

## MEDICAL CARE POLICY

Malvern College supports young people with short and long term health care needs, and is committed to enabling pupils with health problems to maintain regular school attendance, and participate in all school activities when appropriate. In order to achieve this, the administration of medication may be required during the time that a pupil is in school, or during trips arranged by the school. Close co-operation between parents, the School Medical Centre and other key staff caring for an individual pupil is needed to ensure that full information about their health care needs is shared, and medication is taken as necessary.

**Malvern College provides the following medical care and first aid facilities:**

- **One full-time and one part-time Medical Officer who are also practising local GPs;**
- **One full time Nurse Manager;**
- **A 10 bed Medical Centre staffed 24 hours per day in term time by a rota of RGNs;**
- **Each boarding house staffed by a trained first aider, equipped with homely remedies and first aid kit;**
- **Qualified first aiders on site at all times when pupils are present;**
- **Over 50 first aid kits spread across the campus;**
- **3 AEDs - 1 in the Sports Complex, 1 in the Medical Centre and one at the Court Road playing fields.**

Pupils with chronic or complex health care needs should have an individual care plan for their time in school, and this will give up to date details of any medicines required, and who is responsible for administering them or supervising their use. The plan must be made available to all staff involved in the care of these pupils and they should be informed of any changes made. The Medical Centre team are instrumental in formulating and revising such plans after discussion with parents, the pupil and key staff.

The school recognises that there are often occasions when pupils need to take medication while in the care of the school. The Council and Headmaster fully support members of staff who voluntarily agree to give or supervise the taking of medication as an extended role in order to be able to act effectively as any reasonable parent would with a child in their care. Further training is provided when necessary or requested, and every member of staff has twenty-four hour immediate access to the advice and practical support of the health professionals based at the Medical Centre

### **This policy covers:**

- liaising with parents
- consent
- self medication
- record-keeping
- storing medication and access to medication
- administering medication
- protocols for individual over the counter drugs and homely remedies
- care of pupils who become unwell
- attendance at medical appointments
- unacceptable practice
- supplements
- supporting pupils with HIV and AIDs

### **LIAISING WITH PARENTS**

The School promotes on going communication with parents in order to ensure that the specific medical needs of all pupils in our care are known and met.

Parents of a pupil must inform the Medical Centre if their child has or develops a medical condition and, where appropriate, provide the School with appropriate medical evidence and / or advice relating to their child's medical condition.

Where appropriate, parents will be invited to consult with the School and relevant healthcare professionals in order to produce an Individual Health Care Plan (IHCP) for their child.

### **CONSENT FOR THE ADMINISTRATION OF MEDICINES AND MEDICAL TREATMENT**

We aim to promote and maintain a partnership of consent for the provision of medical care to pupils at Malvern College – between pupils, health professionals, parents and/or non-medical carers. We also encourage pupils to understand and take control of their own treatment, if able to do so.

Parents of all pupils at the School are required to complete the relevant parental agreement to administer medicine when the pupil starts at the School and this remains valid for the duration of the pupil's time at Malvern.

However, where a pupil is considered to be Gillick competent, the School recognises that he or she is able to consent to his or her own medical treatment, A pupil will be 'Gillick Competent' if he or she has sufficient understanding and intelligence to understand fully what is proposed. This competence is assessed by the Nurse Manager and the House staff. If a pupil fails to keep their medicine locked away safely, the right to self-medicate will be withdrawn.

Where a pupil is deemed to be "Gillick competent" the School will respect that pupil's right to consent to his or her own medical treatment and/or the administration of medicines.

However, it is the School's normal practice to ask pupils to agree to keeping their parents informed about significant use of medications or treatments. If staff feel they need to discuss treatment with parents they should talk this through with the pupil concerned first.

The Medical Centre is responsible for maintaining and keeping records of consent, and publishing lists for staff indicating consent status for each child. This information is kept with the list of known medical conditions and in IHCPs.

## **SELF MEDICATION**

Pupils are encouraged to take as much responsibility for their own medication as they are able to, and all pupils needing emergency medications are expected to carry them ready for use at all times, where they are competent to do so.

In order to be allowed to self-medicate, pupils are assessed with their medication and if deemed sufficiently responsible to do so and that it is safe for all, they are permitted to self-medicate. The School will record its findings and keep these under review.

Pupils will be made aware the medication is strictly for their own personal use and it should not be passed to any other pupils under any circumstances and to do so is a breach of School rules

## **ADMINISTRATION OF MEDICINES RECORD KEEPING, STORAGE AND ACCESS**

### **ACCESS TO MEDICATION**

- The School requests that medication is only taken at School if it is essential, that it is where it would be detrimental to the pupil's health not to administer the medication during the school day. In respect of day pupils, where possible, medicines should be taken at home, before and after attending School.
- Where boarders require medication they must attend the Medical Centre, where possible. However, Boarding Houses also have stocks of certain medications and homely remedies.
- Where pupils must have access to medication, a request for medication should not be denied unless this decision can be justified
- All staff should know the correct procedures for pupils to obtain medication, and how to access the medicine cupboard in their area (if appropriate). Members of staff who are not prepared to administer medication themselves should know how to contact other staff for this service to be provided.

### **EMERGENCY MEDICATION**

- Emergency medication (e.g. Epipens, Asthma Reliever Inhalers, Hypostop). Pupils should carry these with them at all times. Spares should not be kept in locked cupboards but in a readily accessible place known to everyone concerned, including the pupil.

- In the event that named emergency medication is mislaid or unavailable, School Medical Centre staff can give a under their own protocol, and they should be contacted immediately.
- Members of staff in charge of school trips are advised to check that pupils are carrying emergency medication with them before leaving school.

## RECORD-KEEPING

- Where School staff administer medication, the Medical Centre keeps comprehensive individual treatment records for every pupil, recording dates and times of all medication given at the Medical Centre.
- When a boarder is seen at the Medical Centre the boarding House is informed about any medication given, and instructions or advice for House staff regarding treatment that may need to be repeated.
- Every Boarding House must keep a House Register of all medications and treatment given to individual pupils in the House. House records will be inspected regularly by Medical Centre Staff. Entries should always include:
  - date and time
  - drug and dose given
  - reason for treatment
  - name of member of Staff giving drug
- All staff who administer paracetamol and ibuprofen must record the above details on the paracetamol and ibuprofen database, which is a central record for each pupil that can be accessed by all administering staff in boarding houses and the medical centre.
- School Trips: Staff are advised to note any treatments given as described above, so that details can be transferred to the pupil's main records
- Emergency treatment for pupils. The Medical Centre must be informed **immediately** if there is any emergency medication administered to pupils, and this will be recorded on their main record.

Records can be useful in highlighting health problems. Staff are asked to look out for any increase in demand for over the counter medicines by individual pupils or in general, and report any concerns to the Health Centre team.

## STORAGE OF MEDICATION

The Medical Centre is fully equipped with locked medicine cabinets and a “drugs only” fridge that is checked daily to maintain temperature control.

- All Boarding Houses must have a suitable locked cupboard for storing medicines. When drugs requiring refrigeration are stored, they should be kept in a clearly labelled airtight container if the fridge contains food. Topical preparations and emergency medication do not need to be kept locked up, and can be kept by the pupil, or in a place agreed between the pupil and staff.

- Medicines should be kept in the original pharmacy supplied container, with detailed instructions for use. If a pupil has more than one medication, they should be in separate containers with specific instructions for the use of each medication. Prescription medicines should be clearly labelled with the name of the pupil and should only be administered to that pupil.
- A designated member of staff in every area supplied with medicine storage facilities should check expiry dates regularly once a month, and deliver drugs no longer needed or out of date to the Medical Centre for proper disposal
- Pupils who self-administer medication will be permitted to have a supply that they store amongst their personal possessions.

### **Pupil's own medicines brought into school**

When we are aware of a situation where a pupil is using their own medication, community safety must be discussed with them, and their competence assessed. As far as possible, the pupil should be allowed to retain control of their treatment but large quantities should be kept locked up, in the House medicine cupboard if necessary.

## **ADMINISTRATION OF MEDICINES**

### **PROCEDURE FOR GIVING MEDICATION**

- Check the pupil's name. Never give a pupil someone else's named medication
- Check the expiry date on the medication
- Check written instructions regarding dose, frequency of administration, or any special instructions provided by Doctor, Parents, Pharmacy or Medical Centre
- If it is a new medication to the pupil discuss the instructions for use with them and make sure they know why they are to have it
- Check their consent status. Check the House record, the paracetamol and ibuprofen database and ask the pupil when they last had any medication, and what it was, especially if giving pain killers. Be aware that they may have had medication from another source, including their own private supply.
- If a pupil refuses to take a named medication, do not force or pressurise them. Record the incident in the medicine record, and inform the Medical Centre and parents, where appropriate.
- If in doubt about any of the above contact the Medical Centre for advice. If you are giving one oral dose to be taken immediately, provide a drink and watch them take it. Some pupils may also need supervision using inhaled medication initially.
- Record all the details of the administration in the appropriate place.

## **NAMED PRESCRIPTION OR 'OVER-THE-COUNTER' MEDICATIONS**

1. Parents are responsible for informing the College of any medication that their child has to take during the school day, giving written instruction for its use, and supplying the medication in a suitable clearly labelled original container.

2. When a child needs supervision taking medication, they must attend the Boarding House at the correct time(s), and medication (except for emergency medication) should be stored in the Boarding house. Teaching staff may be asked to remind pupils to attend.
3. Parents decide when their child is able to carry their own medication, they should instruct the pupil to report any problems to the Medical Centre. It is expected that most senior school pupils will be managing their own medication in this way.
4. Parents are informed that all pupils needing Asthma reliever inhalers, EpiPen emergency adrenaline or Hypostop/Glucagon emergency glucose must carry them on their person at all times during the school day. Stock emergency drugs are kept at the Medical Centre, and may only be administered by Medical Centre staff. Members of staff taking games, activities sessions or school trips have a particular responsibility to check that pupils are carrying their medication.

## **GIVING NON-PRESCRIPTIVE STOCK MEDICINES**

### **GENERAL POINTS**

1. Houses should only keep stocks of medicines for use within the terms of this protocol. The short list of medicines supplied or recommended has been endorsed by the School Medical Officer as being safe and effective for treating minor ailments without direct medical supervision.
2. Any other medicines must be for individual named pupils and supplied by Doctors, Parents or Health Centre Staff.
3. Members of staff giving stock medicines should be familiar with all the information and procedures contained in the Medical Care Policy, and be confident in the safe use of each stock medicine.
4. Stock medicines may be requested by pupils, or may be offered by staff on the advice of the Medical Centre to provide regular treatment during acute illness or following injury,

### **RECOMMENDED LIST OF STOCK MEDICINES**

See sheet of 'Homely Remedies' Appendix Three

USE THE PROTOCOLS PROVIDED FOR THE USE OF EACH NAMED STOCK MEDICINE. REPORT TO THE HEALTH CENTRE IF INDIVIDUAL PUPILS ARE REGULARLY OR FREQUENTLY REQUESTING MEDICATION OR THEY APPEAR UNWELL.

### **EMERGENCY MEDICATION**

Procedures for giving emergency medications are included in the files about special medical needs, where there are also lists indicating which pupils carry emergency medication, and individual care plans giving details of the emergency procedure for that pupil endorsed by the parents. If you require further training to enable you to look after one of these pupils, please contact the Medical Centre.

Housems, Tutors and Assistants may administer medications in order to act as any reasonable parent would. These detailed guidelines are to assist members of staff that are prepared to take on this role, and safety procedures described must be followed at all times

Please contact Medical Centre Staff at any time for further advice, support or training.

### **ADMINISTRATION OF MEDICINES – SCHOOL TRIPS**

Teaching staff may choose to administer medications in order to act as any reasonable parent might while in loco parentis. These detailed guidelines are to assist members of staff that are prepared to take on this role, and the safety procedures described must be followed at all times.

Please contact the Medical Centre Staff for further advice, support or training.

### **CARE OF BOARDERS WHO BECOME UNWELL**

Boarders who become unwell will be assessed by the Medical Centre and an appropriate plan of care will be arranged.

Boarders are looked after in the Medical Centre where:

- There are separate male and female wards
- There are separate shower and toilet facilities.
- There is 24 hour cover by a qualified nurse.
- Pupils will be reviewed regularly by a doctor.
- Internet access and phones/laptops are permitted.
- Visitors are welcome at discretion of the nurse on duty.

Pupils are permitted to rest in house for some ailments, based on assessment and on-going review by house staff in close consultation with the Medical Centre.

### **ATTENDING MEDICAL APPOINTMENTS**

Where possible day pupils are asked to arrange medical appointments outside of school hours. Where this is not possible, parents should notify the Housem. of the details of the appointment so that the reason for the pupil's absence can be properly recorded.

If boarder is required to attend a medical appointment during school time, that pupil's guardian will attend the appointment with him or her and will be asked to update the Medical Centre and/or Head of Safeguarding & Pupil Wellbeing, where appropriate.

If it is not possible, The School can arrange for the pupil to be accompanied by an appropriate member of staff, who will be fully briefed before attending the appointment.

Where a member of staff attends, that member of staff will prepare a written report for the Medical Centre and/or Head of Safeguarding & Pupil Wellbeing and/or parents (if

appropriate) who will ensure that arrangements are made to act upon the medical practitioner's advice and to facilitate any required treatment or follow up.

### **UNACCEPTABLE PRACTICE**

Staff should use their discretion and training with regards to each individual pupil's medical needs, by reference to their IHCP as appropriate.

However, staff should be aware that the following practices are generally unacceptable:

- preventing access to medication and relevant devices (such as inhalers), where this is reasonably required;
- assuming that all pupils with the same conditions require the same treatment;
- frequently sending pupils with medical conditions home or back to the boarding houses and/or unreasonably preventing them from taking part in normal school activities, unless this is provided for in their IHCP or by their medical advisors;
- penalising pupils for their attendance record, if their absences are related to their medical condition (e.g. hospital appointments);
- preventing pupils from drinking, eating or taking toilet or other breaks when required to enable them to manage their medical condition effectively;
- preventing pupils from participating in, or creating unnecessary barriers to children participating in all aspects of school life or otherwise acting in a discriminatory manner.

## **Appendix 1: SUPPLEMENTS POLICY**

### **DEFINITION**

A supplement is defined as ‘something added to complete a thing, make up for a deficiency, extend or strengthen the whole’. A supplement cannot replace a meal.

### **POLICY**

No pupil under the age of 16 may take any form of protein or other dietary supplementation. If any such supplements are found by staff, pupils must expect them to be confiscated.

Pupils are not allowed to take any other form of supplementation, such as creatine, HMB or fat-burning pills.

Pupils are recommended and encouraged to follow a healthy, balanced diet. Pupils do not need to take any form of dietary or weight training supplements. Most nutritional needs can be met within a healthy balanced diet. Although there are products available that “guarantee results in 21 days”, there is no quick fix and as these products are regarded as mere dietary supplements. Indeed, many such products are unregulated and they may contain potentially harmful ingredients.

Only those pupils who are part of an elite academy or under the supervision of one of the Directors of Sport may be advised to take whey protein.

Mr Woodward, the College’s Strength and Conditioning Coach, will work closely with the pupil in conjunction with Mr Tisdale, Miss West, Mr Brett, and others to ensure that the pupil is taking the best advice.

## Appendix 2: SUPPORTING PUPILS WITH HIV AND AIDS

Malvern College requests that all parents disclose details of relevant medical conditions to the School (including HIV and/or AID) so that the School can assist and support any affected pupil.

The School aims to provide a supportive, caring and inclusive environment for all its pupils with medical conditions, including those with HIV and/or AIDS.

The School respects pupils' rights of confidentiality and, where possible, the School will seek a pupil's consent to share confidential information arising from his or her medical condition with others before doing so. Information relating to a pupil's medical condition will only be shared on a strict need to know basis.

The School will balance a pupil's right of confidentiality against the School's overarching duties to safeguard pupils' health, safety and welfare and to protect pupils from suffering significant harm.

In the unlikely event of evidence arising that a pupil or member of Common Room represents a risk to the health of another member or members of the College community, it shall be for the Headmaster (after consultation with the Chairman of the College Council, the School Medical Officer and, if he deems it appropriate, the local Health Authority) to take appropriate steps to protect that pupil and/or the School community.

Information in relation to HIV and AIDS arising within the College community will only be disseminated on a strict need to know basis within and outside the College through the agency of the Headmaster or his appointed Deputy/Deputies (after due consultation above) and by him or her **only**.

Appendix Three

HOMELY REMEDIES

MEDICATION	INDICATION	DOSE	CONTRA-INDICATIONS/ CAUTIONS
Paracetamol 500mg tablets	<ul style="list-style-type: none"> <li>• Mild to moderate pain</li> <li>• To treat fever</li> </ul>	<ul style="list-style-type: none"> <li>• One to two tablets up to 4 times a day</li> <li>• No more than 8 tablets in 24 hours</li> </ul>	<ul style="list-style-type: none"> <li>• Should not be given if there is known liver disease</li> <li>• Should not be given if the pupil has received Paracetamol or Paracetamol bases products within the last 4 hours</li> </ul>
Ibuprofen 400mg tablets	<ul style="list-style-type: none"> <li>• Mild or moderate pain</li> <li>• To treat fever</li> <li>• Period pain</li> <li>• Dental pain</li> </ul>	<ul style="list-style-type: none"> <li>• One tablet 4-6 hourly.</li> <li>• No more than 8 tablets in 24 hours</li> <li>• Taken after food</li> </ul>	<ul style="list-style-type: none"> <li>• Do not give if history of stomach ulcer or other stomach disorders, known sensitivity to aspirin or other</li> </ul>

			<p>anti-inflammatory drugs</p> <p>, known liver or kidney disease</p> <ul style="list-style-type: none"> <li>• Do not give to asthmatics unless known to be tolerant</li> <li>• Consult with the Medical Centre with any other concerns</li> </ul>
Simple Linctus	<ul style="list-style-type: none"> <li>• Cough</li> </ul>	<ul style="list-style-type: none"> <li>• 5mls 3-4 times daily</li> <li>• Maximum of 4 doses in 24 hours</li> </ul>	<ul style="list-style-type: none"> <li>• Nil significant</li> </ul>
Antihisan Cream	<ul style="list-style-type: none"> <li>• Insect bites and stings</li> <li>• Nettle stings.</li> </ul>	<ul style="list-style-type: none"> <li>• 2-3 times daily on the affected site</li> </ul>	<ul style="list-style-type: none"> <li>• Patients with eczema, psoriasis or other skin disorder</li> <li>• Avoid contact with eyes, mucus membranes and broken skin.</li> </ul>
Strepsils	<ul style="list-style-type: none"> <li>• Sore throat</li> </ul>	<ul style="list-style-type: none"> <li>• 1 every 4 hours if required</li> </ul>	<ul style="list-style-type: none"> <li>• Nil significant</li> </ul>
Gaviscon Liquid	<ul style="list-style-type: none"> <li>• Indigestion</li> </ul>	<ul style="list-style-type: none"> <li>• 10mls after meals</li> </ul>	<ul style="list-style-type: none"> <li>• Pupils on salt restricted diet</li> </ul>

Menthol & Eucalyptus  
inhalation

- Colds and nasal congestion

- 1 teaspoon to hot water and inhale vapour

- Nil