

Boarders Health and Wellbeing Policy

National Minimum Standards

Standard 3

| | Standard 3 – boarders’ health and wellbeing | Evidence |
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| 3.1 | <p>The school has, and implements effectively, appropriate policies for the care of boarders who are unwell and ensures that the physical and mental health, and emotional wellbeing of boarders is promoted. These include first aid, care of those with chronic conditions and disabilities, dealing with medical emergencies and the use of household remedies.</p> <p>“wellbeing” means wellbeing within the meaning of section 10(2) of the Children Act 2004</p> | <ul style="list-style-type: none"> • Document: Boarders’ Health and Wellbeing Policy • Form: Administration of Homely Remedies • Form: Administration of Approved OTC Student Owned Medicines • Form: OTC Medicines Weekly Audit • Form: Administration of Paracetamol Staff • Document: First Aiders • RWBAT policy – Health and Safety Policy • RWBAT Guidance for self-harm |
| 3.2 | <p>Suitable accommodation, including toilet and washing facilities, is provided to cater for the needs of boarding pupils who are sick or injured. The accommodation is adequately staffed by appropriately qualified personnel, adequately separated from other boarders, and provides separate accommodation for male and female boarders where this is necessary.</p> | <ul style="list-style-type: none"> • Document: Staff Duty Rota • First Aid Poster • First Aid Qualification tracker • Sick Room Facilities: tour of boarding house |
| 3.3 | <p>In addition to any provision on site, boarders have access to local medical, dental, optometric, and other specialist services or provision as necessary.</p> | <ul style="list-style-type: none"> • Document: Boarders’ Health and Wellbeing • Display of Information in House - leaflet |
| 3.4 | <p>All medication is safely, and securely stored and proper records are kept of its administration. Prescribed medicines are given only to the boarders to whom they are prescribed. Boarders allowed to self-medicate are assessed as sufficiently responsible to do so.</p> | <ul style="list-style-type: none"> • Policy statement: Boarders’ Health and Wellbeing • Form: Administration of Prescribed Medication • Form: Daily Medicines • Form: Risk Assessment to Self-Administer |
| 3.5 | <p>The confidentiality and rights of boarders as patients are appropriately respected. This includes the right of a boarder deemed to be “Gillick Competent” to give or withhold consent for his/her own treatment.</p> | <ul style="list-style-type: none"> • Document: Boarders’ Health and Wellbeing |

BOARDERS' HEALTH AND WELLBEING POLICY

Introduction

The Wellington Academy complies with the strict guidelines issued by DCSF and Ofsted on Medication and First Aid. It considers the schools Safeguarding Children Policies and Procedure.

The Wellington Academy has a policy to look after the health and welfare of students and every effort will be made to ensure that students with medical needs experience the best possible care whilst at the academy and in the boarding house. This policy provides a sound basis for ensuring that all boarders including those over the age of 18 with medical needs receive the proper care and support required. There will always be a House Parent available 24/7 in the boarding house.

The Director of Boarding conducts an appraisal of student's medicine requirements on admission. This is followed up by registration and consultation with a local doctor. Day-to-day medical care is provided by the duty House Parent.

The boarding house parent liaises with the student's doctor and other outside agencies – dentist chiropodist, orthodontist, speech therapist, and optician - to ensure the students have comprehensive care. All medical information received by the academy will be treated confidentially. Information to ensure the safety and care of individual boarders will be discussed with the student and parent for their agreement prior to their admission to the Boarding House.

A boarder's right to confidentiality will be always considered, this will in turn determine how much information is shared regarding medical matters (including that shared with parents and carers). Information regarding medical matters will always be treated with the strictest on confidence.

Boarders Expectations:

- Boarders should keep boarding staff informed of medical matters, whilst we appreciate boarders may not wish to share some information, it is important that if there needs to be a change in the care provided to a boarder that staff are made aware asap.
- All prescribed/non-prescribed medication must be handed in to a member of staff to be stored in a locked cabinet.
- To follow instructions regarding medical matters/medication
- For boarders considered of an appropriate age to attend medical appointments with staff, they are not obliged to share the nature of the appointment, however, if medication is prescribed, they should give this to a member of staff on duty.
- If a boarder makes their own medical appointment, they should share the time and date of this appointment so the school can be informed (even if they do not wish a member of staff to accompany them)
- Boarders can request to self-administer medication, if considered appropriate by the Director of Boarding/Senior House Parent a risk assessment will be completed.

Expectations of boarding staff

- To ensure all boarders are registered with the local GP – Castle Practice, Ludgershall.
- To accompany boarders to appointments where appropriate
- To dispense and record the administration of all prescribed and non-prescribed medication (on SIMS and prescribed medication sheets)
- To respond appropriately to any routine/emergency medical situations
- To ensure parents are informed if a boarder is unwell and unable to attend school/in need of treatment.

- Where a boarder is sent home from school due to being unwell a care monitoring form will be started to monitor the boarder for the next 24 hours
- To provide suitable facilities for a student to isolate in sick bay if required.
- Support the implementation and provision of care plans for boarders with long term medical needs.
- Any student who is prescribed a controlled drug their medication will be stored in a separate locked cabinet and administered by a senior member of staff.

Expectations of parents/guardians

- To complete the medical history for a prospective boarding student to the best of their ability. Any medical issue that could affect a review in the suitability of a boarding provision must be declared to ensure considerations can be made by the Director of Boarding.
- Provide information regarding immunisations as detailed on the medical form.
- To arrange dental/orthodontist and optician appointments during the school holidays where possible
- If a boarder requires long term medical care due to illness/hospital treatment arrangements will need to be made for the parent to oversee this.
- On returning to the boarding house any medication that has been prescribed during school holidays should be given to staff on duty for appropriate administration.
- All prescribed medication bought to the boarding house must be clearly labelled with the student's name, DOB, and full instructions for administration. If medication does not have this staff are not permitted to administer
- For students from overseas any medication prescribed in their home country does need to be accompanied with a letter in English detailing instructions of administration.
- We ask that parents do not send boarders with their own non prescribed medication (paracetamol) as this can be provided by boarding staff.
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Emergency Treatment

As part of the admission process all parents are required to give consent for boarding staff to make appropriate decisions regarding medical treatment for a boarding student. In medical emergencies every attempt will be made by staff to consult with parents regarding matters of this nature.

Administering Medication

The boarding House has the following house remedies available for students if required:

- Paracetamol (tablets and soluble)
- Ibuprofen (will only be given to over 16-year-old)
- Piriton (Allergies)
- Savlon (Bite stings/burns)
- Strepsils (Throat Lozenges)

Permission to give students this is sought during the application process, please advise staff as soon as possible if you withdraw consent for students to take any of the above medication.

All medication including house remedies are stored in a locked cabinet and can only be administered by duty staff, the exception to this are inhalers, epi-pens, diabetic provision as students with these conditions keep this on their persons.

The current policy states that no boarder is permitted to store prescribed medication in a tablet form in their rooms (including those over the age of 18). If a student has other medication prescribed and it is deemed appropriate for them to keep it on them (creams etc...) then this will be risk assessed by the Director of Boarding and regularly reviewed.

When will boarding staff contact parents?

- A student does not attend school due to illness.
- A student is taken to hospital for any reason.
- Any follow up medication that is required following an injury.

Staff will not contact parents when we have given plasters/administered home remedies, or if they have said they are unwell but have still attended school.

With regards to Covid-19 there are additional guidelines in place by school and the boarding house which details the procedure staff will take when there are concerns related to Covid 19.

Completed by: Shelly Willis

Job Role: Senior House Parent

Date: 22.04.2021

Authorised by: Matt Price

Job Role: Director of Boarding

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