

St Paul's School

FOUNDED 1509

School House Medical Principles and Practice

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This policy is available on the Handbook page of the School Intranet and policies page of the School website and can be made available in large print or other accessible format if required; such requests can be made by email to policyquery@stpaulsschool.org.uk.

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Principles of Medical Provision at School House

School House aims to do all it can to ensure that all of its boarders receive timely and appropriate care for all aspects of their physical, mental and emotional well-being. School House Staff will act, effectively, as ‘parents’ in a medical situation involving a boarder, supplying appropriate first aid or ensuring that appropriate action is taken by a medical professional. Examples of such actions include: assisting a boarder to the School Nurses; treating a minor injury with first aid, or a minor illness with an approved over-the-counter remedy; contacting the School Medical Officer (who is on 24 hour call); accompanying a boarder to hospital; monitoring a boarder’s health overnight. All House staff are First Aid trained, including training in Mental Health First Aid, and receive annual refresher training from the School Medical Centre.

House Staff will operate in line with the principles as laid out in this document. They will aim to act decisively, to ensure the good health of all boarders. They should not be afraid to seek help, whether from other staff, the School Medical Officer (who is available on 24 hr call) from 999 or A&E. Staff should remember that symptoms of some conditions can present at a delay – and that medium term monitoring is often needed. The School House Accident Procedure, at Annex B, outlines steps that should be taken in a medical emergency.

Communication and record-keeping are vital. Staff must always write down medical treatment administered to any boarder, or medical observations or the requirement for further monitoring or treatment, in the Boarding Medical Manager and relevant medication records.

This policy has been written in conjunction with the principles laid down by the Medical Officers of Schools Association. Further details can be found at <http://www.mosa.org.uk> .

Responsibility for Boarders Wellbeing

During the school day, from 8.00am to 4.15pm, boarders will receive any nursing care or first aid that they need from the School Nurse in the St Paul’s Medical Room. If appropriate, a boarder may be sent back to School House to recuperate. In such a case, Matron will be notified by the School Nurses, and responsibility for the boarder will pass to School House (if Matron is off-duty, unwell boarders will remain under the supervision of the nursing staff, in the medical centre if there is any concern as to their health). Any handover of a boarder between medical and boarding staff must be recorded using the iSams Boarding Medical Manager.

Out of School hours, overnight, or when boarders are not well enough to attend school, the School House Matron and the House Staff will provide basic care. Consultation with the School Medical Officer is available 24 hr, and will be used if concern is raised. A member of the boarding staff would accompany a boarder to hospital at any time outside school hours.

The Housemaster will oversee all medical decisions and communications in consultation with the Head Nurse and Matron (who have a weekly meeting). All appropriate medical issues will be shared discreetly amongst House Staff at the Weekly House Meeting to ensure consistent quality of care. Ongoing observation of any ill pupil may be necessary – particularly as symptoms may alter or manifest at different times – and so communication and continued attention will be important.

Confidentiality and Storage of Boarders’ Medical Information

Medical information about boarders is provided by their parents before beginning to board (during the summer, for new boarders, or prior to commencement of boarding, for those day pupils converting to board; with few exceptions, boarders register with the School Medical Officer). Parents are asked to review this information and its accuracy annually. The parents of flexi-boarders complete a medical sheet before their son's commencement. In all cases, updates are requested at appropriate intervals. The medical details of all boarders, as all boarders at the school, are stored in iSAMS Boarding Medical Manager. All House Staff are made fully aware of the specific medical needs of any new boarder at the beginning of the school year; these details are printed and placed inside the cupboard in Matron's Office. A shared electronic record, the Boarding Medical Manager, is kept by School House and the St Paul's Nurses of any medical action, or medication administered, to a boarder, so that all adults with medical responsibility for any boarder are seamlessly updated. Medical information about all pupils who visit the medical office is also stored on the School's Sanatorium Manager record.

House Staff will keep parents appropriately informed of their son's health and well-being at school – bearing in mind the issues of confidentiality outlined in the Medical Information Sheet for Boarding Parents – and work together with parents, school medical staff and outside medical agencies as decisions are made and courses of treatment followed. In the case of overseas boarders, the Housemaster will ensure that the House, Medical Office and Parents are aligned in ensuring the pupil receives the best possible treatment.

The storing and processing of personal information about pupils is governed by the Data Protection Act 2018 and the General Data Protection Regulations. Staff who need to share 'special category personal data' are aware that the DPA 2018 contains 'safeguarding of children and individuals at risk' as a processing condition. This allows practitioners to share information without consent: if it is not possible to gain consent, it cannot be reasonably expected that a practitioner gains consent, or if to gain consent would place a child at risk. In practice, the sharing of such information will normally be restricted to the DSL, Deputy DSL or other nominated members of the School's Pastoral Management team. Information Sharing: Advice for Practitioners Providing Safeguarding Services to Children, Young People, Parents and Carers provides further guidance.

Chronic Illnesses and Disabilities

School House fully espouses the St Paul's Disability, Access and Equal Opportunities Policies and will adapt their care to the needs of the boarders. One example might include a boarder incurring, or a new boarder joining school house with, a chronic illness and/or disability that made mounting stairs difficult. In this instance, suitable and appropriate arrangements will be made to cover the needs of the pupil.

School House First Aid and Medical Care Procedures and Considerations

- It is expected that House Staff will act in line with first aid training received, as well as the regular updates and refreshers received, and specific plans formulated for individual boarders.
- If House Staff feel unqualified to discern or administer appropriate medical treatment themselves, they must seek help at the earliest opportunity. Help may be sought from other house colleagues, the School Medical Officer (who is available on 24hr call), NHS 111 or 999, or local A&E services.
- The following considerations will be important context to decisions and actions.

1. Pupil Medical Information

Information that would affect possible medical treatment of pupils (for instance Pupil Allergies, intolerances, medical conditions, non-consents for emergency treatment) is listed on the iSAMS Boarding Medical Manager as well as a paper version in the cupboard in Matron's Office, along with instructions as to the administration of any non-prescription medication. These conditions will be reviewed at the beginning of each term by the Head Nurse nurses and the information updated. All House Staff will be informed of any special medical circumstances about each boarder at the beginning of the year, and also about any temporary boarders.

There is a written protocol for administering medication which is included as Annex A. Any foreign medication brought into the school by pupils must be seen and release agreed with the School Doctor prior to any administering. Checks against the list of pupil medical issues must be made before administration. Any medication or treatment administered must be recorded in the Boarding Medical Manager, the shared online file that ensures SPS Nurses, SPJ Nurses and School House are aware of medication or treatment administered to each boarder at any given time.

2. Over the Counter (OTC) Medications.

- OTC Medications should be kept securely locked in the left hand cupboard in Matron's Office.
- A list of those medications stocked with indications for use, contraindications, dosages, side-effects and the duration of treatment before nursing or medical advice is sought is clearly displayed in Matron's Office. This should be reviewed annually by the School Doctor.

3. Prescribed Medications (PMs). Matron will collect, store and administer prescription medication as a matter of routine and when off-duty will leave instructions for the Duty Master. The following principles apply:

- PMs must also be held in the locked cupboard in Matron's office, unless boarders have requested to self-medicate and have been approved so to do by Duty Staff and the School Medical Office, as in Annex C below. They must only be issued to the pupil for whom they have been prescribed.
- They must stay in their original container.
- The original dispensing label must not be altered.
- Medication for use in urgent situations, for example antibiotics or Adrenaline Auto-Injector pens, must be prescribed individually for each pupil as and when required in accordance with direction from the Head Nurse and a care plan. An exception is the emergency reliever inhaler.
- General stocks of prescription medicines will not be held.

4. Self Administration of Medicines.

- The Housemaster, in conjunction with the School Medical Officer, will decide on who is able to self-medicate. This will be based on a number of factors to include age of the pupil, medical condition, the medication being used, storage requirements, precautions regarding administration, parental consent, clear reasons for not giving the drug and duration of treatment before nursing or medical advice is sought. Annex C contains a framework for making this decision. The decisions for fitness to self-medicate will be stored on the Boarding Medical Manager.
- Pupils who self-medicate must keep in in their own locked cupboard or drawer.
- If evidence suggests a self-medicating pupil is not proving able to safely store or complete their medication, the medication will be handed to Matron to store and oversee the completion of the course. In some instances a pupil may be prescribed medication by a doctor but insists on confidentiality. In these situations, after assessing the fitness of the pupil to safely store and self-administer the medication, the school doctor must make the pupil aware of the need to keep the medication secure.

5. Administration of Prescribed and Non-Prescribed Medication By Unqualified Staff.

- Matron, the Housemaster and Duty Masters are the designated, appropriately trained persons for the administration and management of medicines in each boarding house. Training will be required highlighting issues such as indications, contra-indications, side-effects, dosage, etc.

DISPOSAL OF MEDICINES

6. If unused medicines are returned to the school's medical centre, a record will be kept of the date of return, name of the pupil and the name, strength and quantity of the medication. This will apply to controlled drugs (below). The name and signature of the member of staff returning the medication should be obtained.

CONTROLLED DRUGS

7. A secure, lockable cupboard for controlled drugs, which contains nothing else, is located in the left hand cupboard in Matron's Office. Only those with authorised access hold the keys to the cupboard, and this is granted by the Housemaster. The School's medical staff will give advice on what is and is not a controlled drug.

8. Separate records for the administration of controlled drugs are kept in an appropriate, bound record book with numbered pages. The balance remaining should be checked at each administration and monthly by Matron in conjunction with the SPS nurses.

9. Accident Procedure

The Accident Procedure is illustrated below at Annex B, and is advertised on the walls of the House office and Surgery. An initial assessment of severity should be made of any injury suffered; if it is clearly minor, then basic first aid should be applied. If in any doubt, the Duty Master/Matron will consult the School Medical Officer, Dr Evans, available on 24 hour call. If a hospital trip or ambulance is required, either the Duty Master or Matron must accompany the boarder and inform parents. In extreme emergencies e.g. an anaphylactic reaction, certain medicines can be given or supplied without the direction of the School Medical Officer. For example, the administration of adrenaline by injection (1:1000), are among those drugs listed under Article 7 of the Prescription Only Medicines (Human Use) Order 1997 for the administration by anyone in an emergency for the purpose of saving life. There is a readily available supply of epipens in a clearly marked box in the boarding house, which lists those at risk of allergic reaction. This will have been cleared with the School Doctor at the beginning of each term.

10. Record Keeping, Reporting and Parental Communications

Full pupil medical records are held with the School Medical Officer and Head Nurse. House Staff and Nurses all log any medical events, information or medication administered in the Boarding Medical Manager, and all emails received on medical matters in the individual pupil email folders. This will be inspected periodically by the Housemaster and Head Nurse. This Individual Pupil Medical Administration Record will be held in the Boarding Medical Manager and will include:

- o Name of pupil.
- o Date of receipt.
- o Name, strength and dosage of drug.
- o Quantity of the drug.
- o Initial of the member of staff receiving the drug/approving the boarder as competent to self-medicate
- o This document should be kept for all drugs administered (including homely remedies) and be retained for 15 years after the last entry.

A record of repeat medication requested should be kept, and Duty Staff/Matron should check that this has been received. A record will also be kept of medicines sent home or on residential trips with the pupil and if a pupil is admitted to hospital.

During the week, Matron will notify parents of any illness that has caused a day of school to be missed, or of any significant injury, and of any prescription (including updates on recovery and course completion). Out of hours illness or injury should be communicated to parents as appropriate by the house staff on duty. In all cases, House Staff will bear in mind the confidentiality rights outlined below.

If an accident has occurred, an Accident Report form should be completed for the injury suffered, and returned to the Medical Office. NOTE – the Boarding Medical Manager contains Accident Report entry fields.

11. Confidentiality

We seek to encourage full disclosure to parents except in very specific circumstances, and so informing parents is an important part of our response to illness. During the week, Matron will alert parents of any illness that requires missing school, prescription medication, or that has caused prolonged poor-health. In the case of an emergency, House Staff must seek to contact parents at the earliest possibility. However, it is possible for a boarder to consent to their own medical treatment without the need for parental permission or knowledge, if 16 or over, and even if under 16 if assessed as competent to do so (in accordance with the *Fraser* Guidelines). A child is considered so competent if they have 'sufficient understanding and intelligence to understand fully what is proposed'. All boarding parents have been informed of this legal position. If a boarder asserts to a member of House Staff that they wish for their parents not to be informed of a significant medical issue, they will refer to the Housemaster or Deputy Head Pastoral or other DSL for guidance as soon as possible. The Boarding Medical Manager contains details of whether boarding parents have given consent, in an emergency, for school staff to consent to medical treatment of their child if the parent cannot be contacted. In such a scenario the Surmaster or High Master should be consulted; and the professional opinion of a medical expert should be the leading basis of any such decision (and this expert opinion, along with all decision-making rationale) should be placed in writing.

Contacts: School Medical Officer

Dr Owen Evans, 30 Chartfield Avenue, Putney, SW15 6HG,

Home: 020 8946 9870

Mobile: 07733 261 139

Surgery: 020 8788 6442

Hospitals

Chelsea & Westminster Paediatric A&E

020 3315 8600 (or 8601)

Other (non-preferred) Possibilities:

Kingston A&E: 020 8546 7711 (Under 16)

Charing Cross A&E: 020 3311 1234 (16+)

ANNEX A – Protocol For Administering Medical Care to Boarders

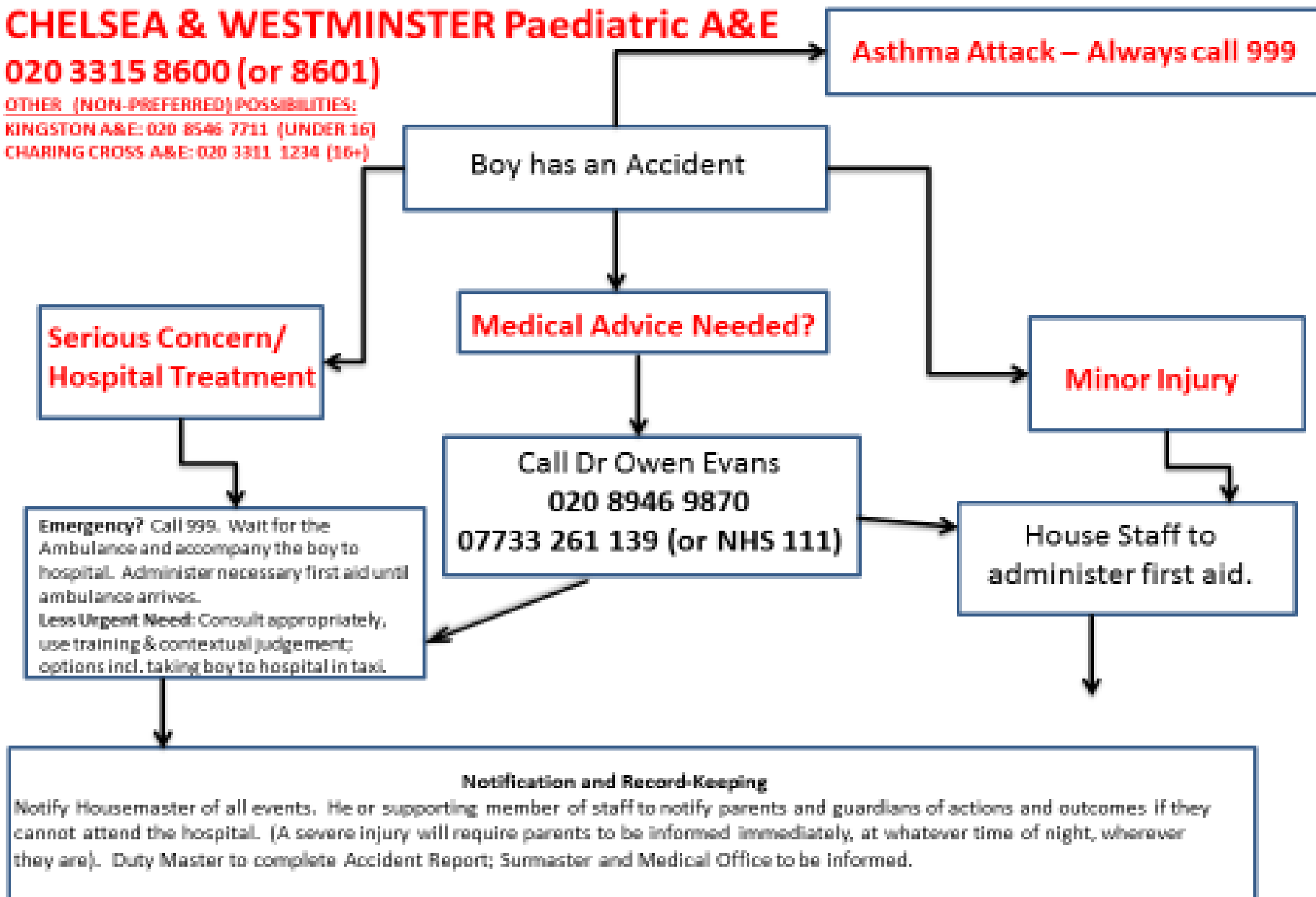
Type	Prescribed Medication (including Controlled Drugs)	Non-Prescribed Medication	First Aid/Accident
Considerations	<ol style="list-style-type: none"> 1. Confirm identity & recent medication. 2. Check medical records matches the label on the drug. 3. If self-medication is requested, consult Boarding Medical Manager (“BMM”) to confirm approval by the School Doctor and complete Annex C assessment. If concerned, decline to dispense and, where necessary, arrange for the medication to be passed instead to a responsible adult). 	<ol style="list-style-type: none"> 1. Confirm Identity of pupil and recent medication. 2. Consult School House Dispensation Authorisation to confirm appropriate type and quantity of medication to dispense given symptoms and contra-indications. 3. Check medical records to ensure no allergies recorded for the medication to be used. 4. If self-medication is requested, consult BMM to confirm approval by the School Doctor and complete Annex C assessment. Arrange for medication to be passed to a responsible adult). 	Key considerations are listed at Annex B. Seek help whenever necessary.
Action/ Administration Procedure	<p>1. Strips of pills</p> <ol style="list-style-type: none"> a. Cut the strip leaving expiry date visible on remnant. b. Pass the boarder the strip. He should take them in front of you. c. Count the number of pills dispensed and remaining before recording. <p>2. Pills loose in bottles</p> <ol style="list-style-type: none"> a. Pour the correct number of pills into the pill dispenser. b. Pass these to the boarder. He should take them in front of you. c. Count the number of pills dispensed and remaining before recording. 		<p>Proceed as appropriate to the injury, as per First Aid Training/advice from the School Doctor/Emergency Services.</p> <p>Use the provided gloves/resuscitation masks as appropriate for hygiene.</p> <p>Dispose of first waste in the yellow clinical waste bin.</p>
Recording	<p>Immediately record and initial administration (including refusal to take medication) in:</p> <ol style="list-style-type: none"> 1. Dispensed Medication Record Book 2. Boarding Medical Manager, ticking all appropriate fields. 	<p>Immediately record and initial administration (including refusal to take medication) in:</p> <ol style="list-style-type: none"> 1. Dispensed Medication Record Book 2. Boarding Medical Manager. 	<p>Immediately record events/actions (and circulate as soon as appropriate) in the Boarding Medical Manager and list materials used in the First Aid Materials Record.</p>

Other?	Report any drug errors, refusals to take medication or adverse drug reaction to School Medical Office. Matron to contact parents if school time is missed. distributing medication to self-medicate, place into an envelope and write instructions on it. Ensure boarder understands them must be kept in his locked drawer.	Ensure swift and appropriate communication with parents.
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CHELSEA & WESTMINSTER Paediatric A&E

020 3315 8600 (or 8601)

OTHER (NON-PREFERRED) POSSIBILITIES:
KINGSTON A&E: 020 8546 7711 (UNDER 16)
CHARING CROSS A&E: 020 3311 1234 (16+)



ANNEX C

School House – Point of Dispensation Self-Medication Capacity Assessment

Upon the notification that a boarder has received a prescription and wishes to self-administer the medication, Matron/the Duty Master should seek to confirm that the boarder has collected it, and is clearly competent to safely self-administer and store the medication. Using the reference chart below for guidance, the staff member should assess the capacity of the boarder (in their view) and then record their assessment in the Boarding Medical Manager. This procedure should also occur where a boarder whose medication is held by Matron wishes to take medication away from the House, for instance for a weekend away.

If you remain unconvinced of a boarder’s capacity, (i) the boarder should be told this and the medication should be stored in Matron’s office. House Staff must continue to administer the medication over periods in school; and (ii) for any periods outside school, arrangements to administer the medication must be made with a responsible adult. If no such adult is available, then the boarder should not be permitted to leave (unless the School Doctor can confirm it is safe for him to be without his medication over that period).

Pupil Name:	
Procedure for assessment of pupil to self medicate	Comment
Confirm identity of pupil	
Pupil understands and is capable of the following:	
Reason for the medicine	
Dose and frequency (how much and how many times a day)	
Additional instructions ie with or after food etc	
Length of treatment - continuous or course (ie number of days)	
Expiry date	
Advise against stopping without consulting medical centre first	
Carry medicine with you or locked in drawer.	
Medicine prescribed for personal use – not to be shared	
Unused medicine to be returned to the medical centre	
Additional medicines not to be used without checking instructions with medical centre or Doctor	
IF YOU RETAIN ANY DOUBTS AS TO THE BOARDER’S CAPACITY TO EFFECTIVELY SELF-ADMINISTER, YOU MUST ENSURE A RESPONSIBLE ADULT TAKES RESPONSIBILITY FOR THE MEDICATION (EITHER MATRON OR AN EXTERNAL ADULT).	

MEDICAL CARE FOR BOARDERS AT ST PAUL'S – INFORMATION FOR PARENTS

All boarders register as NHS patients with the School Medical Officer, Dr Owen Evans (Chartfield Surgery, 30 Chartfield Avenue, Putney, SW15 6HG, telephone 020 8788 6442). He is in school to see boarders Monday and Wednesday every week, between 13.15 and 15.30, and is on 24 hour call. The School Nurses will arrange appointments. Boarders who are not registered with Dr Evans will still be able to make appointments, but he will not be able to prescribe medication for them. *Should a boarder wish to register with an alternative GP to the School Medical Officer, this can be arranged through a different local practice.*

During the school day, from 8.30am to 4.15pm, boarders will receive any nursing care or first aid that they need from the School Nurse in the Medical Room, 020 8746 5422. Out of School hours, or when boarders are not well enough to attend school, the School House Matron and the House Staff will provide basic care (with further cover during school hours provided as necessary by the St Paul's Nursing staff). Matron can be contacted on 020 8746 5456. Matron and all of the House Staff are first aid trained and are authorised by the School Medical Officer to dispense over-the-counter medication such as paracetamol, ibuprofen, indigestion tablets and other remedies to treat minor illnesses. If the House Staff are in any doubt as to how to proceed, they will contact the School Medical Officer, who is on-call 24hrs a day. If it is necessary to attend hospital, a member of the House Staff will accompany your son. In effect, the House staff will act as parents would, helping the boarders through minor illness and, in the case of anything more serious, ensuring that your son swiftly receives appropriate medical care.

In the case of any medical care necessary beyond GP or A&E, referrals will be made via the National Health Service. Some parents acquire private health insurance as the NHS is not as swift. Should you choose to insure your son privately, please ensure that your policy will pay for treatment at central London hospitals. With the exception of overseas parents, it is expected that parents of boarders will arrange medical appointments for their sons (bar appointments with the school doctor or emergencies) and that they will keep the House appropriately informed of developments.

STORAGE AND ADMINISTRATION OF PRESCRIPTION MEDICATION

As a matter of routine in School House, and always when self-medication is considered inappropriate, Matron will collect, store and then dispense any prescription medication to boarders at appropriate times. Boarders have the right to self-medicate at their request, if they are considered as fit to do so by the School Medical Officer and Housemaster. If a boarder asks to self-medicate, and is approved as such, he must keep his medication locked in the drawer in his room (and if he fails to do so the medication will be moved to Matron's care). **The exception to this rule is any course of Controlled Drugs (e.g. Ritalin). Any boarder who receives a prescription for Controlled Drugs MUST immediately declare and present the medication to the Housemaster for controlled storage and administration.**

Should a boarder be away from the House for any period (perhaps a school trip, or a weekend exeat) they will be given sufficient medication to cover this period and considered responsible for taking it at the prescribed times. To this end, we ask parents to confirm that they assess their son as competent to self-medicate within the enclosed Medical Booklet. Should a boarder give House Staff any reason to suspect they are not competent to self-medicate, they will require a responsible adult take responsibility for the administration of the medication during any spell away from the House.

CONSENT, CONFIDENTIALITY, COMMUNICATION AND DATA-SHARING

Under UK law, any child over the age of 16 is able to give consent to their own medical treatment – as is any child under the age of 16, but thought to be mature enough to do so (*i.e.* competent in accordance with the *Fraser* Guidelines) – and confidentiality is owed to those under 16 as to any other person. This means it is possible for a boarder to seek medical assistance and request of the School medical staff that neither School House nor his parents are informed. There are very few instances in which we would not strongly encourage a pupil to discuss all aspects of their medical care with their parents. Therefore, as a matter of course the School Nurses will encourage a boarder to let them pass on information to School House; and then unless specifically requested otherwise by the boarder concerned (or advised otherwise by Children’s Social Care or the Police in the case of a safeguarding or child protection concern) School House will make every effort to inform parents of any significant illness (for instance if school is missed; or a prolonged period of poor health) or injury, hospital visit, or the prescription of any medication of which we are aware.

The storing and processing of personal information about pupils is governed by the Data Protection Act 2018 and the General Data Protection Regulations. Staff who need to share ‘special category personal data’ are aware that the DPA 2018 contains ‘safeguarding of children and individuals at risk’ as a processing condition. This allows practitioners to share information without consent: if it is not possible to gain consent, it cannot be reasonably expected that a practitioner gains consent, or if to gain consent would place a child at risk. In practice, the sharing of such information will normally be restricted to the DSL, Deputy DSL or other nominated members of the School’s Pastoral Management team. [Information Sharing: Advice for Practitioners Providing Safeguarding Services to Children, Young People, Parents and Carers](#) provides further guidance.

MEDICAL BOOKLET

Please take care to complete the School’s online medical form as fully as possible. It is vital that we possess up to date medical information, including medical care plans, so that we can safely care for your son. There may be some months’ delay before your son’s NHS records are forwarded to the School Medical Officer, and in the case of overseas boarders your answers will provide the only information on your son’s health available to the medical staff. You are advised to consult your son’s doctor and are asked to enclose either your son’s NHS card, or a completed GMS1 form. **Within the booklet, we seek consent for School House staff to administer first aid and non-prescription medicines to your son, to permit self-medication and also to act on your behalf and provide consent should your son require emergency treatment and you cannot be raised. If you consent to this, please ensure that you sign and date the appropriate page of the Medical Booklet.**

RETURNING TO SCHOOL AFTER HOLIDAYS; KEEPING US INFORMED

Please keep us fully informed of any medical developments that occur during the holiday time. If your son returns to school with any medication, prescribed or over the counter, used regularly or as required, he should declare it to Matron who will record its use in accordance with protocols set down by the School Medical Officer. Non-conventional medication will be permitted only on written parental instruction.

INFECTIOUS DISEASES

If your son is exposed to an infectious disease [e.g. chicken pox, mumps] or a tropical disease such as Malaria during the holidays, you must inform the Housemaster well in advance of the beginning of term, so that the School Medical Officer can confirm that it is appropriate for them to return to the boarding environment, and for an appropriate support plan to be put in place. You **must not** return your son to School until this confirmation has been received from the School Medical Officer.

Specifically, in the event of contact with diphtheria, poliomyelitis, ebola, typhoid, paratyphoid fever, bacillary dysentery, meningococcal infection, hepatitis A or B, or HIV infection you **must not** return your son to School until you have consulted directly with the School Medical Officer.

INOCULATIONS AND VACCINATIONS

Boarders are offered the diphtheria, tetanus and polio booster, and Meningitis ACWY in the 4th Form. If your son needs immunisation for travel, please encourage him to see the School Nurse with details of where and when as soon as possible, as some courses take several weeks to complete. If for any reason your son receives any immunisations at home, please notify the Medical Room and his NHS record will be updated.

PHYSIOTHERAPY

An amount of physiotherapy is available for pupils within school. The Medical Room will arrange appointments for diagnosed problems.

DENTAL, ORTHODONTIC AND OPHTHALMIC TREATMENT

Please schedule dental examinations and orthodontic or ophthalmic work over the holidays. Dental problems are dealt with only as emergencies, and at the Castelnau Dentists, 200 Castelnau, SW13 9DW. A nearby optician is Boots Optician 1-15 KING STREET London Middlesex W6 9HR GB.

COUNSELLING

Two School Counsellors, Dr Robert Bor and Dr Sara Chaudry, visit school on a weekly basis. Appointments can be made via the Medical Room, or informally. Contact details of School House's independent listener, Mr Michael Callaghan, are posted in the House.

ANNEX I – Responsibility for Ill/Injured Boarders

Nature of Care	During the School Day (Weekdays 08.35am – 4.15pm)			During Boarding Hours (Weekdays 4.15pm – 8.35am; Weekends)
First Response	Boarders should report to the St Paul’s Nurses. Records of any treatment/actions to be kept in the Boarding Medical Manager.			Boarders should report to Matron or in her absence the Duty Master. Records of any treatment/actions to be kept in the Boarding Medical Manager.
Nature of Ailment	If the boarder is well enough to continue School..	If the boarder is very sick/injury is severe...	If the boarder needs rest and recuperation, but only light monitoring...	House Staff to determine the treatment necessary, with recourse to on-Call School Doctor, 111 or 999 as appropriate.
Action + Recording	Record nature of medical visit in the Boarding Medical Manager.	Boarder to remain in St Paul’s Medical Room. SPS Nurses to monitor/arrange appropriate healthcare/inform School House (schoolhouse@stpaulsschool.org ; 07771620903)/contact parents. If parent not available, then if necessary Matron/Duty Master/tutor may need to accompany the boarder to hospital. All actions decisions to be recorded in the Boarding Medical Manager.	The boarder may be sent back to School House into Matron’s care (or when Matron is off-duty, return to the House under Nurse supervision). Information should be passed on via the Boarding Medical Manager as to the nature of the ailment, treatment and ongoing supervision necessary. The boarder should go to the Sick Bay or his own room via Matron. At 4.15pm, the Duty Master will assume responsibility for their care.	

Other?	Please ensure that all actions/decisions are recorded in the Boarding Medical Manager.	
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