

Medical Centre Policy

2025-2026

Date: September 2025

Review Date: **September 2026**

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1. AIMS

The Medical Centre aims to ensure that the welfare, health, and safety of pupils are promoted in accordance with the Independent School Standards Regulations. It seeks to:

- Provide a safe, professional, and effective medical and nursing service of a consistently high standard.
- Support pupils' physical and emotional wellbeing within a caring, confidential, and supportive environment.
- Promote a healthy school community through preventative care, education, and guidance.

2. OBJECTIVES

In line with ISI requirements, the Medical Centre will:

- Deliver high-quality nursing care that safeguards pupils' health and welfare.
- Ensure staff act in accordance with professional, legal, and ethical responsibilities.
- Maintain accurate, secure, and up-to-date medical records.
- Record, monitor, and report accidents, incidents, and illnesses in compliance with statutory requirements.
- Promote preventative healthcare and healthy lifestyle choices.
- Communicate effectively with pupils, parents, staff, external professionals, and safeguarding leads.
- Preserve confidentiality while recognising circumstances where information must be shared for safeguarding purposes.
- Ensure that relevant staff are informed, on a need-to-know basis, of pupils' medical needs.
- Maintain appropriate levels of training and continuing professional development.
- Ensure pupils are supported with sensitivity, respect, and care.

3. MEDICAL CENTRE STAFF RESPONSIBILITIES

The Medical Centre staff contribute directly to pupil welfare and safeguarding. Responsibilities include:

- Providing inpatient and outpatient nursing care.
- Delivering first aid and emergency medical treatment.
- Supporting pupils' emotional wellbeing and providing counselling where appropriate.
- Coordinating medical examinations, clinics, and referrals.
- Liaising with parents, staff, healthcare professionals, and safeguarding leads.
- Administering and recording medications safely.
- Managing immunisation programmes in partnership with NHS services.
- Ensuring the safe storage of medicines and confidential records.
- Monitoring health and safety and contributing to risk assessments and accident reporting.

4. MEDICAL PROVISION AND ACCESS

The Medical Centre is the focal point for medical provision within the school and operates with arrangements that ensure prompt access to medical care for pupils and staff.

- The Centre is staffed 24 hours a day by a Registered General Nurse (RGN).
- Additional medical support is provided by Petworth Surgery.
- Pupils may request to see a female doctor, and reasonable adjustments will be made.
- The Centre is accessible at all times for emergencies, consultations, and medication administration.

Boarding pupils who are unfit for PE or Games may obtain exemption slips from the Medical Centre. Day pupils must provide written parental notification.

Parents or guardians are informed of all admissions to the Medical Centre, medical concerns, and external referrals. Pupils may be sent home to recover where appropriate.

Information is shared with staff strictly on a need-to-know basis, in line with data protection and safeguarding guidance.

5. PROFESSIONAL DEVELOPMENT

All nursing staff comply with professional revalidation requirements, including:

- Completion of statutory continuing professional development.
- Maintenance of professional portfolios.
- Engagement in refresher training as required.

Training needs are reviewed regularly to ensure staff competence in safeguarding, first aid, and medical care.

6. CONFIDENTIALITY AND SAFEGUARDING

Confidentiality is respected at all times unless disclosure is necessary to protect the welfare of the pupil or others.

- Pupils are informed of the limits of confidentiality.
- Any safeguarding concerns are reported immediately to the Designated Safeguarding Lead (DSL) and managed in accordance with the school's Safeguarding Policy.
- Private consultation spaces are available within the Medical Centre.

7. MEDICAL RECORDS

- All pupil medical records are securely stored electronically using Medical Tracker.
- Records are accurate, contemporaneous, and accessible only to authorised personnel.
- Treatment logs include the pupil's name, date, time, and details of care provided.

- Records are retained and disposed of in line with data protection legislation.

8. APPOINTMENTS AND HOSPITAL CARE

The Medical Centre coordinates appointments for boarding pupils with relevant healthcare professionals.

- Parents are kept fully informed of all referrals and outcomes.
- Boarding pupils attending hospital are accompanied by a member of staff.
- In emergencies, an ambulance is called immediately, and parents are notified without delay.
- Day pupils are taken to hospital when required, and parents are contacted promptly.

9. MEDICAL ASSESSMENTS

- All new pupils must submit a completed medical history form prior to admission.
- Full boarders are registered with the local GP practice.
- Routine health checks are used to promote healthy lifestyles and identify emerging needs.

10. MANAGING MEDICAL CONDITIONS

The school maintains appropriate arrangements for pupils with medical conditions, including asthma, diabetes, epilepsy, allergies, and dietary requirements.

- Individual healthcare needs are recorded and shared appropriately.
- Emergency medications are readily available, and staff receive relevant training.
- Pupils are supported to participate fully in school life wherever possible.

11. IMMUNISATIONS

- Immunisations are provided in line with Department of Health guidance and with parental consent.
- All vaccinations are administered by the NHS Immunisation Team.
- Pupils are monitored following immunisation, and emergency procedures are in place.
- Records are securely maintained.

12. CLINICAL WASTE AND INFECTION CONTROL

- Sharps are disposed of in approved containers.
- Clinical waste is collected by an authorised contractor.
- Infection control procedures are followed at all times.

13. MEDICATION MANAGEMENT

- All medications are stored securely and administered safely.
- Administration is recorded accurately in Medical Tracker.
- Risk assessments are undertaken for pupils permitted to self-manage medication.

- House staff record any medication administered and liaise with the Medical Centre.

14. COUNSELLING AND EMOTIONAL WELLBEING

Counselling forms an integral part of pupil support and is delivered in line with safeguarding procedures.

- Sessions take place in a private, appropriate setting.
- Confidentiality is maintained unless statutory safeguarding duties apply.
- External professional support is accessed when required.
- Ongoing training in counselling and safeguarding is encouraged.

15. HEALTH AND SAFETY

The School Sister contributes to the school's health and safety arrangements, including:

- Membership of the Health and Safety Committee.
- Recording and reporting accidents and hazards in accordance with legislation.
- Supporting risk assessments and safe working practices.
- Ensuring compliance with the Health and Safety at Work Act 1974.