



Kimbolton School  
Cambridgeshire

# General Medical Policy

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<b>Policy owner: Claire Watson – Health Centre Manager</b>
<b>Governor Committee: Risk</b>
<b>Policy Summary Statement:</b>  This policy and its appendices outline procedures for care given for minor illnesses and injuries, long term established medical conditions and emergency situations and acute exacerbations of existing illnesses.  This policy should be read in conjunction with the: <ul style="list-style-type: none"><li>• Safeguarding Policy</li><li>• Confidentiality Policy</li><li>• Infection Control Policy</li></ul>
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# General Medical Policy

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## General Medical Policy

### Introduction

*This policy and its appendices outline procedures for care given for minor illnesses and injuries, long term established medical conditions, and in emergency situations and acute exacerbations of existing illnesses.*

The fundamental role of the School Nurse is to co-ordinate and deliver public health interventions to improve children and young people's health and wellbeing (Department of Health and Public Health England 2014). School Nurses are equipped with the expertise to conduct comprehensive health and wellbeing assessments, focusing on health promotion, illness prevention, and early intervention strategies to address individual health needs

The school is an inclusive community that aims to support and welcome pupils with established and ongoing medical conditions. Kimbolton aims to help children enjoy and achieve in School and to make a positive contribution to the school community. All pupils with medical conditions will be encouraged to participate in School activities appropriate to their ability and medical condition. The school recognises that certain medical conditions are serious and potentially life threatening and will implement individualised care plans in order that appropriate care is delivered.

This School believes that all pupils should be able to identify good health and healthy living practices. To promote a caring and supportive community, in which they can learn to manage and to take responsibility for their own health needs, including those pupils with established medical conditions.

The school will liaise closely with parents/guardians, General Practitioner, specialist medical practitioners, nurse specialists and any other outside agency as necessary to ensure that an individual pupils health needs are met.

Information identifying which pupils have pre-existing medical conditions and food or other allergies will be collated from information supplied on our Engage health form. This will, with parental permission, be added to the list of medical details available to staff on Engage and SharePoint platforms.

Teaching and boarding staff at Kimbolton School are expected to undertake basic first aid training, renewable every three years.



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### Roles & Responsibilities

The Nursing Team at Kimbolton School, led by the Health Centre Manager, have a responsibility to provide both emotional and physical care to all students. A registered nurse (RN/ RNC) is available during term time as follows:

- **Senior School Medical Centre:** Monday - Friday, 08:00 - 17:00; Saturday, 08:00 - 17:00 (when fixtures take place).
- **Prep School Medical Room:** Monday - Wednesday, 08:30 - 16:30; Thursday and Friday, 08:00 - 16:00.

Outside these hours, a member of the boarding staff with a valid First Aid at Work certificate provides cover for boarders.

Nurses employed by the school must maintain valid registration with the Nursing and Midwifery Council (NMC), including fulfilling all revalidation requirements. For details, refer to The Code: Professional standards of practice and behaviour for nurses, midwives, and nursing associates on the NMC website.

Unregistered individuals are not legally permitted to practice as nurses. If an RN delegates tasks to someone not registered with the NMC, they remain professionally accountable and must ensure the person is competent and appropriately supervised (NMC guidelines).

The Nursing Team are also to provide education on topics such as alcohol, smoking, health screening, drug misuse, contraception, and mental health issues. This may be delivered as part of the School's PSHE program or through informational leaflets and notice boards in the health centre/medical room. The Nursing Team is available to train staff on health issues, such as allergy management, and the school subscribes to the National Condom Card Scheme, which nurses are trained to administer.

Day pupils are expected to be registered with a general practitioner (GP). While emergency treatment will be provided during School hours, routine medical matters should be managed by the family GP. Medical information from the GP will only be disclosed to the School Nurse if there is a safeguarding concern.

#### Nursing Team

- To liaise with the school registrar about any new pupil medical information.
- To review medical information annually (when parents are requested to update the medical Engage form), when notified of a change in medical information, or for any pupil who starts during academic year.
- To obtain additional information from parents as required.
- To inform and update staff about medical issues on a need-to-know basis.
- To inform parents of issues that need to be addressed.
- To ensure a child's medical condition is looked after in School efficiently and appropriately.
- To monitor the effectiveness of care in the medical centre and for each individual child who has a care plan in place.
- To discuss outcomes with line manager



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### Governors

- To uphold the General Medical Policy.
- To support the nurses in their care of children.
- To support and monitor the role of the staff and Health centre in caring for a child's medical needs.

### School Staff

- To liaise with nurses on any medical information received via parents or child.
- To carry out care identified by the Nursing Team either on a care plan, in policies or procedures.
- To respect confidentiality and competence.

### Parents/Guardians

- To sign parental agreement.
- To inform nursing staff of any changes and updates to their child's medical condition.
- To provide supporting evidence from medical professionals.
- To treat medical staff with respect.

## Confidentiality & Competence

In accordance with the nurses' professional obligations (NMC guidelines), medical information about pupils, regardless of their age, will remain confidential.

However, in providing medical and nursing care for a pupil, it is recognised that, on occasions, our nurses may liaise with the Head and other academic or boarding staff in addition to parents and guardians, to pass on information where necessary (ideally with prior consent from the pupil). Our nurses are to respect a pupil's confidence with all medical and nursing matters, except on very rare occasions, when having failed to persuade the pupil, or authorised representative, to give consent to divulgence, the nurse considers that it is in the pupils better interests, or necessary for the protection of the wider School community, to breach confidence and pass information to a relevant person or body.

The Nursing Team also work very closely with the Designated Safeguarding Leads:

- **Senior School-** Vanessa Garrett and Laura Hadden
- **Prep School-** Vanessa Garret and Ollie Stokes

In line with the Safeguarding Policy, information may be shared between our nurses and the DSLs for safeguarding purposes.

A pupil's ability to consent to, or refuse, medical treatment is acknowledged. This is based on competency and not age. ('Gillick Competence', determining a child's capacity to consent). The nurse proposing the treatment must judge whether the pupil understands the nature of the treatment, as well as the consequences of refusal, and can thus be deemed competent.

**Parental/guardian consent is required for any pupil not deemed competent.**

Fraser guidelines are used specifically to decide if a child can consent to contraceptive or sexual health advice and treatment. ([See appendix for Fraser guidelines checklist](#))

Please also see confidentiality policy



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### Medical Emergencies

#### Accidents

All serious accidents (during hours stated above) must be reported to the School Nurse immediately via telephone or 'walkie talkie'. Staff should phone reception immediately or send a reliable pupil with a message.

The School Nurse will attend with a first aid kit, mobile telephone, and any other relevant equipment, then examine the casualty at the location where the accident occurred.

**The injured person must not be moved unless they are at further risk. Under no circumstances should staff try to move or carry a casualty.**

Upon arrival, the School Nurse will take control of the situation and will delegate the following tasks as appropriate:

- Patient care.
- Triage.
- Telephoning the ambulance service
- [Ambulance Procedure \(Senior School\).pdf](#)
- [Ambulance Procedure \(Prep\).pdf](#)
- Assisting with treatment, e.g. CPR.
- 'Crowd control'.
- Notifying relevant staff members where relevant e.g. Headmaster/Headmistress or Bursar if there are Health & Safety implications.

The decision to call an ambulance will be made by the School Nurse after assessment of the casualty, if a first aider has not already done this. ([see ambulance procedure](#)).

Reception must be notified that an ambulance has been called and the exact location of the casualty. There should be someone waiting to escort the ambulance to the site of the incident ([see ambulance procedure](#)).

The School Nurse will make the decision as to whom is the most appropriate person at the time to contact the parents/guardian. In accidents of a less serious nature the injured person should report to the School Nurse in the health centre/medical room, so that an examination of the injury may be made, and appropriate treatment arranged. If all nurses are working in another part of the school, and not present at the Health Centre/ Medical room, the casualty should go to reception where they will contact the Nursing Team.

**A brief report of all accidents must be made** using the accident form accessible from the intranet. This report should be made by the person who witnessed the accident or by the first person on the scene. The accident report should be passed to the Health and Safety Manager/Nursing Team.

The Health and Safety Committee will examine the accident reports at their regular meetings and will make any necessary recommendations. In the event of a serious accident, the Head and the Bursar must be notified of any Health and Safety implications immediately.



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Notification of parents of any minor accident will be done by e-mail. This is sent automatically following completion of an entry into the medical note section of Engage. They will be notified of what has occurred, action taken, and treatment/medication given.

### Illnesses

If a pupil feels ill during the school day, they must report to the School Nurse. The pupil must log-in on the iPad in the medical centre to ensure staff know where they are (Senior site) and notify their teacher (Prep site).

The School Nurse/first aider will assess the pupil's condition and give appropriate treatment. Parents may need to be contacted to discuss treatments and medication already given at home. Where possible, pupils will be encouraged to return to lessons following a short period of rest in the health centre/medical room if necessary.

Parents will be contacted if the pupil feels too ill to remain in School, if they have vomiting or have diarrhoea or if there is any suspicion of an infectious illness. For diarrhoea & vomiting a pupil must remain off School for 48 hours once symptoms have subsided. (The School Secretary needs to be informed of this).

***If a pupil is to be sent home/returned to class, this will be logged on the iPad (senior site) or Reception (prep site).***

Pupils should be encouraged to see the School Nurse at break times where appropriate. It is preferable that they do not leave lessons unless necessary. Senior pupils are not permitted to phone/text/email their parents directly to ask to be taken home because they are unwell. They should report to School Nurse, according to the policy, in order that the most suitable treatment can be given. The Nursing Team will telephone parents if necessary.

The Kimbolton Nursing Team will monitor a pupil's attendance at the Health Centre/Medical room. If a pupil makes frequent visits or there is a regular pattern to their attendance relevant persons will be notified so that potential problems can be identified.

Boarders who are unwell during the day will remain off School and in the boarding house under the care of the house Matron and her team (under guidance from the Nursing Team) if suitable or in the Health Centre. Sixth form pupils may be able to return to the boarding house following a discussion between the School Nurse and the house matron. After this time, the immediate care is the responsibility of the house parents. Should medications or treatment be given to Boarders during the evening or the following early morning, this will also be recorded in the Boarding Medical Notes area of the Daybook and the Nursing Team notified by email or telephone.

Registered providers of early years settings must notify Ofsted of any serious accident, illness, or injury to, or death of, any child while in their care, and of the action taken. Notification must be made as soon as is reasonably practicable, but in any event within 14 days of the incident occurring. A registered provider, who, without reasonable excuse, fails to comply with this requirement, commits an offence.



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### Transfer to hospital

The decision to transfer a pupil to hospital will be made by the School Nurse or an authorised deputy. Relevant members of staff and parents will be notified.

#### If an ambulance to hospital is required:

- If a boarding pupil: House Matron will accompany.
- If a day pupil: Suitable personnel will accompany (following contact to SLT and Bursar).

The School Nursing Team will stay on site to care for remaining pupils in the school and will **not** accompany any pupil(s) to the hospital.

On-hand resources needed for pupil accompany during hospital transfer:

- Details of the parent(s) name(s), address, telephone numbers (including work numbers).
- Relevant medical history of the pupil.
- Details of the incident.
- A mobile phone (to remain in contact with the school)- **the number of this mobile phone must be shared with relevant staff at Kimbolton.**

*A pupil must be accompanied until one of the parents/guardians arrive to relieve them.*

#### If transport to hospital is required without an ambulance

A School Nurse will arrange for the parent to collect the pupil and take them to hospital. The parent/guardian will be asked to inform the School/Nursing Team of the outcome of the hospital assessment.

#### If transport to hospital is required without an ambulance where parents are unable to take

- If a boarding pupil: House parent or Matron will drive in their car.
- If a day pupil: Suitable personnel will transport in their car (following contact to SLT and Bursar).

Two members of staff are to accompany a pupil while at the hospital. The School Nursing Team will stay on site to care for remaining pupils in the school and will **not** accompany any pupil(s) to the hospital.

On-hand resources needed for pupil accompany during hospital transfer:

- Details of the parent(s) name(s), address, telephone numbers (including work numbers).
- Relevant medical history of the pupil.
- Details of the incident.
- A mobile phone (to remain in contact with the school)- **the number of this mobile phone must be shared with relevant staff at Kimbolton.**

*A pupil must be accompanied until one of the parents/guardians arrive to relieve them.*

If a pupil requires urgent medical attention while under the school's care, we will if practicable try to obtain parental/guardian consent. However, if it is not practicable to contact a parent/guardian the school will make the decision on your behalf if, for example, consent is required for urgent treatment recommended by a doctor or other medical practitioner (including anaesthetic or operation, or blood transfusion- unless you have previously notified us you object to us making this decision for you).





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### Medication Administration

Prior to joining Kimbolton School, as part of the medical form on Engage, parents/guardians are required to complete consent forms to allow the Nursing Team to issue certain 'over the counter' (OTC) medications to pupils. Currently these are paracetamol, ibuprofen, cetirizine and anthisan cream.

**For pupils under 16 years of age, consent must be obtained/checked on Engage before any OTC is given.**

Pupils over 16 years of age are considered capable of making their own decisions about taking medications and therefore parental consent is not necessary but is still recommended.

The nurse on duty will use their professional judgement as to whether OTC medication is administered. The pupil will be asked to confirm if they have taken any other medication in the previous 24 hours to avoid errors. For younger pupils it may be necessary to contact a parent/guardian to establish this.

The nurse will make an entry to the relevant area on Engage of the name, dose and time of any medications given to pupils. Parents/guardians will receive automatic notification of this.

Students should not carry and administer their own medication in School, this should be discussed with the Nursing Team. Only emergency medication may be carried by a pupil. Pupils that require medications for use in an emergency must always carry these with them e.g. AAI (Adrenaline Autoinjectors) to treat anaphylaxis and reliever inhalers to treat asthma. Use of these will be detailed on individual care plans stored on Engage.

Attendance at any off-site excursion is dependent on such medications being present. It is the responsibility of the trip leader/designated first aider to ensure pupils carry these.

All non-nursing staff that will be required to administer medications will be trained to do so. Currently this involves OPUS online training- this course must be renewed every 2 years.

The Nursing Team requires parents to supply extra stock of such medications for use in an emergency. This is stored in the nursing offices at both Prep and Senior School. The Nursing Team maintain a limited stock of Adrenaline Autoinjectors) and Salbutamol reliever inhalers for use by those pupils who have been identified as requiring them in an emergency if their own supply is missing or not working. Parental consent for this is evidenced on Engage.

For all other medications, prescribed or OTC, parents are required to complete the school medication consent form. No medication will be given without this. The signed and completed form must be handed to a nurse with the medication in its original box with a pharmacy label (for prescribed medication) as per professional standards from Royal College of Nursing (RCN), Royal Pharmaceutical Society (RPS) and Nursing and Midwifery Council (NMC).



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### Health & Wellbeing Management

#### Record Keeping

A pupil's parents or guardians must submit a completed medical form (on Engage) prior to joining the school, which outlines significant past medical history, current illnesses / conditions, and present treatment, as well as known allergies. Early disclosure of medical information will result in detailed planning to ensure a safe environment for learning and wellbeing. The parents/guardians are requested to notify the School Nurse of any changes in a pupil's health status during their time at the school.

The medical form requires updating annually and to facilitate this an email request/reminder will be sent to all parents/guardians to request completion of this. It is the parents/guardian's responsibility to keep the school fully informed of any medical changes to their child. Parents/guardian should be aware that the school is unable to plan and deliver effective care if no or insufficient information is provided on the health form.

Staff who have access to Engage can view medical forms. However, the medical notes page can only be seen by the Nursing Team. At the start of each new academic year the Nursing Team run various reports (food allergies and special diets, asthmatic, notables) and share with relevant parties. The list of asthmatics is included in each emergency salbutamol kit, this is the same for our AAI kit which includes the list of those who carry an adrenaline auto injector. Food allergies and special dietary requirements are discussed and given to the catering department. In staff areas, there will be pupil photo boards, highlighting students who have an identified allergy or care plan.

Only information deemed necessary for the staff to know will be passed on by the School Nurses. This would be for safety purposes e.g. asthma that is induced by sport – the PE staff will thus be informed of this.

All medical records for students are kept on Engage. Non-NHS records kept by the school are liable for inspection and monitoring by inspectors. The record will be completed by the RN or authorised boarding staff administering the treatment.

Any boarders who have sought medical treatment during the school day will have this detailed on Engage in the Boarding Medical Notes area of the Daybook. Should medications or treatment be given to Boarders during the evening or the following early morning, this will also be recorded in the Boarding Medical Notes area of the Daybook and the Nursing Team notified by email or telephone. An automatic email will be sent to the parents with details of this.

#### Pupils with existing complex needs

Any pupil with complex medical needs or a long-term medical condition will have a care plan written by a School Nurse. This information will be used in consultation with parents, pupil and medical personnel as appropriate (as well as any relevant documentation received from health professionals).

The School Nurse will be available to meet with the parents of all pupils, including prospective parents, to discuss how their child's medical needs may be met. This plan will be uploaded to the DMS care plan tab on Engage so that teaching staff can access it- this will also be available within the public Health Centre folder on our SharePoint platform. This will be reviewed annually or on a more frequent basis as the medical condition dictates.



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A strategic Risk Assessment will also be written for any pupil with complex medical needs or a long-term medical condition to ensure safety of that pupil on or off site. This is done with the guidance of the Health and Safety Manager (Amanda Janes). This will be uploaded to the DMS tab on Engage.

### Care of Boarding Pupils

Kimbolton provides boarding for male and female pupils, the information for each boarding house is as follows:

Male Pupils reside at Kimbolton House (Kim House)

- **House Parent-** Tony Lawless.
- **House Matron-** Mandy Jenkinson.

Female Pupils reside at White House

- **House Parents-** Laura Hadden & Phil Hadden.
- **House Matron-** Louise Bower.

Prior to boarding, all relevant documentation must be completed as detailed in the parental contract with the school. The Nursing Team will review boarding pupils' medical forms (at the start of the academic year or upon arrival during term) and contact parents if further information is required.

All full boarding, overseas, some weekly boarding pupils, and some resident staff, will be registered with a local general practitioner (Kimbolton Medical Centre) for the provision of general medical services. However, some weekly boarding pupils may continue to be registered with their family GP. All boarding pupils are encouraged to register with the local GP, though they may register with any doctor who is prepared to accept them. Pupils have access to a doctor of the same gender if they wish.

Registration documents will be completed prior to arrival at the boarding house using the link available on the school website. The house parents are responsible for ensuring correct completion of these forms and registration of a pupil to a GP surgery.

Any boarders who receive medical assistance from the Health Centre during the school day will have the details recorded in the Boarding Medical Notes section of the Daybook on Engage and a follow up call or email will be made to the relevant house matron. This ensures that relevant boarding house staff are informed, facilitating good communication and continuity of care. An automatic email with details of the visit will also be sent to the parents. The pupil will be notified, and their consent will be sought before any information is shared.

During the health centre's open hours, the Nursing Team is responsible for the pupils' medical care. If a boarder falls ill during the school day, they are typically cared for in the boarding house by the house Matron and her team, under the guidance of the nursing staff. Outside of these hours, immediate care becomes the responsibility of the House Parent. Any medications or treatments administered to boarders in the evening or early the next morning will also be recorded in the Boarding Medical Notes section of the Daybook.

If a boarding pupil, registered with the local GP, requires a doctor's appointment, it will be arranged at Kimbolton Medical Centre. The pupil's consultation with the doctor is private, and they are not



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required to disclose the reason for the visit to nursing or boarding staff. Unless the pupil is over 16 years old, they will be accompanied to the appointment by the house Matron or another designated member of staff.

If the GP prescribes medication, the prescription will be filled at the local Swan Pharmacy and can be collected either by the house Matron or by the pupil if deemed competent. For appointments outside of Kimbolton, such as dental, optician, or hospital visits, all pupils will be accompanied by the House Matron or another designated member of staff.

## Supporting Services

### Counselling services

The School Counsellors, Jenni Lake and Rachel Quince, are located in the health centre and provide a confidential counselling service to both students and staff. They are fully qualified and have extensive experience working with young people and adults.

This service is available Monday, Tuesday, Wednesday and Friday from 08:50 to 16:20, and Thursday 08.50 to 12.30 with after-School sessions potentially available upon special request.

Counselling sessions are offered in a soundproof, private room, usually with a maximum of 10 sessions of 50 minutes each. Pupils can access this confidential service without the need for parental consent; however, in certain cases—especially when sessions may require missing lessons—parental consent might be necessary, determined on a case-by-case basis (with the missed lesson varying each week).

Appointments can be arranged by emailing [counsellors@kimboltonSchool.com](mailto:counsellors@kimboltonSchool.com)

### Ancillary Medical Services

Boarders are encouraged to schedule routine dental and orthodontic appointments during holiday periods whenever possible. However, if parents reside overseas and this is not feasible, the house Matron will arrange appointments at local dental and orthodontic clinics. Emergency treatment will also be coordinated as needed.

Additionally, the house Matron can arrange eye exams and the provision of spectacles and contact lenses. Chiropody appointments for the treatment of verrucae can also be organised, as well as physiotherapy sessions for private treatment following a doctor's referral.

### Vaccinations

The School Nursing Team work closely with the NHS Vaccination team to deliver the NHS Vaccination programme to young people. All Consent forms are sent by Clarion call to parents. The consent form has an online portal through which parents can complete the consent form. The School Nurses liaise with the NHS Vaccination team to provide a suitable date and venue for the vaccinations to take place.



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### Appendix I – Fraser Guidelines

To be used specifically to decide if a child can consent to contraceptive or sexual health advice and treatment.

The following should be used as guidance for practitioners.

Please tick each point once it has been discussed and considered:

- Has the young person specifically requested that their parents/carers not be informed about any services they are receiving?
- Have you made every effort to encourage the young person to involve their parent(s)/carer(s)?
- Have you clearly documented the reasons why the young person does not want their parent(s)/carer(s) to be informed?
- Does the young person have the maturity and understanding to comprehend the advice/information given, including the implications of their decisions?
- Can the young person grasp and retain information, particularly the consequences of proceeding or not proceeding with them?
- Are they able to communicate their decision and the reasons behind it?
- Is the decision rational and based on their own beliefs or value system?
- Is the decision grounded in a realistic understanding of their situation (e.g. not influenced by substance misuse)?
- Are you confident the young person is making this decision independently, without coercion or undue influence?
- Are you assured that the young person's welfare is being safeguarded and promoted?
- Without the service(s), would the young person's physical or emotional health likely suffer? (if applicable)
- Is it in the young person's best interests to proceed with receiving services and support without parental consent?

You should be able to answer **YES** to these questions to determine that the young person is competent to make their own decisions, information sharing, and receiving services without parental consent. Record all details of your decision-making process.

School Nurse signature

Date



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### References

[Admin of Meds prof guidance.pdf \(rpharms.com\)](#)

<https://www.rcn.org.uk/library/Subject-Guides/medicines-management>

<https://www.rpharms.com/recognition/setting-professional-standards/safe-and-secure-handling-of-medicines/professional-guidance-on-the-safe-and-secure-handling-of-medicines>

<https://www.nmc.org.uk/globalassets/sitedocuments/standards/2024/standards-of-proficiency-for-nurses.pdf>

<https://www.cqc.org.uk/guidance-providers/gps/gp-mythbusters/gp-mythbuster-8-gillick-competency-fraser-guidelines>