

BOARDING STANDARD 3 – BOARDERS’ HEALTH AND WELLBEING

This document which applies to the whole college inclusive of boarding is publicly available on the college website and upon request a copy (which can be made available in large print or other accessible format if required) may be obtained from the college office.

Scope: All who work, volunteer or supply services to our college have an equal responsibility to understand and implement this policy and its procedures both within and outside of normal college hours, including activities away from college. All new employees and volunteers are required to state that they have read, understood and will abide by this policy and its procedural documents and confirm this by signing the Policies Register.

Legal Status: Complies with The Education (Independent School Standards) (England) Regulations currently in force.

Monitoring and Review: These arrangements are subject to continuous monitoring, refinement, and audit by the Principal, who will undertake a full annual review, inclusive of its implementation and the efficiency with which the related duties have been implemented. This review will be formally documented in writing. Any deficiencies or weaknesses recognised in arrangements or procedures will be remedied immediately and without delay. All staff will be informed of the updated/reviewed arrangements and it will be made available to them in writing or electronically.

Reviewed: February 2025
Next Review: February 2026

Signed

David Game
CEO and Founder

John Dalton
Principal

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The Aims Are:

- to promote the health and welfare of all the students, as well as provide first aid to students, staff and visitors, as necessary. To work with the house staff and academic staff, to ensure that the students are cared for medically and pastorally.
- to help to teach the students how to take care of their own general health and well-being when they leave David Game College (DGC), and how to use the National Health Service.
- to be involved both formally and informally with the Health Education program.
- to keep parents, boarding house staff and the Principal informed of a student's medical well-being within the context of the college nurses' professional code of conduct.

Objectives: The objectives of this policy are as follows:

- Ensure that students with medical conditions are well supported in college and have full inclusion to field trips and Physical Education.
- Ensure that there is clarity around the holding and administering of medication including controlled Drugs at college.
- Ensure that information about a student's needs is shared appropriately by health professionals, college staff, parents and students.
- To develop staff knowledge and training in all areas necessary for students and ensure staff roles are understood.

Definition of Medical Conditions: students' medical needs may be broadly but not limited as being two types:

- Short-term: for example, an ear infection, a short course of medication.
- Long-term: potentially limiting their access to education and requiring extra care and support (deemed special medical needs) e.g. anaphylaxis, asthma, epilepsy. Generally, a Health Care Plan (HCP) is required.

Wellbeing is Defined in the Children Act 2004 as:

- Physical and mental health and emotional well-being.
- Protection from harm and neglect.
- Education, training and recreation.
- The contribution made by them to society.
- Social and economic well-being.

Provisions: There is a designated Medical/First Aid Room in the College that is open when the College Nurse/First Aider is on-site from 8:30–5:00 pm Monday–Friday. The Medical/First Aid room contains a consultation area and a restroom for unwell students. The AED is kept here, along with Allergy response kits, Asthma inhaler kits and Acid attack response Kit in the event of an emergency.

A stock of over the counter (OTC) medications is kept in the Medical/First Aid room along with dressings, plasters. The controlled drug cabinet and record book are also kept in the Medical/First Aid room. First Aid Kits are available around the college site, a plan of which is available from the College office or see First aid policy.

Guidance: Most students and young people will at some time have a medical condition that may affect their participation in college activities. For many, this will be short term; perhaps finishing a course of medication. Other students have medical conditions that, if not properly managed, could limit their access to education. Such students are regarded as having long term medical needs. The majority of students with medical needs can attend college regularly and, with some support from DGC staff, can take part in most normal college activities. However, college staff may need to take extra care in supervising/making adaptations to some activities to make sure that these students, and others, are not put at risk.

Students remaining in the UK are told how to re-register after they leave college. The nursing staff inform staff or invite specialists in to talk about relevant medical conditions in the classroom and the boarding house, as the need arises. DGC has appropriate procedures for the care of unwell students. We ensure that the physical and mental health and emotional wellbeing of our students and boarding students are always promoted. These include first aid, care of those with chronic conditions and disabilities, dealing with medical emergencies and the use of household remedies. The following faculty/staff are available to support students in medical and pastoral matters:

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- The Registered General Nurse (RGN) who is compliant with Nursing and Midwifery Council (NMC) regulations.
- Head of Boarding.
- House Parents.
- First aiders.
- Designated Safeguarding Leads.
- Principal.
- College Counsellors.

Staff can advise on health education and promotion, including but not exclusively:

- alcohol;
- smoking;
- drug abuse;
- sexual health; and
- exercise.

Students with medical conditions are encouraged to take an active role in managing their condition and to feel confident with the support they receive from college staff to help them do this. DGC aims to be an inclusive environment for all students including those with a medical condition for all college activities, wherever possible. Parents of students with medical conditions should feel secure with the care their children receive at DGC. DGC ensures all staff understand their duty of care to students and are confident in knowing what to do in an emergency.

DGC understands that certain medical conditions are serious and can be potentially life-threatening, particularly if poorly managed or misunderstood. Staff receive regular training on the impact and management of medical conditions and the effect this can have on students psychologically. The Medical Protocol and Practice Policy is understood and supported by the whole college community. A Health Care Plan (HCP) if required, helps to identify the necessary safety measures to support students with significant medical needs and ensure that they and others are not put at risk. These will be drawn up in consultation and partnership with the Parent/Guardian/Carer.

Nurses in general in the UK have training in life support, including paediatric life support, but not first aid, adult or paediatric. First aid training is not normally considered necessary, because most nurses work in medical settings. The exception of course is nurses in other settings, including the college nurse, who is first aid trained.

The College seeks:

- to ensure that issues relating to a student's medical condition, illnesses, and accidents are treated sympathetically and, where appropriate, confidentially;
- to comply with its common law duty to act as any reasonably prudent parent/carer would;
- to make sure that students are healthy and safe on college premises and this might extend to administering medicine and/or taking action in an emergency;
- and to provide all students with all medical conditions the same opportunities as others at DGC.

Injury to Students: If a student needs First Aid assistance, it should be promptly and appropriately provided. Student safety must be considered a priority at all times with accident prevention being practised and encouraged by all. A list of student medical conditions should be available to the P.E. and Sports Activities department. This list highlights any medically recommended sports restrictions for the students.

If the Injury is deemed life-threatening call 999

- After making an evaluation, ensuring the safety of the student and carrying out appropriate first aid measures, the nurse will either:
- Call an Emergency Ambulance,

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- In the event of any accidents, parents/guardians will be informed by telephone. If parents are not readily available, the Principal will contact the student's registered emergency numbers.

In addition, any incident, accident or near-miss (to students or adults) must be logged by using the college's online Incident, Accident, and Near-Miss Report Form on the College Management System. This should be completed by a witness to the incident or other competent person. The nurse will enquire if the form has been completed. All boarding staff must be first aid trained and competent at performing basic life support - see **First Aid Policy**. In **EXTREME EMERGENCIES** the student medical consent contains the parents/guardians' consent for the college nurse or Principal to consent to emergency treatment.

First Aid: First Aid Kits will be supplied and conform to the National Health and Safety Standards. First aid will be given on-site to anyone who needs it. Where staff, parents or visitors are concerned, no medication can be given, as medical history is not available. In case of an accident, First Aid is always on hand. There is a list of first aiders appended to the First Aid Policy and at various locations around the college including the boarding house.

Location of First Aid Kits: Boarding House under the supervision of the House Parent.

- College and Boarding House receptions.
- Science Laboratories, Art Department,
- Gym (Sports Injury Kits are maintained)
- Maintenance Department, Security.
- Kitchens (Maintained by Catering Contractor).
- Security (both entrances)

Defibrillators are located in the boarding house and college reception

Definition of Medical Conditions: Students' medical needs may be broadly summarized as being two types:

- Short-term, affecting their participation in the Colleges activities because they are on a course of medication, for example, to finish a course of antibiotics/apply lotion etc.
- Long-term, potentially limiting their access to education and requiring extra care and support (deemed special medical needs) e.g., a propensity for anaphylaxis, asthma, epilepsy. It is important that the College is made aware of any medical condition prior to students starting College or when a student develops a condition so that HealthCare Plans (HCPs) can be set up and must involve parent/carers and relevant health professionals

Students with particular medical conditions such as; life-threatening allergies, anaphylaxis, asthma, epilepsy or diabetes will be identified, and personal arrangements will be made to support the needs of those individuals whilst maintaining confidentiality so far as is reasonable. Students are encouraged to take control of their condition and to feel confident in the support they receive from the College to help them do this. Parents of Students with medical conditions should feel secure in the care their sons or daughters receive at this College as the College ensures all staff understand their duty of care to students and young people in the event of an emergency and are confident in knowing what to do in an emergency

Roles and Responsibilities: Parents/carers have prime responsibility for their child's health and should provide DGC with appropriate, relevant information to allow the College to act in their child's best interests. Information should be provided at enrolment on the medical questionnaire, but any changes must be notified to the College as soon as possible. DGC aims to work together with appropriate bodies to ensure students with medical needs are supported, as well as to provide appropriate support to college staff. Where it is felt that a formal referral (than on Child Protection grounds) should take place, the College will seek Parent/Guardian/Carer consent and this will be coordinated by the College Nurse.

The College's Principals Have a Responsibility To:

- Ensure the health and safety of their employees and anyone else, on the premises or taking part in College activities (this includes all students). This responsibility extends to those staff and others leading activities taking place off-site, such as visits, outings or field trips.
- Ensure health and safety policies and risk assessments are inclusive of the needs of students with medical conditions.

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- Make sure the Medical Protocol and Practice policy is effectively monitored and evaluated, and regularly updated.
- Report to parents, students and college staff about the successes and areas for improvement of DGC's Medical Protocol and Practice policy.
- Ensure the college has a robust system for dealing with medical emergencies and critical incidents any time students are off-site or on field trips.
- Adhere to the Children's and Families Act 2014 while making arrangements for supporting students with medical conditions.

The Principals and Head of Boarding Have a Responsibility To:

- Ensure the College is inclusive and welcoming and that the medical protocol and practice policy is in line with local and national guidance and policy frameworks
- Liaise between interested parties including students, college staff, pastoral support/welfare, teachers, college nurses, parents, and local emergency care services
- Ensure the policy is put into action, with good communication of the policy to all
- Ensure every aspect of the policy is maintained
- Ensure that information held by the College is accurate and up to date and that there are good information sharing systems in place
- Ensure students confidentiality (see note below)
- Assess the training and development needs of staff and arrange for them to be met
- Ensure all supply teachers and new staff know the Medical Protocol and Practice policy
- Monitor and review the policy at least once a year, with input from the Governors, students, parents and staff, and in accordance with review recommendations and recent local and national guidance and legislation.
- Ensure records are maintained in accordance with the regulations and standards.

All Boarding Staff Have a responsibility To:

- Hold, and renew as appropriate, a current First Aid Certificate including Medical emergencies.
- Be aware of the potential triggers, signs and symptoms of common medical conditions and know what to do in an emergency.
- Understand the College's medical protocol and practice policy.
- Know which students in their care have a medical condition and if necessary be familiar with the content of the student's Health Care Plan (HCP).
- Allow all students to have immediate access to their emergency medication.
- Maintain effective communication with parents including informing them if their child has been unwell at college.
- Ensure students who carry their medication with them have it when they go on a college visit or out of the classroom.
- Know the telephone numbers of the college senior leadership team and college nurse if there is a need to seek assistance in the event of an emergency.
- Be aware of students with medical conditions who may be experiencing bullying or need extra social support.
- Understand the common medical conditions and the impact they can have on students (students should not be forced to take part in any activity if they feel unwell).
- Ensure all students with medical conditions are not excluded unnecessarily from activities they wish to take part in.
- Ensure students have the appropriate medication or food with them during any exercise and are allowed to take it when needed.
- Follow universal hygiene procedures if handling bodily fluids.

Teaching Staff also have a Responsibility To:

- Ensure students who have missed college due to medical reasons are given every opportunity to catch up on missed college work.
- Be aware that medical conditions can affect a student's learning and provide extra help when students need it in liaison with the SENCO.
- Liaise with parents and/or the student's Health Care professionals if a child is falling behind with their work because of their condition.
- Use opportunities such as PSHE and PE to raise awareness to students about the impact of medical conditions and health.

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The College Nurse has a Responsibility To:

- Help update the College's Medical Protocol and Practice and First Aid policies
- Help provide regular training for college staff in managing the most common medical conditions at college
- Generate, update and circulate HCPs for students, as appropriate, (to include signs and symptoms and emergency medical procedures for those with known conditions)
- Oversee the day-to-day health care of students when in the College's care
- Ensure college staff are informed about any student with a condition or disability that might lead to their being placed at risk in certain activities, e.g. defects of vision or hearing, epileptics, diabetics, asthmatics, etc.
- Ensure teaching, pastoral and kitchen staff are notified of significant allergies, e.g. nut allergy
- Ensure that students' medication is within expiry dates
- Provide information about where the College can access specialist training
- Complete update training as required in order to maintain RCN/NMC registration

First Aiders at DGC Have a Responsibility To:

- Be aware of the location of First Aid kits
- Give immediate help to casualties with common injuries or illnesses and those arising from specific hazards with the College
- When necessary ensure that an ambulance or other professional medical help is called
- Ensure their training is updated as appropriate
- Be aware and adhere to the First Aid policy

Pastoral Support/Welfare Staff at DGC Have the Responsibility To:

- Know which students have a medical condition and which have special educational needs because of their condition
- Ensure all students with medical conditions are not excluded unnecessarily from activities they wish to take part in

Please note, there is no legal duty that requires teaching staff to administer medication; this is a **voluntary role**. Teachers' conditions of employment do not include giving medication or supervision of a student taking it, although staff may volunteer to administer medication in exceptional/emergency circumstances where the college nurse is unavailable or whilst on a college trip, after receiving appropriate training e.g. AAI.

If staff follow the Colleges' procedures, there is an indemnity for them should there be unforeseen complications as a result of undertaking an agreed procedure. First Aiders supervise students taking medication and record it. They do not administer it unless they have been trained to do so e.g. AAI's. Health Care Plans (HCPs) are drawn up by the Nurse for students with significant medical needs (e.g. AAI users). Training is given to teaching and support staff and is updated annually, along with the HCP, with Parent/Guardian/Carer consent. HCPs are electronically circulated to all teachers who teach the students.

The Students at DGC Have a Responsibility To:

- Treat other students with and without a medical condition equally
- Tell their parents, teacher or nearest staff member when they are not feeling well
- Let a member of staff know if another student is feeling unwell
- Let any student take their medication when they need it, and ensure a member of staff is called
- Treat all medication with respect
- Know how to gain access to their medication in an emergency
- Ensure a member of staff is called in an emergency situation

The Parents Have a Responsibility To Ensure:

- On enrolment, that the College has a complete and up-to-date medical questionnaire for their child, including details of medical conditions, allergies, vaccinations, medications etc.
- That the College is promptly made aware of any changes to their child's health, medical condition or medications
- Provide the College with in date medication in the original box labelled accordingly
- That appropriate spare medication is available or that the College know how to obtain it in consultation with the student's GP

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- Regular dental checks are carried out during the holidays with the family dentist
- A Parent/Guardian/Carer is available in the event of a medical emergency

In the case of an Emergency Involving Injury to Students: The Principal will personally contact all those parents whose students have been injured. If students are killed he will consult with the police over who should inform the parents concerned. If a great many students are injured the Principal will decide who should contact the parents, almost certainly the Houseparents. In an event such as a minibus crash, the parents of those **not** injured or killed must be informed as soon as possible. Again, this will be done by the Principal or by the Head of Boarding, as instructed by him.

Doctors & Dentists Appointments

Goodman's Field Medical Practice

Field 9

11 Stable Walk

London

E1 8ZF

020 7702 2036

All boarding students should complete a "Family doctor services registration form" to register with the local GP surgery. Boarders have access to local medical, dental, optometric and other specialist services. Where possible, routine dental, optician, and orthodontic treatment, should be given in the holidays in order to avoid unnecessary loss of teaching time. When necessary during term time, the medical staff will organize these. Routine and emergency treatments off-site will be appropriately escorted. If a student comes to a member of boarding house staff with an appointment letter, this should be passed on to the nurse.

Medical and First Aid Room Procedures:

Between 08:00 and 08:50 am: If a student is feeling ill in the morning, he/she should report immediately to the Nurse who will assess the problem and refer the student to the Medical/First Aid Room if she deems this to be necessary, telephoning the duty Nurse to inform her of the problem. If the Nurse is unavailable and there is no other member of the House team present, then students may self-refer.

- students should be advised that the Nurse/Houseparent will be informed of their attendance and time of departure.
- If a student is unwell during lesson time, then a teacher will refer them to the Medical/First Aid Room and send an accompanying note. In the case of any emergency situation, the Medical/First Aid Room is the first port of call.

During Normal Lesson Times:

- students may only be seen if they have been sent by a member of the teaching staff/House Nurse, with an appropriate note, or telephone call in advance. The Medical/First Aid Room will keep a record of all attendances without notes and pass this on to Nurse and Houseparent.
- During College lesson times, students should not be self-referring to the Medical/First Aid Room, except in the rare case of an emergency.

Opportunities for Self-Referral:

- students who feel ill during break, lunch-time or after College should firstly seek the Nurse. On the rare occasion that Nurse and House staff are unavailable, students may self-refer during break, lunchtimes and after College.
- To discourage students who deliberately attend at the end of such break times to miss part or all of a lesson, the Nurse will generally ask such students to return at a later time. students who have self-referred will be asked to provide a note from Nurse if they return later.
- Exceptions to this may be made if the student has an appointment to see the College Doctor and has not yet been attended to, or in the opinion of the Nurse, the student requires urgent Medical treatment.
- It is also the case that boarding students who are registered at the local practice may make their own appointments at the practice independently. However, students often benefit from practical and emotional support on these occasions and the College must be always in the best position to protect the welfare of students.

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Following Attendance at the Medical/First Aid Room: The College requires that every visit is logged, even if no treatment is given; in this way an audit trail is created, so that students' potential problems/issues can be more easily detected/monitored/defused. It also ensures complete coverage of any problems or potential problems arising and closes loopholes. This is especially important in a Boarding House where more than one person may be involved in the treatment of a student. If a student continually complains about a stomachache, this could be a symptom of unhappiness; no medication may be given, but the entry in itself is important. If students are unwell during classes they can visit the health centre for medical assistance. Depending on the severity of their illness they will remain in the health centre during the day or be transferred to the Boarding House Sick overnight

Special Needs Information: The boarding staff are privy to confidential information regarding students' needs in the boarding House; given that they may be in contact with students from a House other than their own, during, for example, a weekend trip, they must therefore be fully familiar with any boarding student issues, which could affect student safety and welfare. As these records are highly sensitive, they are kept securely in a locked space. Parents are urged to keep staff updated of any important developments of which they need to be aware in order to protect student welfare as effectively as possible.

Special Medical Diet and Allergies: Close liaison between Medical/First Aid Room, Houseparents, and the College's Catering Department, re. specific food needs exist. Special Medical diet programmes are implemented by the Head of Boarding in line with Medical and parental advice. Catering staff are trained in anaphylaxis management by Medical/First Aid Room staff.

Administration of Medication: The College has clear guidance on the administration of medication at college. A student's emergency medication is readily available to those who require it at all times during the College day or off-site activities. Staff administering medication are appropriately trained and certificated to do so. No student under 16 should be given any medication without written Parent/Guardian/Carer consent. Good communication between the Boarding House and the Medical/First Aid Room is essential in the administering of medicines to students to ensure continuity of care of the student and avoid incorrect dosage of medication (e.g., paracetamol). We do not allow students to consume protein or other supplements without prior approval from the student's doctor. Parents must complete a Permission Form for the administration of medication prior to the student's admission to the college.

INSET on the topic of administering medicines is provided annually by the Nurse for all boarding staff, together with a refresher, or induction INSET where necessary. Where a Nurse is off duty, it falls to the boarding staff to administer medications as necessary and in the case of ongoing treatment, it is the Nurse's responsibility to ensure the boarding staff (usually Houseparents) are aware of these ongoing medications. When issuing medication the nurse and boarding staff will follow the procedures as follows. The reason for giving the medication must be established:

- Confirm the student's identity
- Check if the student has any allergies or reactions to the medication previously
- Check whether or not the student has taken any medication recently and, if so, what (e.g. paracetamol must not be taken more frequently than every four hours and the maximum dose in 24 hours for that age group, printed on the pack, must not be exceeded).
- Check whether or not the student has taken that medication before and, if so, whether there were any problems
- Check the expiry or 'use by' date on the medication package or container.
- The student should take the medication under the supervision of the person issuing it (except where issued for self-administration).
- Record the details – the name of the student, the reason for the medication, the nature of the medication, the dose, the date and time. These must be recorded immediately in the relevant written record with the person administering medication signing/dating any written record.
- Check written instructions received by the college and confirm with details on the medicine container;
- Administer the medication

Report any suspected medication errors to the college Nurse immediately.

Consent to Administer Medicines: Parental consent for the College to administer both prescribed and non-prescribed medications is requested on the Medical Questionnaire and Permission Form completed at enrolment; please see the section below on 'Record Keeping' for further details. Medicines will only be accepted for administration if they are:

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- Prescribed (see also section below regards non-prescribed medications).
- In-date.
- Labelled (with the student's name).
- Provided in the original container as dispensed by a pharmacist and include instructions for administration, dosage and storage. (The exception to this is insulin which must be in date but will generally be available inside an insulin pen or pump, rather than in its original container).

If a student wishes to bring medication from overseas: Any student bringing medication from overseas should be accompanied by the original doctor's prescription with a translation if required and a follow-up letter from the Parent/Guardian/Carer permitting for their child to take this in the UK. Most importantly, the drug must be licensed in the UK. If not, the UK equivalent should be sourced which must be verified by a UK doctor. Any medicines from overseas must be brought into the UK in their original packaging. The College Nurse will check and take in all student medication in the first few days of arrival.

Student Self-Administration: A student's ability to self-medicate both prescribed and 'household' medication will be assessed in consultation with the Houseparent, parents, and Nurse. The relevant medication should be kept securely in the student's room ensuring no other students have access to it. Assessment should be made considering the student's age, maturity, level of understanding, level of responsibility and appropriateness of the storage facility. A form with the student's signature agreeing to the set conditions is completed for everyone who self-medicates and a copy of this is kept centrally and in House. The Medical/First Aid Room, the College Doctor and the students' parents must also sign the form indicating their awareness and approval.

The risk assessment will also involve a discussion with the Houseparent. A copy of this form can be seen in Appendix 8: student Medical Self-Administration Form. There may, however, be some instances when a student is prescribed medication by a Doctor and does not wish the nurse or boarding staff to know. In these situations, students must be made aware by the College Doctor that they should keep the medication securely as above. Lockable storage space for such medicine(s) will be checked by the Nurse or Houseparent. Certain controlled medicines, as directed by the College Doctor or Nurse, such as Ritalin, must be kept by the Nurse, Medical/First Aid Room or Houseparent for safety reasons.

Gillick Competence: The confidentiality and rights of our 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.) The term Gillick competence is used in medical law to decide whether a child (16 years or younger) can consent to his or her own medical treatment, without the need for parental permission or knowledge. A child will be Gillick competent if he or she has sufficient understanding and intelligence to understand fully what is proposed.

Drug Storage and Administration

Storage of Medicines: All medications (prescribed and 'Household') kept in-house except those kept by students for self-administration are kept in a securely locked cupboard. The Nurse and Houseparents have access to the key for the purposes of administering medication.

Controlled Drugs: Some prescription medicines are controlled under the Misuse of Drugs legislation in the UK (and subsequent amendments). These medicines are called controlled medicines or controlled drugs. The Misuse of Drugs Regulations 2001 has a full list of controlled medicines, see:

<http://www.legislation.gov.uk/ukxi/2001/3998/schedule/1/made>

Medications within this category commonly used in colleges include drugs used in the treatment of Attention Deficit Disorder ADHD. If a student is prescribed a drug which is a controlled drug, a Controlled Medications Form should be completed, supported where possible by a doctor's letter detailing diagnosis, medications, frequency, dose, route and when to administer. The name and address of the prescribing physician must appear on the students' Controlled Medications form. If there is any doubt about the nature of the medication, the GP is consulted about the appropriate action to take. Any controlled drug which needs to be administered will be stored in a locked cabinet within the main locked cabinet in the

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College Medical/First Aid room. The key to this must be held in a secure key safe. When administering, two members of staff, who have received training in 'Over the counter medicine training' must witness and also sign in the 'Controlled Drug Register' to record the dosage, time and other details necessary such as how much of this drug remains. In the instance that any controlled medication must be chilled, this will be locked in the medical fridge.

Additionally, each week two members of staff (one of whom will be the College Nurse), who have received training in 'Over the counter medicine training' (see below), must carry out a weekly stock check of how much of each controlled drug remains, which should match the records in the controlled drug book. This check should be signed and dated by both members of staff. If any discrepancies are found, these should be reported to the AHO and escalated to the COO, who will safeguard the incident, along with contacting the police. When new medicines come into the college, they must be checked, counted (if controlled) by two people and added into the Controlled Drug book detailing the student's name, medication name, dosage, lot number, expiry date, quantity. If controlled drugs leave the premises, these must be counted out and signed out of the book to show that the college no longer has responsibility for this drug. Parents are urged to collect all unused controlled drugs for their child when no longer needed. It is recommended that the college only store 30 days' worth of medication. All students' own medication is recorded on SchoolBase under the student's record.

Prescription Only Medication (POM) Inclusive of Supplements: Any prescription medication which is bought onto the college premises will be noted in duplicate by the Nurse and stored in the locked cabinet within the Medical/First Aid room. They must come in the original packaging, in the student's name, with clear instructions as to the dosage and instructions for administration. A Medication Consent form must be filled in by parents/guardians/carers before administration. Medication will be recorded in SchoolBase as per the type, amount and expiry date. Any POM administered to students will be given only by the Nurse on-site; if unavailable it can be given by the advanced first aiders who have undertaken the medication training. In the instance that any prescription medication must be chilled (for example insulin), this will be locked in the Medical/First Aid room fridge. All dispensing of prescribed medication can be seen in the daybook and on students' individual treatment sheets. Any surplus medicine is recorded in the duplicate book and returned to the Medical/First Aid Room for disposal, so an audit trail is present at all times. The student's ability to self-medicate should also be taken into account. For example, a course of antibiotics might be given on a daily basis with the student (who satisfies Gillick-competence criteria) collecting the day's supply first thing in the morning; pain killers which would be taken 'as necessary' might be supplied in individual doses when needed; an asthma inhaler might be given to the student with some supervision initially to check that it was being used correctly. All prescribed medications should come with an information sheet the person administering the medication should read which gives information such as indications for use of the drug, contraindications, side effects, dosage, precautions regarding administration, clear reasons for not giving the drug and the duration of treatment before medical advice is again sought. As a rule, however, dispensing of medicines should, wherever, possible be left in the first instance to the Nurse.

Household' Medicines: There is a list of agreed 'household' medicines to be used in 'Household Medications kept in the Boarding House and information about how these medicines are made available where they are stored. In addition, the Nurse has a gel ice pack and a wheat heat pad. All 'household' medicines used are similarly logged and handled. If students wish to use their own personal heat source it should be a gel or wheat heat pad. Hot water bottles should not be used by students in House as they can cause severe burns. If they wish to use an electric heat pad, they must check with their Houseparent first.

Over-the-Counter Medicines OTC Inclusive of Those Issued as First Aid: DGC maintains a list of Over-the-Counter Medicines that are kept in stock, with indications for use, dosages and side effects. Any OTC medication which is bought onto the college premises will be stored in the locked cabinet in the Medical/First Aid room. They must come in the original packaging, in the student's name, with clear instructions as to the dosage and instructions for administration. This medication will be recorded that they have entered the college and signed out of the college in a similar way to the controlled drug procedure, however, these will be recorded in the 'Over the counter' record sheet, within the student's medical file. A Medication Consent form must be filled in by parents/guardians/carers before administration. Medication will be recorded in SchoolBase as per the type, amount and expiry date. Any OTC administered to students will be given only by the Registered Nurse on-site; if unavailable it can be given by the advanced first aiders who have undertaken the medication training. Students are not allowed to store over the counter medicines in their own rooms.

Refrigerated Medicines:

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- All refrigerated medication is stored in an airtight container and is clearly labelled.
- Refrigerators used for the storage of medication are in a secure area inaccessible to unsupervised students or lockable as appropriate.
- The drug fridge must be kept locked and regular checks of its temperature recorded. If the temperature is outside the normal limit (2-8°C) it should be reported to the AHO.

Asthma, Anaphylaxis, Epilepsy, and Diabetes Medication: In the cases where students require specific medicines for epilepsy, diabetes, anaphylaxis or asthma, this medication will be kept on the student at all times, who will self-administer if deemed Gillick Competent, or will be supported by a Nurse/first aider. Medication for students who are non-competent is kept in the medication centre unlocked. Spare AAI and inhalers can be found in the Medical/First Aid room and also in the dining room.

Asthma: All children with Asthma will have an HCP. These students are encouraged to carry and take responsibility for their own Salbutamol inhaler; if this is not appropriate the Medical/First Aid room will hold one for them. DGC holds spare Salbutamol Inhalers for emergency situations such as in the event of a student forgetting an inhaler and to take on fixtures, however, these can only be used on students with a diagnosis of Asthma and written consent from parents/guardian/carer. The emergency inhalers should only be administered by the College Nurse/ Advanced first aiders.

Anaphylaxis: All children with Anaphylaxis will have an HCP. These students are encouraged to carry and take responsibility for their own AAI; if this is not appropriate the Medical/First Aid room will hold one for them. DGC holds spare AAI for emergency situations such as in the event of a student forgetting an AAI, however, these can only be used on students with a diagnosis of Allergy and written consent from parents/guardian/carer. The emergency AAI should only be administered by the College Nurse/Advanced first aiders.

Epilepsy: All children with Epilepsy will have an HCP. These students are encouraged to carry and take responsibility for their own rescue medication; if this is not appropriate the Medical/First Aid room will hold one for them. All staff working with students with Epilepsy will be trained on dealing with seizures and the administration of rescue medication.

Diabetes: All children with Diabetes will have an HCP. These students are encouraged to carry and take responsibility for their own diabetic medication including Glucose I; if this is not appropriate the Medical/First Aid room will hold one for them. All staff working with students with Diabetes will be trained on dealing with and recognising diabetic emergencies and the administration of rescue medication.

Weekly Stock Checks

- Stock taking as is appropriate will take place in the medical room and as medication is given
- A weekly stocktake will be done by the Nurse and a trained witness in the Medical room and the boarding houses checking the Controlled Drugs, Prescription Medicines and over the counter medicines.

House Treatment Book: Any medication given is recorded without exception, by all House Staff. The boarding House has a Treatment Book for recording students' visits to House Staff with any problems and/or treatment given. On the very rare occasions that Resident and Visiting tutors dispense medicine, they use the book to record information and alert the Nurse who then updates the medical database. If treatment is given during the College day by any member of the House staff, then the nurse at the Medical/First Aid Room is informed and the database updated as appropriate.

Safe Disposal:

- If students do not pick up their medication at the end of the term, parents/guardians/carers are to be contacted via email
- Any expired medication is to be taken to a pharmacy for disposal by the Nurse and SchoolBase updated
- The Nurse is responsible for checking the dates of medication and arranging for the disposal of any that have expired
- Sharps Boxes are used for the disposal of needles. All Sharps Boxes in DGC are stored in a locked cupboard unless alternative safe and secure arrangements are put in place on a case-by-case basis
- If a Sharps Box is needed on an off-site or residential visit, a named member of staff is responsible for its safe storage and

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return to a local pharmacy or the College or the student's parent/guardian/carer.

- Collection and disposal of Sharps Boxes are arranged with the local authority's environmental services.

Medical Procedure for Student Injured in the Sports Hall During Physical Education: If a student is injured playing sports in the Sports Hall or on the playing field, the PE teacher will decide if the student is fit to return to the sporting activity or further assessment is required from the nurse. If the injury requires checking by the nurse, the PE teacher can either:

- Release a member of staff to escort the student to the Medical/First Aid room or
- Call the Medical/First Aid room and ask for the nurse to come to the scene

If the nurse is not available and the PE teacher cannot release a staff member, the SLT should be called to look after the injured student. Under no circumstances should an injured student be left to make their own way (without a member of staff) to the Medical/First Aid room, even if accompanied by other students. The PE teacher will complete an accident form.

Emergency Procedures: In the case of a severe accident or incident, the College Nurse or First Aider should be called. The situation will be assessed. The College office should also be made aware of the problem and if not already carried out at the incident, an ambulance called from there. The College's responsibility ceases as the student is entrusted to the care of the NHS ambulance personnel, however, should the casualty be taken to hospital, they will be accompanied by two members of staff and take the student medical file. At the hospital, the doctor must be asked for notes on the hospital visit form and also a printout of the prognosis if possible. A member of the college staff cannot permit any treatment at A&E; the hospital staff will decide on questions like blood transfusions, haemophilia etc. In all cases, parents/guardians/carers will be contacted as soon as possible. Generally, staff should not take students to the hospital in their own car. However, in an emergency, it may be the best course of action. The member of staff should be accompanied by another adult and ensure they have adequate vehicle insurance.

Student Consent to Treatment: A student's ability to consent to, or refuse, medical treatment is acknowledged by the College. This is judged on "Gillick competency" and not age. If a student is not deemed 'competent', parental consent or the consent of a person with parental responsibility is required, unless it is an emergency. Children under 16 years of age are not automatically assumed to be legally competent to make decisions about their health care but will be deemed competent to give valid consent to a particular intervention if they have "sufficient understanding and intelligence to enable them to understand fully what is proposed". Consent is a patient's agreement for a Health Care professional to provide treatment or care and may be indicated non-verbally, orally or in a written format.

Infection control:

- Protective/disposable gloves must be used when dealing with blood or other bodily fluids; these items must be hygienically disposed of including the dressings or equipment.
- Practice good hand hygiene.
- See chart In Appendix 2 for infectious diseases

Prevention of Spread of Illness/Medical Exclusion: DGC follows the guidelines in 'The Spotty Book (notes on Infectious Diseases in Colleges)' published by NHS England when recommending exclusion from college. If a student has suffered vomiting and/or diarrhoea they should be kept off college. Students with these conditions should only return 48 hours after their symptoms disappear. Most cases of vomiting or diarrhoea get better without treatment, but if symptoms persist, parents are advised to consult their GP. Parents are advised that if a child has a raised temperature they should remain off college until their temperature has returned to normal for 24 hours and they are feeling fully improved.

Guardian Accommodation Provision: In case of illness: There qualified nurse at the College Medical/First Aid Room will attend to students when they are unwell, and a Nurse who is resident in a Boarding House. However, if a student is too ill to attend lessons, he/she will usually be sent home. Guardians must therefore be prepared to accommodate their charges in these circumstances.

Student Return after Illness: Children vomiting and/or with Diarrhoea should only return 24-48 hours after their symptoms disappear, at the nurse's recommendation. If a child has a raised temperature they should remain off college

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until their temperature has returned to normal for 24 hours and they are feeling fully improved.

Notifiable Diseases: Where DGC staff are made aware of a notifiable disease amongst either staff or students or where there is an outbreak of infectious disease the AHO, COO and/or Head should contact the local Health Protection Team as appropriate. The HPT can advise on the circumstances in which students with infectious diseases or illnesses should not be in college, and the action to be taken following an outbreak of an infectious disease or illness. (See Appendix 2 for full list).

In the event of a pandemic: In the case of the outbreak of a pandemic, the College may be closed in accordance with government guidelines. It is therefore important that all overseas boarding students can be accommodated in the first instance - within the first 12 to 24 hours – by their Guardian.

Head Injury: Head injury as defined by NG232 2023 is defined as any trauma sustained to the head. All students who sustain a head injury should be seen by the Nurse immediately, who will assess the injury, complete an accident form, and inform the parents/guardians/carers.

Pregnancy: If the college becomes aware that a student is pregnant or suspects that a student is pregnant, the college cannot guarantee unconditional confidentiality for the Student. The Designated Safeguarding Lead (DSL) will be informed, who will make a referral to the appropriate agency. On advice from Students' Social Care, the college will consider the most appropriate way to support the Student, which may be a CAF (Common Assessment Framework) developed in accordance with Section 17 Students Act 1989. This will include a Health and Safety Risk Assessment by the HR Officer.

A student who is considering adoption has decided not to continue with the pregnancy, or who has already had a termination, should also be offered access to relevant support services. If the student decides to continue with the pregnancy, arrangements should be put into place for the continuation of her education. Pregnancy should not be a reason for excluding a student from the college, neither should health and safety be used as a reason to prevent pregnant students and young people from attending the college. A child who becomes pregnant is entitled to up to 18 calendar weeks authorised absence to cover the time before and after the birth of the child. The college will recognise and consider the needs that college-age fathers, and fathers to be, may have.

Record-Keeping:

DGC has clear guidance on record-keeping: Records are kept of any medication or treatment administered to a student or member of staff, whilst under the care of the College. The COO and/or Head is aware of the system. Records are kept of all accidents and are recorded on an accident form. For each visit, a log is kept on SCHOOLBASE/LMS including any medication that is administered. RIDDOR (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013) reported as necessary. The College has written protocols for the administration of medication and policies for asthma, diabetes, epilepsy and anaphylaxis. The College records contemporaneous non-NHS medical records for all students, which are liable for inspection and monitoring. Contemporaneous records are made and logged on our online system of every medical encounter with students by the nurse. Confidential medical information includes:

- known medical conditions;
- action to be taken in case of emergency;
- medications; drug, food and environmental allergies;
- sport/activity restrictions.

Enrolment Forms/Medical Questionnaire/Parental Consent Records: Parents/guardians/carers of students wishing to attend DGC are required to complete a Medical Questionnaire and Permission Form as part of the enrolment form. This questionnaire asks about past medical history, existing medical conditions and known allergies. Parents should update the College as necessary with any changes, including any surgery, injuries or current medications being taken.

If a student requires regular prescribed or non-prescribed medication at the College, parents are asked to provide consent on their child's Permission Form giving the student or staff permission to administer medication on a regular/daily basis, and in an emergency, if required. The medical questionnaire also asks parents to confirm whether their child can manage, carry and administer their own emergency medication and for permission to share student details with medical professionals or David Game College is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. It is our aim that all students fulfil their potential.

third parties, if appropriate.

Health Care Plans (HCPs): The College will generate a Health Care Plan for students identified as having a medical condition. The HCP will record important details about individual student medical needs at college; their triggers, signs, symptoms, medication, other treatments and emergency actions. Further documentation can be attached to the Health Care Plan is required. If students have specific long-term chronic conditions, such as asthma or an allergy (see above), these conditions will be recorded on the student's Health Care Plan and will be issued to the relevant college departments so that staff are aware of students' needs. This HCP is written with advice from the student's Health Care professionals, such as consultants, ad/or specialist nurses. Additionally, if a student is suffering from mental health problems, a Mental Health Plan will be drawn up to support the student with appropriate provision. These plans will remain in the Medical/First Aid room, where staff can view if required.

When generated, a copy of the student's Health Care Plan, accompanied by an explanation of why and how it is used, is sent to the student's parents. This is sent:

- at enrolment;
- at the start of the term;
- when a diagnosis is first communicated to the College.

Ongoing Communication and Review of Health Care Plans: Parents are regularly reminded to update their child's Health Care Plan. The College will inform parents if a student has a medical emergency or if there have been changes to their symptoms (getting better or worse), or their medication and treatments change. Every student with a Health Care Plan at DGC has their plan discussed and reviewed.

Use of Health Care Plans | Health Care Plans are used by DGC to:

- Inform the appropriate staff about the individual needs of a student with a medical condition in their care
- Remind students with medical conditions to take their medication when they need to and, if appropriate, remind them to keep their emergency medication with them at all times
- Identify common or important individual triggers for students with medical conditions at college that bring on symptoms and can cause emergencies. This information is used to help reduce the impact of common triggers
- Ensure that all medication stored at the College is within the expiry date
- Ensure DGC's local emergency care services have a timely and accurate summary of a student's current medical management and Health Care in the event of an emergency
- Remind parents of students with medical conditions to ensure that any medication kept at the College for their child is within its expiry dates. This includes spare medication.
- Aid staff in an emergency of medical processes

Other Record-Keeping: DGC keeps an accurate record of each occasion an individual student is given or supervised taking medication. Details of the supervising staff member, student, dose, date and time are recorded. If a student refuses to have medication administered, this is also recorded, and parents are informed as soon as possible. All DGC staff who volunteer to administer medication are provided with training. The College keeps a register of staff that have completed the relevant training. An up-to-date list is kept of members of staff who have agreed to administer medication and have received the relevant training. DGC ensures that the whole college environment is inclusive and favourable to students with medical conditions. This includes the physical environment, as well as social, sporting and educational activities.

Confidentiality

- Medical information is confidential and will be treated by the College Medical staff and counsellors in accordance with the Medical code by which they are bound. There is clear legal and ethical guidance for the professional staff. Essentially there is an assumption of and a right to confidentiality for competent individuals which is not age-related. It is unlikely that any College student would be judged to be incompetent under this criterion (See Annex 1 for professional guidance).
- Even so, the overriding principle is that of safeguarding and promoting the welfare of the child. In this regard, students will be asked to give their consent for relevant information to be passed on to the Houseparent or Nurse in the first instance.

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However, if a student refuses and requests that information should be kept confidential, the medical staff will then have to determine whether, in the context of the boarding environment, there are good reasons for any such request to be denied and information to be passed on. The Medical staff will endeavour to persuade the student of the desirability of informing a responsible adult, (usually but not necessarily the Houseparent, parent, or guardian). In the event of the student still refusing consent, confidentiality must be respected except under very limited circumstances.

The only times when this confidentiality may be breached are if:

- ***The child consents to disclosure in writing.***
- ***A Court of Law requires disclosure.***
- ***Disclosure is justified in the public interest or in the child's best interests, as in the case of child protection issues.***

In such an eventuality, the student must be informed in advance of any such information being passed on to others and the member of staff must be prepared to justify such action to the appropriate professional body if called upon to do so. As such it may be the case that information is passed on to the Houseparent or Nurse on a 'need to know basis.' This does not imply that such information will necessarily be passed on to anyone else, including parents and/or guardians. Thus, information on the following would normally be expected to be conveyed to the student's Houseparent in the first instance. Parents may be informed if deemed appropriate as follows:

- Medical emergencies and accidents.
- Illness requiring any necessary medication and further care.
- Serious and repeated Self-Harm.
- Anorexia, Bulimia and other eating disorders.
- Depression/Anxiety attacks/Compulsive disorders.
- Any Medical condition that might affect the student's academic performance and appropriate College activities (e.g. heart murmur, asthma, diabetes, allergies).
- Where it is felt that others may be at risk.

Vaccinations: Any immunizations that students have received should be documented on the medical form. According to British college health guidelines, all students are recommended to ensure they are up-to-date with their immunizations before arriving at college in the UK (for up-to-date immunization information, please refer to the UK Government website: UK Vaccination Schedule - <https://vk.ovg.ox.ac.uk/vk/uk-schedule>). The DGC nurse should liaise with The City of London Immunization Team who will provide vaccine clinics on campus. DGC would not usually expect to arrange vaccinations or immunisations for its Students. However, upon request from parents, arrangements can be made for a qualified person to administer immunisations, such as HPV vaccinations, and any costs will be passed to the parents.

Health Promotion and Education: This is provided both informally by the College Nurse and via the College's Personal, Social, Health, Economic Education (PSHEE) and Citizenship programme.

Social Interactions: DGC ensures that the needs of students with medical conditions are adequately considered to ensure their involvement in structured and unstructured social activities, including during breaks and before and after college. The College ensures the needs of students with medical conditions are adequately considered to ensure they have full access to extended college activities such as college discos, College productions, after college clubs and visits. All staff at DGC are aware of the potential social problems that students with medical conditions may experience. Staff use this knowledge to try to prevent and deal with problems in accordance with the College's anti-bullying and behaviour policies. Opportunities such as personal, social and health education lessons are used to raise awareness of medical conditions amongst students and to help create a positive social environment.

Education and Learning: DGC ensures that students with medical conditions can participate fully in all aspects of the curriculum and ensures that appropriate adjustments and extra support are provided. If a student is missing a lot of the time whilst at college, they have limited concentration, or they are frequently tired, all teachers at DGC understand that this may be due to their medical condition. Teachers at DGC are aware of the potential for students with medical conditions. Students at DGC learn about what to do in the event of a medical emergency.

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Exercise and Physical Activity: DGC understands the importance of all students taking part in sports, games and activities for their social, mental and physical well-being. Most students with medical conditions can participate in extra-curricular sport or in the PE curriculum that is sufficiently flexible for all students to follow in ways appropriate to their own abilities. For many, physical activity can benefit their overall social, mental and physical health and well-being. Any restrictions on a student's ability to participate in PE should be included in their individual Health Care Plan. (HCP.) Some students may need to take precautionary measures before or during exercise and/or need to be allowed immediate access to their medication if necessary.

The College Ensures That:

- All classroom teachers and PE teachers make appropriate adjustments to sports, games and other activities to make physical activity accessible to all students.
- All classroom teachers and PE teachers understand that students should not be forced to take part in an activity if they feel unwell.
- PE teachers are aware of the relevant medical conditions of students in their care and/or who have been advised to avoid or to take special precautions in particular activities.
- All PE and classroom teachers are aware of the potential triggers for students' medical conditions when exercising and how to minimise these triggers and action appropriate emergency plans (as detailed in the HCP).
- All students have the appropriate medication or food with them during physical activity and take them when needed.
- All students with medical conditions are actively encouraged to take part in out-of-college clubs and team sports.

Hospital/Home Tuition: If a student is unable to attend college for a lengthy period due to a medical reason, the Head will provide work for them to help ensure they do not fall behind.

Educational Visits: If appropriate, the College encourages children and young people with medical needs to participate in educational visits, whenever safety permits. Short-term medical needs can occur, in a situation where students are taking part in an educational visit. On any educational visit, except those in the immediate vicinity e.g. inter-college matches etc, the Nurse will need to be asked to give their approval for the visit and indicate any special considerations, which will include medical needs. Sometimes the College may need to take additional safety measures for outside visits. Staff supervising excursions must always be aware of any medical needs and relevant emergency procedures. If staff are concerned about whether they can provide for a student's safety or the safety of other students on an educational visit, they should seek medical advice from the nurse. First Aid Kits and Traveling First Aid Kits are maintained and checked by the Nurse. Staff in charge of relevant departmental visits should check that they have the correct and sufficient First Aid materials.

Residential Visits: Parents are sent a residential visit form to be completed and returned to the College shortly before their child leaves for an overnight or extended day visit. This form requests up-to-date information about the student's current condition and their overall health. This provides essential and up-to-date information to relevant staff and college supervisors to help the student manage their condition while they are away. This includes information about medication not normally taken during college hours. All residential visit forms are taken by the relevant staff member on visits and for all out-of-college hours activities where medication is required. These are accompanied by a copy of the student's Health Care Plan.

All parents of students with a medical condition attending a college trip or overnight visit are asked for consent, giving staff permission to administer medication if required. The residential visit form also details what medication and dose the student is currently taking at different times of the day. It helps to provide up-to-date information to relevant staff and supervisors to help the student manage their condition while they are away. Risk assessments are carried out by DGC before any out-of-college visit and medical conditions are considered during this process. Factors DGC considers include: how all students will be able to access the activities proposed, how routine and emergency medication will be stored and administered, and where help can be obtained in an emergency. The College understands that there may be additional medication, equipment or other factors to consider when planning residential visits. DGC considers additional medication and facilities that are normally available at college.

Unacceptable Practice: As recommended by DoE 2015, and good standards of practice; although college staff should use their discretion and judge each case on its merits with reference to the student's individual Health Care Plan, it is not generally acceptable practice to:

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- prevent students from easily accessing their inhalers and medication and administering their medication when and where necessary;
- assume that every student with the same condition requires the same treatment;
- ignore the views of the student or their parents; or ignore medical evidence or opinion (although this may be challenged);
- send students with medical conditions home frequently for reasons associated with their medical condition or prevent them from staying for normal college activities, including lunch, unless this is specified in their individual Health Care plan;
- if a student becomes ill, send them to the college office or Medical/First Aid room unaccompanied or with someone unsuitable;
- penalise students for their attendance record if their absences are related to their medical condition, e.g. hospital appointments;
- prevent students from drinking, eating or taking toilet or other breaks whenever they need to in order to manage their medical condition effectively;
- require parents, or otherwise make them feel obliged, to attend college to administer medication or provide medical support to their child, including with toileting issues. No parent should have to give up working because the college is failing to support their child's medical needs; or
- prevent students from participating or create unnecessary barriers to students participating in any aspect of college life, including college trips, e.g. by requiring parents to accompany their child.

Complaints: Any individual wishing to make a complaint about the College's actions in supporting a student with medical conditions should discuss this with the College in the first instance. If the issue is not resolved, then a formal complaint may be made, following the complaints procedure for the College.

Staff Medications and Medical Conditions: Any member of staff who is taking regular medications requiring administration during the college day must take individual responsibility to keep these medications secure and away from students. If a member of staff has any concerns about their medication they must seek advice from their own GP and inform the College Nurse (or Head). If the medication or the medical condition is likely to affect the staff members ability to fulfil their job role, the staff member should not come to college and must seek guidance from their doctor. It is recommended that any staff member undergoing invasive medical treatment such as chemotherapy notify the nursing team for support and guidance. If a female member of staff becomes pregnant during her employment at DGC, it is suggested that they inform the College Nurse, so they can be supported in the workplace and notified of any health concerns around the college that could affect them or their unborn child.

Staff can be provided with over-the-counter medications (OTCs) by the College Nurse. Staff are encouraged to complete details of medical issues and next of kin contact details, via an information form completed on arrival, and updated annually. These are stored securely and confidentially by the HR Officer for use in an emergency.

Additional Pastoral/Wellbeing Provision for Students

The Nurse: is an important person to our students on a day-to-day basis in the Boarding House. They are very much the person to whom students initially turn to in the event of problems, anxiety or even just a friendly chat. The house Nurse also liaises closely with Form Tutors as required.

Counselling: is available following a referral from the Nurse or at the direct request of parents or students. The nature of counselling services is complex and is best discussed on an individual basis.

Handover of Student Care: At the end of each shift the nurse will provide the Head of Boarding with a handover report. Each morning, the Houseparents will update the handover report before breakfast. The nurse updates the students file from the handover report.

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Appendix 1: Daily and Weekly Routines

Stock Checks: There is a weekly stock check of all medicines (inclusive of controlled drugs, prescription medication and over the counter medicines) undertaken by the nurse and witnessed by a responsible adult.

Controlled Drugs:

- Controlled drugs are administered by the college nurse and one responsible witness.
- They are stored in the Medical/First Aid room in the locked controlled drugs cabinet, inside the main locked medicines cabinet.
- Their administration is recorded in the controlled drugs book.

Prescription Medication:

- Prescription medication is administered in the Medical/First Aid room.
- They are stored in a locked medicine cabinet in the Medical/First Aid room.
- Their administration is recorded in the student's medical record notes on a prescribed medication sheet.

Over-the-Counter Medicines:

- Over the counter medicines are kept in a locked medicine cabinet in the Medical/First Aid room.
- They are administered in the Medical/First Aid room.
- Their administration is recorded in the student's medical record.

Appendix 2: List of Notifiable Diseases:

Diseases notifiable (to Local Authority Proper Officers) under the Health Protection (Notification) Regulations 2010:

Acute encephalitis	Acute infectious hepatitis
Acute meningitis	Acute poliomyelitis
Anthrax	Botulism
Brucellosis	Cholera
Diphtheria	Enteric fever (typhoid or paratyphoid fever)
Food poisoning	Haemolytic Uraemic Syndrome (HUS)
Infectious bloody diarrhoea	Invasive group A streptococcal disease
Legionnaires' Disease	Leprosy
Malaria	Measles
Meningococcal Septicaemia	Mumps
Plague	Rabies
Rubella	SARS
Scarlet fever	Smallpox
Tetanus	Tuberculosis
Typhus	Viral haemorrhagic fever (VHF)
Whooping cough	Yellow fever

As of April 2010, it is no longer a requirement to notify the following diseases:

Dysentery	Ophthalmia
Neonatorum	Leptospirosis

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Appendix 2: List of Notifiable Diseases

EXCLUSION TABLE

Infection	Exclusion period	Comments
Athlete's foot	None	Athletes' foot is not a serious condition. Treatment is recommended
Chickenpox	Five days from onset of rash and all the lesions have crusted over	
Cold sores (herpes simplex)	None	Avoid kissing and contact with the sores. Cold sores are generally mild and heal without treatment
Conjunctivitis	None	If an outbreak/cluster occurs, consult your local HPT
Diarrhoea and vomiting	Whilst symptomatic and 48 hours after the last symptoms.	Diarrhoea is defined as 3 or more liquid or semi-liquid stools in 24 hours
Diphtheria *	Exclusion is essential. Always consult with your local HPT	Preventable by vaccination. Family contacts must be excluded until cleared to return by your local HPT
Flu (influenza)	Until recovered	Report outbreaks to your local HPT
Glandular fever	None	
Hand foot and mouth	None	Contact your local HPT if a large number of students are affected. Exclusion may be considered in some circumstances
Head lice	None	Treatment recommended only when live lice seen
Hepatitis A*	Exclude until seven days after onset of jaundice (or 7 days after symptom onset if no jaundice)	In an outbreak of Hepatitis A, your local HPT will advise on control measures
Hepatitis B*, C*, HIV	None	Hepatitis B and C and HIV are blood-borne viruses that are not infectious through casual contact. Contact your local HPT for more advice
Impetigo	Until lesions are crusted /healed or 48 hours after starting antibiotic treatment	Antibiotic treatment speeds healing and reduces the infectious period
Measles*	Four days from onset of rash and recovered	Preventable by vaccination (2 doses of MMR). Promote MMR for all students and staff. Pregnant staff contacts should seek prompt advice from their GP

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Infection	Exclusion period	Comments
Meningococcal meningitis*/ septicaemia*	Until recovered	Meningitis ACWY and B are preventable by vaccination (see national schedule @ www.NHS.uk).Your local HPT will advise on any action needed
Meningitis* due to other bacteria	Until recovered	Hib and pneumococcal meningitis are preventable byvaccination (see national schedule @ www.NHS.uk) Your local HPT will advise on any action needed
Meningitis viral*	None	Milder illness than bacterial meningitis. Siblings and other close contacts of a case need not be excluded.
MRSA	None	Good hygiene, in particular handwashing and environmental cleaning, are important to minimisespread. Contact your local HPT for more
Mumps*	Five days after onset of swelling	Preventable by vaccination with 2 doses of MMR (seenational schedule @ www.NHS.uk). Promote MMR for all students and staff.
Infection	Exclusion period	Comments
Ringworm	Not usually required.	Treatment is needed.
Rubella (German measles)	Five days from onset of rash	Preventable by vaccination with 2 doses of MMR (see national schedule @ www.NHS.uk). Promote MMR for all students and staff. Pregnant staff contacts should seek prompt advice from their GP or midwife
Scarlet fever	Exclude until 24hrs of appropriate antibiotic treatment completed	A person is infectious for 2-3 weeks if antibiotics are not administered. In the event of two or more suspected cases, please contact local HPT
Scabies	Can return after first treatment	Household and close contacts require treatment at the same time.
Slapped cheek /Fifth disease/Parvovirus B19	None (once rash has developed)	Pregnant contacts of case should consult with their GP or midwife
Threadworms	None	Treatment recommended for student and household

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Tonsillitis	None	There are many causes, but most cases are due to viruses and do not need an antibiotic treatment
Infection	Exclusion period	Comments
Tuberculosis (TB)	Always consult your local HPT BEFORE disseminating information to staff/parents/carers	Only pulmonary (lung) TB is infectious to others. Needs close, prolonged contact to spread
Warts and verrucae	None	Verrucae should be covered in swimming pools, gyms and changing rooms
Whooping cough (pertussis)*	Two days from starting antibiotic treatment, or 21 days from onset of symptoms if no antibiotics	Preventable by vaccination. After treatment, non-infectious coughing may continue for many weeks. Your local HPT will organise any contact tracing

*denotes a notifiable disease. It is a statutory requirement that doctors report a notifiable disease to the proper officer of the local authority (usually a consultant in communicable disease control). Health Protection Agency (2010) Guidance on Infection Control in Colleges and other ChildCare Settings. HPA: London. PHE publications gateway number 2016692 Crown Copyright 2017