an epidemic or of serious illness, the following procedures should be carried out:

- a) The RS Medical Team should be contacted immediately for advice.
- b) The parents of the child/children affected will be contacted. If appropriate, the child may be sent home.
- c) Scrupulous hygiene should be used in all cases to prevent cross-infection.
- d) In certain cases, the Environmental Health Department or Health Protection Agency should be advised.

## **9. HOMESICKNESS AND OTHER ISSUES**

### **a) Homesickness**

Boarders, particularly new ones, may sometimes be a little homesick. Every effort is made by all staff to ensure that they settle in as quickly as possible and are suitably supported through the early days and beyond.

### **b) Personal Problems**

Children who need to speak to someone about personal problems often choose to talk to the nurse or matrons, or another member of staff. They may, however, choose/need to speak to a counsellor or the school's Independent listener.

Matters of a potential child protection nature are dealt with in accordance with Bilton Grange's Safeguarding and CP Policy.

### **c) Bedwetting (Enuresis)**

If a child wets the bed on an occasional basis, the bed linen is changed by the matrons and the child may be encouraged to shower in the morning. No fuss is made, and the matter is not discussed in front of other children.

If the problem is more persistent, strategies may be agreed with parents and an appropriate care plan drawn up to develop the best way to handle the situation. Occasionally, children may need to be assessed by the GP and possibly prescribed medication. A referral may be made to the Enuresis clinic, which is located at The Orchard Centre in Rugby.

**d) Special Educational Needs**

There are children at Bilton Grange who have special educational needs such as dyslexia, and some with special welfare needs. Individual learning development pupil profiles are available and kept on file. The School Nurse meets with the Head of Learning Development to discuss any pupils of concern and to discuss pupils' progress.

**BILTON GRANGE MEDICAL STATEMENT  
FOR PARENTS AND THE PUBLIC**

We have a Medical Surgery at Bilton Grange School, led by the School Nurse. The Revel Surgery has oversight.

There is a qualified nurse and/or a matron on duty every day who is available to administer first aid, deal with any accidents or emergencies, or to help if someone is taken ill. We also have a large number of members of staff who are trained and qualified as First Aiders, who are capable of giving first aid if, for example, your child is injured during sport.

First aid boxes are placed in all the areas of the school where an accident is considered possible or likely (such as the Sports Hall). We always take first aid boxes with us when groups of pupils go out of school on organised trips or to participate in sporting events.

As part of their induction into the school, all new pupils (and staff) are given information on where to go for help in the event of an accident.

We keep records of all accidents, incidents and injuries, and have a procedure in place for ensuring that they are reviewed regularly in order, where possible, to minimise the likelihood of recurrence.

We will always contact you if your child suffers anything more than a trivial injury, or if he or she becomes unwell, or if we have any worries or concerns about their health.

Please do not hesitate to contact your child's Form Tutor, Houseparent or the School Nurse at any time if you wish to discuss any concerns you may have relating to your child's health.

Our Medical Policies are reviewed on an annual basis.

<b>Authorised Risk, Compliance and Safeguarding Committee:</b>	
<b>Date:</b>	22 September 2021