



King's High School

BOARDING MEDICAL POLICY King's High School	
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King's High School Boarding Medical Policy

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Introduction

This Policy sets out the arrangements for medical care of those King's High School students who live in Way House (King's High Boarding House).

It has been developed in accordance with guidance set out in:

- Supporting pupils at school with medical conditions (DfE, 2015 updated 2017)
- DfE Guidance on First Aid in Schools, Early years and further education (February 2022)
- Coventry and Warwickshire NHS Trust Immunisation and vaccination service
- Clarification of adrenaline autoinjector guidance for schools (2023)

This guidance should be read and understood in conjunction with the Warwick Independent School's Foundation (WISF) policies on:

- First Aid
- Health and Safety
- Safeguarding and child protection
- Data Protection

Key Information

King's High Medical Centre

Location

The Medical Centre is in the main building of King's High School, along the Smith Street corridor, and is open Monday to Friday 08:30-16:00. Medical centre staff can be contacted using Microsoft Teams: KHS_NURSE_CA.

Staff

During the school day between 08:30 and 16:00, boarding students can seek medical treatment, advice, and support at the King's High School Medical Centre, run by a Registered Nurse (RN) and a Health Care Assistant (HCA). Reception and Front Office Staff, (who hold current First Aid at Work Certificates) provide back up when required. Medical Centre staff can be contacted using the details below

Lucy Dunster RN BSc (Hons) Nursing NMC 05E0823E	l.dunster@warwickschools.co.uk
Victoria Campion	v.campion@warwickschools.co.uk

Way House

Overview

In the Boarding House, students can receive first aid treatment from the House Parent (HP), Assistant House Parent (AHP), Boarding House Supervisor (BHS) or those boarding tutors who hold an Emergency First Aid at Work qualification (See Appendix 1). This information is



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displayed in the Boarding House. For advice, support or treatment outside the remit of First Aid at Work qualification, boarding staff should:

- contact NHS 111 for guidance and consultation or;
- ring 999 for an ambulance for immediate or emergency medical attention.

Staff

In the boarding house, Ms Kirsten Cooper (HP), is ultimately responsible for boarding students' health and welfare. The (AHP) deputises for the HP in her absence. Students have the contact details for the HP and AHP and both can be contacted 24 hours a day. Mrs Emma Poulson and Miss Mary O'Neill (BHS) are on duty in the Boarding House between 08:00-17:30 on weekdays and can be contacted between these times.

Medical emergencies

Overview

In the event of illness or accident involving a boarding student, the appropriate steps to be taken will depend on the level of severity of the person's condition, the availability of help and the skills of those on hand. For immediate or emergency medical attention, boarding staff should ring 999 for an ambulance. In an emergency, professional judgement and codes of conduct will be followed in the first instance in the best interest of the student, and parental consent checked as soon as possible.

Serious accident or sudden onset of illness while the student is in the boarding house

The following procedures should be followed:

- Immediately dial 999
- In the case of an accident the casualty should not be moved unless they are in danger
- The casualty should be kept warm, comfortable and re-assured
- Students should always be accompanied to hospital, ideally by HP or AHP.
- If not present, the HP should be contacted in the event of injury or illness to a student and will contact the student's parent/guardian
- The Deputy Head Pastoral (DHP), or in their absence, another Designated Safeguarding Lead (DSL) should be informed of any serious accident or sudden onset of illness asap.

Other accidents or illnesses while the student is in the boarding house

- Staff should call an ambulance by dialling 999 if they are at all concerned
- Staff can also contact NHS Warwickshire via the Out-of-Hours Service telephone number: 111
- Staff may consider accompanying a student with severe illness or injury to Warwick Hospital Accident and Emergency Department (24-hour service): 01926 495321 Ext. 4032

Minor illnesses or accidents involving boarding students

If a boarding student sustains a minor injury or accident in the Boarding House, they must see the HP, AHP, BHS or member of boarding staff on duty, who will treat the condition as per the



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limits of their first aid at work qualification or, if necessary, arrange further medical treatment at an external establishment.

Provision of information

Parental consent

Parental consent will be sought for emergency treatment, first aid, routine and travel immunisations and non-prescription medication that is held in the Boarding House or in the Medical Centre.

The parents of all new boarding students must complete the New Boarders Pre-Arrival Form before the student's arrival. Parental consent is required for a boarder to receive First Aid and Emergency Medical treatment and to give the HP and AHP power to act "in loco parentis" and make medical decisions on their behalf, in the best interest of the student.

Parents must inform the HP using the New Boarders Pre-Arrival Form if their child has any significant physical, mental or emotional health conditions or severe allergic reactions to any foods, medicines, insect bites or otherwise. This will be further discussed with the King's High School nurse during the induction and parents will be contacted by the school nurse if further clarification is required.

Any changes or updates to medical information for a boarding student during their time at the boarding house must be declared in writing to the HP and school nurse by parents. This will then be updated on the medical module for that student on iSAMS.

The following information for each boarding student must be provided by parents:

- NHS number
- Immunisation record
- Medical history
- Parent/guardian contact details

Medical appointment during induction

An initial health check will be conducted by the school nurse at the King's High medical centre during the two-day boarding house induction. Information gathered during this health check will be recorded using the iSAMS medical centre module.

Allergens and dietary requirements

The HP will inform the Warwick Schools Foundation (WSF) catering staff of any student with a food allergy. WSF professional services are provided with an allergy list and follow their own protocols for managing a food allergy in a kitchen.

Safeguarding and Confidentiality

iSAMS medical record

Student's medical information will be kept confidential and GDPR regulations will be followed.



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Any medical incident, treatment or concern will be logged using the Medical Centre module of iSAMS which is only accessible by medical centre staff, HP, AHP and BHS.

Consent from the student will always be verbally sought before any treatment or examination is given, unless in an emergency, whereby consent is assumed, in the best interest of the student.

Safeguarding

Any safeguarding concerns regarding a boarding student will be immediately reported to the School's DHP, or in their absence, another DSL. The HP, AHP and school nurse are DSL trained.

Safeguarding concerns will be logged on the student's MyConcern record and allocated a case owner.

For further information please refer to the Warwick school Foundation Child Protection and Safeguarding Policy.

Provision of information at staffing change

Medical information will be shared between staff on a need-to-know basis at any staff change. The member of resident staff on night-time call will give a verbal or written handover to the BHS (or designated member of staff on duty) using the boarding log document. A record of those students who are ill, injured or have a new medical condition must be recorded on iSAMS. It is the responsibility of incoming staff to review this information. The BHS will provide a medical information handover to the HP/ AHP on duty, referencing any medical treatment or care the student may need during the evening and overnight.

Healthcare

GP Practice

All boarding students must be registered with Dr Bhandal at Priory Medical Centre, Priory Road, Warwick, CV34 4NA.

Students can arrange their own registration and subsequent appointments or request that the HP/AHP or BHS submits a request via the practice's Online Consultation platform, accuRX. A clinician will triage the request and contact the student for a telephone conversation or an in-person appointment.

The student can choose whether they are accompanied by the HP/AHP/BHS to attend appointments at Priory Medical Centre.

Immunisations

Routine childhood immunisations are provided by the school immunisation team from Coventry and Warwickshire partnership NHS trust as per the Department of Health routine immunisation schedule, following communication with parents.

Following discussion with the school nurse, the HP will liaise with parents and arrange for administration of any vaccinations required by students with an uncertain or incomplete immunisation status who are registered with the Priory Medical Centre.



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Visiting the school medical centre

During the school day (8:30-16:00), boarding students have access to medical assistance from the team at the School Medical Centre.

Any visits to the school medical centre will be recorded using the iSAMS medical centre module, detailing the date/time, reason for visit and action taken. For routine or recurring advice or treatment, students are encouraged to visit the School Medical Centre during break and lunch when permission is not required. This information can be viewed by the HP/AHP and BHS to inform further treatment (if required).

Care of a student in the boarding house

Overview

Boarding students who are too ill to attend or remain at school, or are unwell in the evenings or at weekends, will be cared for throughout the day and night by boarding staff. The HP, AHP or BHS will ensure that boarders who are ill are regularly checked and looked after in the Boarding House and are able to summon assistance if/when required.

Isolation

If a student is suffering from an illness that requires isolation, they will usually remain in their room (where infection control cleaning is easier, see appendix 3) and their roommate will be asked to move into the first-floor lounge where a bed will be made available. A storage unit will be made available, and privacy is provided by obscuring the glass door panel. The lounge will temporarily be designated solely for the use of that student and other boarders directed to use other shared relaxation spaces on the ground floor and in School House. The isolated student will have sole use of the single student toilet located on the second flight of stairs.

Off-site care

For periods of more than one night, guardians will be asked to collect the student and provide care in line with the guardian policy. This will be organised through the student's Educational Guardian, contact information for which is held within the student's records. The student will have contact information for HP/AHP/BHS/resident staff and can contact them at any time. Students will not be able to return to the boarding house until 48 hours after symptoms have stopped and they are deemed well enough to return to school.

Storage and Administration of Medication

Prescription medication

Overview

Parents of new boarding students will inform the HP of any required prescription medication using the New Boarder Pre-Arrival Form.

Storage

Any prescription medication brought into the boarding house by a resident student must be declared to HP using the Way House Induction checklist immediately upon returning to the Boarding House.

In the Boarding House, prescription medications will be stored in the dedicated central lockable cabinet 'Students Own Prescribed Medications' located within the BHS office which



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is secure when not in use and is not accessible to unaccompanied students. House staff will follow the written administration guidelines to ensure that prescription medication administered in the Boarding House is given appropriately with dispensing details recorded on iSAMS.

Students are not permitted to carry their own medications, or to self-administer throughout the school day or whilst in the Boarding House.

Dispensing

Prescribed medication will be administered according to the instructions on the individual medication and only given to the named student to whom it has been prescribed. Medicines will be kept in their original container.

Only those staff that have completed training course; 'Administration of Medication in an Educational Setting' will be able to administer medication to a student in the boarding house.

When issuing medications, the following procedure will be followed:

- establish the reason for giving the medication
- check whether that student is allergic to any medication
- check whether the student has taken any medication recently by accessing either medical centre module on iSAMS and, if so, which medication to ensure maximum dose is not exceeded
- check, whether 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
- administer the medicine as per label on the box
- ensure the medication is taken under the supervision of the trained person issuing it
- record the details, using medical centre module on iSAMS
- pass on the details verbally when handing over to next member of staff on duty and direct them to the entry on iSAMS medical centre module

Administering prescription medication during the school day

Prescription medication that needs to be taken during the school day (08:30-16:00) will be signed as received by Medical Centre staff on the consent form (signed by boarding house staff) as per the School Medical Policy.

All medication administered by Medical Centre staff will be recorded in the medical centre module on iSAMS.

Administering prescription medication during holidays

When a student requiring prescription medication is spending time away from the Boarding House, for instance at home or with guardians, the student will be provided with sufficient prescription medication for that period and the amount given documented on the iSAMS medical centre module. Parents/guardians will be emailed in advance to inform them of how much medication the student will be bringing with them and instructions for the dosage etc.

Administering prescription medication during School/Boarding House trips

Boarders' medical information and medication needs are shared with leaders of trips by the School Nurse, HP/AHP and/or the school mental health lead. Provisions are put in place for their care or dosage of any medication the student may need. Further details can be found in the King's High School EVC policy.



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'Over the Counter' (OTC) Non-Prescribed Medicines

Overview

A supply of over-the-counter medications (provided by the Medical Centre) will be stored in a locked cabinet in the Boarding House Supervisor's office.

OTC medications (see Appendix 2 for list) include both medications such as Paracetamol, Ibuprofen, Antihistamines and "P" labelled medications that can be purchased at registered pharmacies without prescriptions.

Parents use the 'New Boarder Pre-Arrival Form' to sign or withhold consent for their child to be given OTC medication from the approved list, recorded on the students iSAMS record.

Dispensing OTC medication

Protocol in the Boarding House

If a student requires OTC medication whilst in the boarding house, HP/AHP/BHS will record the dispensing details on the iSAMS medical module and fill in the relevant Medication Administration Record (MAR) sheet for that medicine (found in the BHS office).

Boarding students who arrive with OTC medication must declare them to boarding staff during induction. Medication of any kind must not be kept in rooms or carried around school. OTC medication required by a boarding student whilst in the boarding house will be administered from the supply provided by the school nurse and dispensed only by HP/AHP/BHS.

Stock check

The BHS will complete a weekly stock check of OTC medication kept in the locked medical cabinet using MAR sheets and cross-referencing with iSAMS. Any discrepancy will be reported to the Medical Centre registered nurse and may require further investigation.

Other types of medication

Overseas students and medication

During induction, boarding students must declare any medication they have with them, whether prescriptive or OTC. Overseas boarding students in possession of a prescribed medication that is not available in the UK, must have written consent from parents for a prescription of a UK equivalent to be made available. Where this is not possible, a supply can be brought in by the student, with an English instruction from the prescribing doctor including reason for administration, dose, regime, cautions etc. This will be checked by the School Nurse and the HP.

The HP and the school nurse reserve the right to refuse to administer medication or treatment that is not in line with current UK guidelines.

Traditional Chinese Medicine (TCM)

Boarding students can have access to non-traditional medical preparations or supplements, but the product must come with a note which includes reason for administration (e.g. to treat dysmenorrhea) and dosage and/or preparation instructions. TCM are stored in the same way as prescribed medicines, i.e. in the "Students' Own Prescribed Medicines" cabinet in the office.



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Students will still be able to access OTC or prescribed medicines while taking traditional supplements if a doctor's note is provided to eliminate the possibility of interactions and contains clear advice on intervals between doses.

Arrangements for students with individual care plans

Overview

Students with any complex physical or psychological health needs requiring medication may need a referral to a UK based specialist for care management while at School. This includes specialist services such as Child and Adolescent Mental Health Services (CAMHS), sexual health services and those providing support for victims of sexual abuse. Specific information for a student referral can be accessed via the school mental health lead.

During the initial health check with the School Nurse, new boarding students will be asked to disclose immunisations, medical conditions, medications, allergies, food intolerances and dietary requirements. This information is documented on iSAMS by the school nurse which is accessible by the HP/AHP/BHS.

Conditions requiring a care plan

Students with specific medical conditions or chronic conditions, e.g. diabetes, epilepsy, life-threatening allergies, severe asthma, will have an Individual Care Plan which will be produced by the School Nurse. Copies of the Individual Care Plan will be stored on iSAMS and held in the BM office.

Details of 'Life Threatening Medical Conditions' that both school staff, boarding staff and on duty boarding tutor need to be aware of are sent out to all staff once per term via secure email. This includes the student's name, form, photograph, medical condition, and treatment plan.

Care plans will be reviewed at minimum annually and shared with the Boarding House staff via iSAMS.

Anaphylaxis protocol

A boarding student with a prescribed Adrenaline Auto Injector (AAI) will have an additional consultation with the school nurse upon arrival. The school nurse will arrange for each AAI will be individually labelled with the student's name, photograph, and expiry date visible. These will be stored along with the individual student's Allergy Alert Plan and any associated medications such as individual antihistamines. Each student prescribed an AAI should keep one spare device in the School Medical Centre and in the Boarding House. AAIs will be labelled and stored in a designated, visible and unlocked location within the Boarding House and will be accessible to all boarding staff for use in an emergency.

The Anaphylaxis Protocol outlining the procedures to care for these students is available upon request from the School Nurse.

Students self-administering medication

Overview

For a student to be able to self-administer a prescription or OTC medication they must attend a meeting with the school nurse. The nurse will then discuss with HP to decide whether the student is sufficiently aware and responsible to do so.



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Declaration form

The student will fill out a declaration form with the school nurse, with details of the medication in question and be provided with a supply of the medicine for a designated time e.g. a course of antibiotics or an analgesic for the first 4 days of menstrual cycle. The right to self-administer will be revoked if the student proves themselves to be irresponsible or does not follow the guidance set out by the school nurse. The consultation process will need to be repeated for any subsequent requests for self-administration the student may have.

Boarding House student records

Incident/Accident/Near Misses

An 'Accident Report Form' or 'Near Miss Report Form' will be completed if someone has been involved in (or witness to) an accident, incident or near miss. The form should be completed within 24 hours of the incident and will be sent to the Foundation Health and Safety officer.

The Health and Safety Officer is responsible for reporting, accidents/incidents to HSE that fall within the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR).

Details of any accident or incident involving injury or requiring first aid (however minor), any significant illness or whenever medication or other treatment has been provided by boarding staff or school medical staff will be recorded on iSAMS medical centre module.

ISAMS medical centre module

Medication, injury or illness.

Records of any healthcare provided during the school day or whilst in the Boarding House will be kept for each student within the 'Medical Centre module' on iSAMS. Records should include medication taken, detailing time, date, dosage, injury sustained or illness. In addition, there will be notes from the initial health check completed during boarding school induction by the school nurse and details of request for self-administration of medication assessment.

Chronic or long-term medical conditions

If necessary, an Individual Care Plan for students with an anaphylactic reaction or serious chronic health condition will be readily available to be viewed by the HP/AHP/BHS. Boarding tutors will be made aware of students with an Individual Care Plan via email.

Scanned copies of any correspondence from a medical specialist pertaining to an individual boarding student will also be uploaded to their medical record on iSAMS.

Emergency medical record

Overview

A summary document is stored in the Emergency Grab Bag accessible to all which must be collected during evacuation of the boarding house. This document contains all relevant health information for boarding students that may be needed in an emergency.

Information included

- Student name, date of birth, NHS number and passport number
- Parents and guardians' names and contact details
- Any medical information concerning allergy, asthma or other chronic medical conditions.



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Health Education

PSHEE is taught in all year groups in the School through timetabled lessons, the pastoral/tutorial programme and visiting speakers. Although the teaching of health topics is not statutory in independent schools, all of the government's recommendations are taught and reference is made to the [DfE Physical Health and Mental Wellbeing Guidance](#) (updated 2021) when planning lessons. Substance abuse is part of the PSHEE curriculum. The Programme of Study is available on MySchool Portal. Please refer to the PSHEE and RSE Policies for further details.

Dental Care

Routine dental treatment should be arranged at home.

The NHS rarely covers emergency dental treatment, but boarding staff can supply a list of local dentists who will provide private emergency dental or orthodontic treatment. There is usually a cost for emergency dental care.

Eye Care

Routine appointments with an optician should be arranged at home on an annual basis.

In an emergency the Boarding House team has a list of local opticians who can be accessed as needed.

First aid

The WSF's First Aid Policy outlines the responsibility of the foundation to provide adequate and appropriate first aid to students, staff, parents and visitors and the procedures in place to meet that responsibility, both on and off site.

All first aid and minor illness treatment is given in the boarding house and at school by competent designated staff who have a first aid at work qualification. The HP, AHP and BHS will undertake first aid training on a regular basis.

First aid kits are available in the Boarding House and are checked termly by the BM and a record kept.



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Appendix 1: First Aid Qualifications 2025-26 and Defibrillator Locations

Location	Staff Name	Valid until
Way House Boarding staff	Mrs Emma Poulson	January 2028
	Miss Mary O'Neill	January 2028
	Ms K Cooper	Sept 2027
	Mr B Bollans	January 2028
	Mr Nick Foan	TBC
	Mr David Bryce	TBC
	Mrs Kirstin Bryce	TBC

Boarding House Tutors		

Defibrillator Location		
	Area of School	Details
1	School House	<i>TBC</i>
2	Way House	<i>on wall next to office</i>
3	Warwick School Main Reception	<i>on wall next to Pyne Room</i>
4	Warwick School Sports Centre	<i>on wall outside office</i>
5	Warwick Hall	<i>on wall in foyer</i>
6	Bridge House Theatre	<i>on wall behind Box office desk</i>
7	King's High School	<i>on wall in school office</i>
8	Bridge Sports Centre	<i>on wall in stairwell of St Nick's building</i>
9	Warwick Prep School	<i>on wall next to School Office</i>
10	Warwick Junior School	<i>on wall in JS staffroom</i>



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Appendix 2 Over the Counter Medication (OTC)

Over-the-counter medicine is also known as OTC or non-prescription medicine. All these terms refer to **medicine that you can buy without a prescription**.

Examples of OTC medication available for all King's High Students in the medical centre

- Paracetamol Caplets – 500mg
- Paracetamol Suspension 250mg/5ml
- Ibuprofen Tablets 200mg
- Strepsil Medicated throat lozenges
- Chlorphenamine Tablets – 4mg
- Cetirizine Tablets – 10mg
- Lemsip Sachets (Contains Paracetamol 650mg/Phenylephrine hydrochloride 10mg)
- Gaviscon liquid
- Rennie chewable tablets
- Boiled Ginger sweets

Examples of OTC medication available for boarding students in the Boarding House Supervisor's office.

- Paracetamol Tablets – 500mg
- Ibuprofen Tablets 200mg
- Vitamin C and Zinc effervescent tablets
- Cetirizine hydrochloride (10mg)
- Chlorphenamine Tablets – 4mg
- Rennie chewable tablets
- Boiled Ginger sweets
- Strepsil medicated throat lozenges

Appendix 3 Infection control cleaning

The School Medical Centre Staff can provide Personal Protective Equipment (PPE) such as gloves, aprons, face masks, and eye goggles to be used in the event of a student being unwell and needing to isolate.

The boarding house will follow the Department of Health Guidance for Infection Control in Schools. The guidance will be followed when cleaning the caring for the isolated student, cleaning their room. This will also be applied to the lounge area where the isolated student's roommate will reside for the duration of their isolation.