



Foremarke Hall

Repton Preparatory School
Policy Statement

Medical Policy (Boarding)

Introduction: Purpose and Aims

This Policy covers all boarders at Foremarke Hall. The School's medical aim is to provide all boarding children with a medical service to cover all their medical and physical and emotional needs. The School aims to provide this at a high level of care with clear method of administration that is both personal and effective.

Procedure to follow

- Three surgeries are held every day between 8.00am - 8.30am
1.00pm - 2.00pm
5.00pm - 6.00pm (Wednesday until 5pm)

These surgeries are held for routine medication and for any problems or ailments that arise.

- If there is any illness out of surgery hours there is always a qualified First Aider who is able to attend to any child.
- All medication administered will be recorded accurately in medical communication book and on medical software stating Medication, Route, Strength, Dose Frequency & Duration of Course and initialled.
- The GP is the school's Medical Officer, whom advises on all medical decisions within the school, he works at Willington Health Centre in Willington.
- A Doctors clinic is held once a week on campus, on a Thursday at 8.30am – 9.30am. The same Doctor holds the clinics at Foremarke every week, to allow continuity. An on call Service is also provided.
- Specific medical conditions and allergies are inputted onto the school software which all teaching staff have access to. A separate document is provided for the catering staff.
- All information regarding children's medical history, day-to-day records are recorded electronically and are backed up by the IT department daily. These records remain confidential.
- The House Parents will deal with any medical complaints, which occur in the evenings after 6.00pm
- Medicine Cabinets are located in each Boarding house. There is a list of medications and guidelines for administration inside the door of each cabinet. These medications can be administered by the House Parent and by the House Tutor; both are qualified in first aid and hold a certificate.
- All medications given are recorded on the medical software and in the medical communication book for each Boarding House, this book must be seen by the School Nurse or Matron in charge the following morning – any relevant information is transcribed into pupil's individual records.
- All Boarding staff attend an annual update course on administering medications, which is run by the medical team and local pharmacist.
- All medications given are recorded on the medical software and in the medical communication book for each Boarding House, this book must be seen by the School nurse or Matron in charge the following morning - any relevant information is transcribed into pupil's individual record.
- When children are off sick they remain in the medical centre under the care of the School Nurse or Medical assistant during the day and at night time they will be cared for by a member of residential staff, in a sickbay facility found in the main building. The member of staff responsible for sick children overnight holds a first aid at work qualification. If the child is contagious, they will remain in the medical centre and sickbay until they are fit to return to the boarding house.
- To minimise the risk of transmission of infection to other children and staff, the medical staff will follow the national guidelines on Guidance of infection control in Schools and

nurseries. These guidelines include recommended absence from school / Nursery.

- If a pupil sees the doctor and / or is off school with an illness, the Parents will be informed by phone or email, the details of which will be given at the nurse's discretion following the NMC guidelines of confidentiality.
- Accidents or incidents will be reported to the Parents / Guardians by phone or email, the details of which will be given at the nurse's discretion following the NMC guidelines of confidentiality.
- Any child suffering from a notifiable disease , identified as such in the Public Health (infectious diseases) regulations 1988, will be reported to the Health Protection agency, Public Health England and in the case of Pre-Prep reported to Ofsted.
- Any problems that any child presents with are dealt with in a professional sensitive and caring manor.

Last reviewed Summer 2016

Next Review Summer 2017