



ALDENHAM
— SCHOOL —

Health Care at Aldenham School

Reviewed by
Foundation Nurse
Deputy Head Pastoral

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Health Care at Aldenham School

Aldenham employs one qualified Registered Nurse supported by one Health Care Assistant, and one First Aider/Administrator to run a fully equipped Health Centre located in School House on the Senior School site.

The Health Centre is staffed from 08.00 -17.30 Mon-Fri.

Short term closures of the Health Centre may happen from time to time if Health Centre staff are called away to an emergency. In this case students will be directed to the Bursary where they will be cared for by a first aider. If a student does not require immediate treatment, they will be asked to wait for the Health Centre staff to return. Students will not be left unattended in the Health Centre. Students will either be sent back to class or supervised in the Bursary until Health Centre staff are available again.

During opening hours, the Health Centre staff are contactable on the following telephone numbers: 01923 851617 or 01923 851672 and Emergency Mobile 07785 303 555 (only to be used for emergency help and not instead of calling 999 if deemed necessary) or email healthcentre@aldenham.com

At the Prep School and St Hilda's students medical care is either given by their class teacher or other suitably trained support staff. The Head of School Prep and St Hilda's ensures adequate first aiders/paediatric first aiders are on site to deal with accidents/injuries. Staff may seek advice/support from the Senior School Health Centre staff as necessary over the phone. If a Prep pupil needs to be seen by Health Centre staff and are able to safely walk to the Health Centre, they should do so accompanied by a member of school staff. Where this is not possible, Health Centre staff will make arrangements to go to the pupil at the Prep School. It is not feasible for Health Centre staff to visit St Hilda's in these situations due its off-site location. In the majority of situations however, over the phone Health Centre support is all that is required. School staff must call 999 for an ambulance in an emergency/life threatening situation or call 111 if not urgent and not wait for help from the Health Centre staff.

Aims of the Health Centre

The Health Centre aims to empower young people by promoting positive mental and physical health through advice, support and guidance.

The Health Centre supports young people with any ongoing medical conditions. The Health Centre Team are also available to discuss in confidence any physical/mental health/sexual health issues that young people may encounter. The aim is always to prevent, promote and pre-empt health issues by good education and early intervention. Health Centre staff will follow NHS guidelines and support parents/students to seek the correct help from external services, e.g. GP/specialist.

The Health Centre Team care for young people who have become unwell or have been injured during the day and, if necessary, will contact their parents/guardians to arrange for them to be collected from school.

The Health Centre Team work very closely with all members of the Pastoral Team which includes the The Deputy Head Pastoral, School Counselling Manager, Housemasters/Housemistress (HSMs) and tutors in order to care for students' wellbeing using a team approach.

When students require specialist intervention, the Health Centre Team works with external health disciplines such as hospital-based diabetic teams, school health, CAMHS, epilepsy specialist nurses and GP services.

The School Nurse provides Senior School, Prep and St Hilda's staff with Health Awareness sessions annually on INSET on dealing with specific medical conditions e.g., Anaphylaxis and use of Adrenalin Autoinjectors, Asthma attacks, dealing with seizures. Sessions provided will be tailored to each school needs.

Boarders

All overseas full-time boarders are registered with Dr Vashisht, the School's G.P who is based at The Red House Practice, 124 Watling Street, Radlett WD7 7JQ. Dr Vashisht holds a weekly drop-in surgery in the Health Centre where boarders can be seen for minor non urgent health concerns.

At other times, appointments can be made directly with the Red House Practice and boarders will be accompanied by one of the Health Centre staff where possible. If this is not possible, they will be accompanied by a Housemaster/Mistress.

Student Access to the Health Centre

The Health Centre is open for emergencies/accidents/illness from 8.00-17.30 every school day.

However, for non-emergencies (e.g., to take routine medication, to make appointments, to consult about non-emergency conditions or to ask advice), students may only visit the Health Centre at the following times:

- 08.00 – 08.30 (before school)
- 11.05 - 11.25 (breaktime)
- 13.00 – 13.55 (lunchtime)
- 17.20 – 17.30 (after school)

If a student becomes too ill to continue their lessons, they may request staff permission to go to the Health Centre. In this case, the teaching staff are expected to inform the Health Centre to warn of the student's arrival. Due to the disruption to learning that this causes, permission will only be granted when a student is clearly unable to continue with their learning. In the

case of an accident or a student being taken seriously ill, one of the Health Centre Team will be called to come to the student. If it is not possible for Health Centre staff to attend to the student (e.g. they are dealing with another emergency) a member of staff should stay with the student, and call either 111 or 999 depending on the severity of the illness/injury.

Important Points for Parents

The Health Centre Team are available to treat minor illnesses, accidents and emergencies which occur during the school day.

If any day students fall ill during the school day, we have facilities to care for them, short term whilst parents make immediate arrangements for them to be collected (or, if it is a minor problem, until they are well enough to return to lessons).

If injuries/illnesses occur outside school hours, parents/guardians must seek medical advice from your own GP/Urgent Care Centre/Minor Injuries Unit/Accident and Emergency as appropriate. The 111 service can give advice on the most appropriate facility to attend. In an emergency staff must call 999 for an ambulance.

It is important that students are not sent to School if they are unwell or if they have sustained an injury out of school hours which has not been treated.

It is essential that the school is notified of any treatment received outside school and of any treatment that may need to be continued during school time. The school G.P will only see full time overseas boarders who are not registered at the Red House Surgery

It is the school's policy that all tablets/medication taken whilst in school must be given to one of the Health Centre Team to administer as required. ***They must not be kept by the individual student.***

Over the counter and prescription-only medication can be issued to students by the Health Centre team in accordance with the School's Administration of Medicines Policy. Any prescription medication that a student needs to take during the school day must be supplied to the Health Centre by the parents following the guidelines laid out in the School's Administration of Medicines Policy and accompanied by a Medication Permission Form (which is contained in the School's Administration of Medicines Policy as an appendix).

Young people who bring medication from overseas must have a doctor's letter written in English informing the School's G.P of its name, dose and reason for requirement. The School is unable to administer any medication that is not recognised in the UK or clearly labelled in English.

All young people under the age of 16 must have written consent from their parents/guardians before any medication will be administered. This is given by parents/guardians when they complete the School Health Form at their student's point of entry to the School.

Immunisations & Vaccinations

The following vaccinations are currently offered in school via Hertfordshire Schools' Immunisations Team:

- HPV vaccines for all Year 8 students.
- Tetanus/Diphtheria and Polio boosters for all Year 9 students.
- Meningitis ACWY for all Year 9/10 students.
- Flu Vaccination for all Reception – Year 11 students and children with certain health conditions.

Specific information is given by the Hertfordshire School' Immunisation Team to the Health Centre, including requests for parental consent, this information is sent out to parents via Parent posts at appropriate times.

Counselling

Aldenham School employs a specialist counsellor, who is registered with the British Association of Counselling and Psychotherapy. Appointments can be arranged either via the Health Centre or a student's Housemaster/Housemistress.

Gum Shields

Wearing of a mouthguard/gum shield is an essential requirement while playing contact sports to avoid the risk of serious injury to the face. 'Opro' products are available to purchase from Stevenson's, the School's uniform supplier.

Dental Care & Sight Testing

The school is not responsible for regular routine dental check-ups or vision checks. Students must see their own dentist and optician for this. Overseas boarders should do this when they are home during the school holidays. If a full-time boarder requires emergency treatment, the Health Centre staff will make arrangements privately through a local dentist or optician. Costs for this including any travel expenses (taxi fares) will be added to the end of term school fees.

Confidentiality

The Health Centre provides a safe environment where the Health Centre Team can have private consultations with students and staff.

All consultations with the Health Centre Team along with medical conditions, as given by parents on the School Health Form/Update Form, will be logged and held securely on each student's electronic record (iSAMS medical module). Each condition and consultation will be set as either low, medium or high sensitivity, in order to control which staff can view the information. House staff will also log over the counter and prescribed medication given to students outside of Health Centre opening hours on the same system. The School Nurse has

oversight of medication given. Parents give/decline permission for medical information to be shared with school staff on a need-to-know basis via the School Health Form and information is shared accordingly. The School Nurse, Deputy Head Pastoral with the support of the School Data Manager ensure that the information is only visible to staff on a need-to-know basis. Occasionally parents or Health Centre staff may deem some medical information as highly confidential and therefore this information is set as 'High sensitivity' in the iSAMS medical module and can only be viewed by Health Centre Staff and the Deputy Head Pastoral. Medical information of a sensitive nature will be set at 'Medium sensitivity'. This information can be viewed by Health Centre Staff, Deputy Head Pastoral, the School Data Manager and Housemasters/Mistresses. Other conditions will be set as low sensitivity and can be viewed by all teaching staff. Students with severe/ life threatening/life limiting conditions e.g. Severe allergies, diabetes, epilepsy, will have a red flag attached to their student manager record in iSAMS, to make this condition immediately visible to teaching staff with a short description of what to do in an emergency and the Health Centre contact details.

Record Keeping in the Health Centre

Parents/guardians are asked to complete a medical form prior to their child joining the School. This form can be found in the forms section on the parent portal entitled 'Health Form.' Throughout the year if a child has any changes to current health conditions/diagnosed with a new condition parents/guardians are responsible for completing an 'Update Health Form' on the parent portal. The School Nurse is responsible for ensuring any new or update medical conditions are added to the students iSAMS record in the medical module. Where possible parents are required to provide medical letters that Health Centre staff can upload to a student's iSAMS medical record, these will be logged as 'High sensitivity' to restrict access.

All files/records and documentation are kept according to "The Code: Professional standards of practice and behaviour for nurses, midwives and nursing associates" (NMC 2018).

Each student/member of staff who visits the Health Centre will have their visit documented with any medication given recorded as a diary visit in the iSAMS medical module.

Students with additional medical needs can be identified on iSAMS with viewing permissions set by the School Nurse, Deputy Head Pastoral and Data Manager.

Students with complex medical needs will have an Individual Healthcare Plan (IHP) either provided by the NHS (e.g. diabetes/epilepsy) or written by Health Centre staff and agreed by parents/guardians All IHP's will be held in the 'Documents section' of a student's iSAMS record and reviewed annually. Information is shared with staff in contact with the student on a 'need to know' basis. Health Centre staff will provide a copy of any relevant IHP's for offsite trips. More details of these arrangements are detailed in the Medical Conditions at School Policy and in the Administration of Medicines Policy.

Guidelines in the Event of an Outbreak of a Notifiable Illness

A notifiable disease is an illness that can spread from one person to another by a variety of means: e.g., droplet, touch, body fluids. In a hospital situation, an outbreak is defined as two or more cases of the same infection within 24 hours. This would be a good starting point to work from in a school, but the Health Centre Team and school G.P will monitor all infectious cases carefully.

Students who start to show signs of the illness at school will be sent home. Their parents will be advised that they should not return to school until they are fully recovered and free from infection. They should consult their own GP if required.

In the event of a suspected infection outbreak, one of the Health Centre Team will inform the Head of Foundation/Compliance manager/School G.P/Health Protection Agency.

Policies

Further details of the health care provision provided by Aldenham School is detailed in the following policies, all of which are available on My School Portal or on request:

- First Aid Policy
- Administration of Medicines Policy
- Medical Conditions at School Policy