

Medical Treatment and First Aid

Overview

- The College has a well-equipped medical centre that is staffed by qualified and registered nursing staff. There is 24 hour medical cover provided. The two qualified registered nurses hold active PIN numbers. The nursing staff work closely in support of the house staff to meet all the medical needs and requirements of the boarders. All day pupils and boarders are familiar with the location of, and procedure for, contacting the school nurse.
- All boarders are registered with the local GP and can also arrange via the school nurse to have appointments with a dentist and other similar medical services. Boarders over the age of 16 can freely choose whether they are accompanied to doctor consultations. Male and female practitioners are available for consultations. Medication prescribed by the doctors is only handed over for self-administration if the pupil is deemed competent to take the medication as prescribed. Otherwise the Nurse administers the medication to the pupil at the appropriate time. The prescribed medication for boarders is kept separately and not used as stock for general purposes.
- Pupils in their dormitories should keep no medicines or tablets prescribed by a doctor, unless the permission of house staff has been granted. Any such medicines should be kept in a safe location; in some cases this may be the house master/mistress in question. The College Nurse keeps a record of all treatment given to boarders in the medical centre, recording name, date, medication and treatment administered. The school nurse recording any illness or treatment of any note to a boarder is responsible for informing parents.

Hospital visits

- Boarding pupils will always be accompanied and transport provided when a hospital visit is required. The only exception being sixth form pupils who may have and use their own transport should the case warrant it. Where possible, agreement will be reached with parents prior to any hospital visit.
- In the case of a boarding house emergency a 999 call will be made in the first instance and the College nurse contacted as soon as possible thereafter.

Cover is for all First Aid and minor illnesses.

- All first aid and minor illness treatments are given by the College nurse or instructions are given to competent members of staff by the nurse on duty.

Dental problems

- Pupils/boarders are all covered by the Denplan private dental plan (unless they have opted out of the scheme).
- The local dentist is able to deal with most treatment necessary. All boarders are encouraged to have regular dental checks at their own dentist. If pupils are not registered with a dentist at home they can be registered with the local community dentist.

Optical attention

- Optician appointments can be made on request with the local optician.

Appointments with a doctor

- Boarders are asked if they wish to see a male/female doctor and whether or not they would like the sister to accompany them in to see the GP. They are also asked if they would like to see a specific (named) doctor. Other referrals that can be made by the nursing staff are to the Podiatrist.

Medical information

- Medical forms from parents are kept in the medical centre. All information provided is kept confidential. Other staff will only be notified of pupil medical concerns if the Warden deems it to be in the best interests of the pupil concerned.

- The College will have a list of emergency contact numbers day and evening in the boarding houses, medical centre and on the College database in the case of urgent contact being required in the case of a medical emergency.

Record keeping

- Boarders attending the Medical Centre for whatever reason, their attendance is logged in the treatment book with date, time, name, and reason for attending and treatment given. They are given a discharge card, showing time leaving the medical centre, which is to be handed to their teacher (this is done during lesson periods only).
- The Senior Nurse checks the treatment book daily at handover.
- Parental consent is obtained on entry into the College.
- Any significant injuries, illnesses, accidents and treatments are automatically logged in the treatment book, but also added to the Personal Medical Record Card and kept separately.
- Each boarder has an individual Medical Record Card and Health Record Card. These are secured in a locked cabinet in the Nurses office.

Confidentiality

- No member of staff should offer pupils confidentiality, matters revealed in College can only have partial confidentiality and information may need to be shared with the Warden and house staff as deemed appropriate.
- If a pupil requires full confidentiality regarding a medical concern then this can only be guaranteed through a direct visit to a GP.

tdw – 16/11/09