



MEDICAL CARE POLICY

Malvern College supports young people with short and long-term health care needs, and is committed to enabling pupils with health problems to maintain regular school attendance, and participate in all school activities when appropriate. In order to achieve this, the administration of medication may be required during the time that a pupil is in school, or during trips arranged by the school. Close co-operation between parents, the School Medical Centre and other key staff caring for an individual pupil is needed to ensure that full information about their health care needs is shared, and medication is taken as necessary.

Malvern College provides the following medical care and first aid facilities:

- **One full-time and one part-time Medical Officer who are also practising local GPs;**
- **One full time Nurse Manager;**
- **A 10 bed Medical Centre staffed 24 hours per day in term time by a rota of RGNs;**
- **Each boarding house staffed by a trained first aider, equipped with homely remedies and first aid kit;**
- **Qualified first aiders on site at all times when pupils are present;**
- **Over 50 first aid kits spread across the campus;**
- **3 AEDs - 1 in the Sports Complex, 1 in the Medical Centre and one at the Court Road playing fields.**

Pupils with chronic or complex health care needs should have an individual care plan for their time in school, and this will give up to date details of any medicines required, and who is responsible for administering them or supervising their use. The plan must be made available to all staff involved in the care of these pupils and they should be informed of any changes made. The Medical Centre team are instrumental in formulating and revising such plans after discussion with parents, the pupil and key staff.

The school recognises that there are often occasions when pupils need to take medication while in the care of the school. The Council and Headmaster fully support members of staff who voluntarily agree to give or supervise the taking of medication as an extended role in order to be able to act effectively as any reasonable parent would with a child in their care. Further training is provided when necessary or requested, and every member of staff has twenty-four hour immediate access to the advice and practical support of the health professionals based at the Medical Centre

This policy covers:

- liaising with parents
- consent
- self-medication
- record-keeping
- storing medication and access to medication
- administering medication
- protocols for individual over the counter drugs and homely remedies
- care of pupils who become unwell
- attendance at medical appointments
- unacceptable practice
- supplements
- supporting pupils with HIV and AIDs

LIAISING WITH PARENTS

The School promotes on going communication with parents in order to ensure that the specific medical needs of all pupils in our care are known and met.

Parents of a pupil must inform the Medical Centre if their child has or develops a medical condition and, where appropriate, provide the School with appropriate medical evidence and / or advice relating to their child's medical condition.

Where appropriate, parents will be invited to consult with the School and relevant healthcare professionals in order to produce an Individual Health Care Plan (IHCP) for their child.

CONSENT FOR THE ADMINISTRATION OF MEDICINES AND MEDICAL TREATMENT

We aim to promote and maintain a partnership of consent for the provision of medical care to pupils at Malvern College – between pupils, health professionals, parents and/or non-medical carers. We also encourage pupils to understand and take control of their own treatment, if able to do so.

Parents of all pupils at the School are required to complete the relevant parental agreement to administer medicine when the pupil starts at the School and this remains valid for the duration of the pupil's time at Malvern.

However, where a pupil is considered to be 'Gillick Competent', the School recognises that he or she is able to consent to his or her own medical treatment. A pupil will be 'Gillick Competent' if he or she has sufficient understanding and intelligence to understand fully what is proposed. This competence is assessed by the Nurse Manager and the House staff. If a pupil fails to keep their medicine locked away safely, the right to self-medicate will be withdrawn.

Where a pupil is deemed to be 'Gillick Competent' the School will respect that pupil's right to consent to his or her own medical treatment and/or the administration of medicines.

However, it is the School's normal practice to ask pupils to agree to keeping their parents informed about significant use of medications or treatments. If staff feel they need to discuss treatment with parents they should talk this through with the pupil concerned first.

The Medical Centre is responsible for maintaining and keeping records of consent, and publishing lists for staff indicating consent status for each child. This information is kept with the list of known medical conditions and in IHCPs.

SELF MEDICATION

Pupils are encouraged to take as much responsibility for their own medication as they are able to, and all pupils needing emergency medications are expected to carry them ready for use at all times, where they are competent to do so.

In order to be allowed to self-medicate, pupils are assessed with their medication and if deemed sufficiently responsible to do so and that it is safe for all, they are permitted to self-medicate. The School will record its findings and keep these under review.

Pupils will be made aware the medication is strictly for their own personal use and it should not be passed to any other pupils under any circumstances and to do so is a breach of School rules

ADMINISTRATION OF MEDICINES RECORD KEEPING, STORAGE AND ACCESS

ACCESS TO MEDICATION

- The School requests that medication is only taken at School if it is essential, that it is where it would be detrimental to the pupil's health not to administer the medication during the school day. In respect of day pupils, where possible, medicines should be taken at home, before and after attending School.
- Where boarders require medication they must attend the Medical Centre, where possible. However, Boarding Houses also have stocks of certain medications and homely remedies.
- Where pupils must have access to medication, a request for medication should not be denied unless this decision can be justified
- All staff should know the correct procedures for pupils to obtain medication, and how to access the medicine cupboard in their area (if appropriate). Members of staff who are not prepared to administer medication themselves should know how to contact other staff for this service to be provided.

EMERGENCY MEDICATION

- Emergency medication (e.g. Epipens, Asthma Reliever Inhalers, Hypostop). Pupils' should carry these with them at all times. Spares should not be kept in locked

cupboards but in a readily accessible place known to everyone concerned, including the pupil.

- In the event that named emergency medication is mislaid or unavailable, School Medical Centre staff can give, under their own protocol, and they should be contacted immediately.
- Members of staff in charge of school trips are advised to check that pupils are carrying emergency medication with them before leaving school.

RECORD-KEEPING

- Where School staff administer medication, this should be recorded on iSAMS or the staff member should phone the Medical Centre immediately to inform them.
- When a boarder is seen at the Medical Centre the boarding House is informed about any medication given, and instructions or advice for House staff regarding treatment that may need to be repeated.
- Every Boarding House must use iSAMS to keep a House Register of all medications and treatment given to individual pupils in the House. House records will be inspected regularly by Medical Centre Staff. These entries will include the following information:
 - date and time
 - drug and dose given
 - reason for treatment
 - name of member of Staff giving drug
- All staff who administer paracetamol, ibuprofen and other homely remedies must record the above details regarding paracetamol and ibuprofen on iSAMS, which is a central record for each pupil that can be accessed by all administering staff in boarding houses and the medical centre.
- School Trips: Staff are advised to note any treatments given as described above. Signing sheets can be obtained from the Medical Centre and should be returned once the trip has completed.
- Emergency treatment for pupils. The Medical Centre must be informed **immediately** if there is any emergency medication administered to pupils and registered on iSAMS.

Records can be useful in highlighting health problems. Staff are asked to look out for any increase in demand for over the counter medicines by individual pupils or in general, and report any concerns to the Health Centre team.

STORAGE OF MEDICATION

The Medical Centre is fully equipped with locked medicine cabinets and a “drugs only” fridge that is checked daily to maintain temperature control.

- All Boarding Houses must have a suitable locked cupboard for storing medicines. When drugs requiring refrigeration are stored, they should be kept in a clearly labelled airtight container and kept in the bottom of the fridge if it contains food. Topical preparations

and emergency medication do not need to be kept locked up, and can be kept by the pupil, or in a place agreed between the pupil and staff.

- Medicines should be kept in the original pharmacy supplied container, with detailed instructions for use. If a pupil has more than one medication, they should be in separate containers with specific instructions for the use of each medication. Prescription medicines should be clearly labelled with the name of the pupil and should only be administered to that pupil.
- A designated member of staff in every area supplied with medicine storage facilities should check expiry dates regularly once a month, and deliver drugs no longer needed or out of date to the Medical Centre for proper disposal
- Pupils' who self-administer medication will be permitted to have a supply that they store amongst their personal possessions.
- Houses that have pupils receiving Controlled Drugs should have a second lockable container within the medicine cupboard. There should be a Controlled Drug Register signed each time medication is given so a stock count can be recorded.

Pupil's own medicines brought into school

When we are aware of a situation where a pupil is using their own medication, community safety must be discussed with them, and their competence assessed. As far as possible, the pupil should be allowed to retain control of their treatment but large quantities should be kept locked up, in the House medicine cupboard if necessary.

ADMINISTRATION OF MEDICINES

PROCEDURE FOR GIVING MEDICATION

- Check the name of the pupil. Never give a pupil someone else's named medication.
- Check the expiry date on the medication.
- Check written instructions regarding dose, frequency of administration, or any special instructions provided by Doctor, Parents, Pharmacy or Medical Centre.
- If it is a new medication to the pupil discuss the instructions for use with them and make sure they know why they are to have it.
- Check their consent status. Check iSAMS and ask the pupil when they last had any medication, and what it was, especially if giving pain killers. Be aware that they may have had medication from another source, including their own private supply.
- If a pupil refuses to take a named medication, do not force or pressurise them. Record the incident in the medicine record, and inform the Medical Centre and parents, where appropriate.
- If in doubt about any of the above contact the Medical Centre for advice. If you are giving one oral dose to be taken immediately, provide a drink and watch them take it. Some pupils may also need supervision using inhaled medication initially.
- Record all the details of the administration in the appropriate place.

NAMED PRESCRIPTION OR 'OVER-THE-COUNTER' MEDICATIONS

1. Parents are responsible for informing the College of any medication that their child has to take during the school day, giving written instruction for its use, and supplying the medication in a suitable clearly labelled original container.
2. When a child needs supervision taking medication, they must attend the Boarding House at the correct time(s), and medication (except for emergency medication) should be stored in the Boarding house. Teaching staff may be asked to remind pupils to attend.
3. Parents decide when their child is able to carry their own medication, they should instruct the pupil to report any problems to the Medical Centre. It is expected that most senior school pupils will be managing their own medication in this way. Pupils should have a self-medication form signed off in the Medical Centre.
4. Parents are informed that all pupils needing Asthma reliever inhalers, EpiPen emergency adrenaline or Hypostop/Glucagon emergency glucose must carry them on their person at all times during the school day. Stock emergency drugs are kept at the Medical Centre, and may only be administered by Medical Centre staff. Members of staff taking games, activities sessions or school trips have a particular responsibility to check that pupils are carrying their medication.

GIVING NON-PRESCRIPTIVE STOCK MEDICINES

GENERAL POINTS

1. Houses should only keep stocks of medicines for use within the terms of this protocol. The short list of medicines supplied or recommended has been endorsed by the School Medical Officer as being safe and effective for treating minor ailments without direct medical supervision.
2. Any other medicines must be for individual named pupils and supplied by Doctors, Parents or Health Centre Staff.
3. Members of staff giving stock medicines should be familiar with all the information and procedures contained in the Medical Care Policy, and be confident in the safe use of each stock medicine.
4. Stock medicines may be requested by pupils, or may be offered by staff on the advice of the Medical Centre to provide regular treatment during acute illness or following injury.

RECOMMENDED LIST OF STOCK MEDICINES

See sheet of 'Homely Remedies' Appendix Three

USE THE PROTOCOLS PROVIDED FOR THE USE OF EACH NAMED STOCK MEDICINE. REPORT TO THE HEALTH CENTRE IF INDIVIDUAL PUPILS ARE REGULARLY OR FREQUENTLY REQUESTING MEDICATION OR THEY APPEAR UNWELL.

EMERGENCY MEDICATION

Procedures for giving emergency medications are included in the files about special medical needs, where there are also lists indicating which pupils carry emergency medication, and individual care plans giving details of the emergency procedure for that pupil endorsed by the parents. If you require further training to enable you to look after one of these pupils, please contact the Medical Centre.

Housems, Tutors and Assistants may administer medications in order to act as any reasonable parent would. These detailed guidelines are to assist members of staff that are prepared to take on this role, and safety procedures described must be followed at all times

Please contact Medical Centre Staff at anytime for further advice, support or training.

ADMINISTRATION OF MEDICINES – SCHOOL TRIPS

Teaching staff may choose to administer medications in order to act as any reasonable parent might while in loco parentis. These detailed guidelines are to assist members of staff that are prepared to take on this role, and the safety procedures described must be followed at all times.

Please contact the Medical Centre Staff for further advice, support or training.

CARE OF BOARDERS WHO BECOME UNWELL

Boarders who become unwell will be assessed by the Medical Centre and an appropriate plan of care will be arranged.

Boarders are looked after in the Medical Centre where:

- There are separate male and female wards
- There are separate shower and toilet facilities.
- There is 24 hour cover by a qualified nurse.
- Pupils will be reviewed regularly by a doctor.
- Internet access and phones/laptops are permitted.
- Visitors are welcome at discretion of the nurse on duty.

Pupils are permitted to rest in house for some ailments, based on assessment and on-going review by house staff in close consultation with the Medical Centre.

ATTENDING MEDICAL APPOINTMENTS

Where possible day pupils are asked to arrange medical appointments outside of school hours. Where this is not possible, parents should notify the Housem. of the details of the appointment so that the reason for the pupil's absence can be properly recorded.

If boarder is required to attend a medical appointment during school time, that pupil's guardian will attend the appointment with him or her and will be asked to update the Medical Centre and/or Head of Safeguarding & Pupil Wellbeing, where appropriate.

If it is not possible, The School can arrange for the pupil to be accompanied by an appropriate member of staff, who will be fully briefed before attending the appointment.

Where a member of staff attends, that member of staff will prepare a written report for the Medical Centre and/or Head of Safeguarding & Pupil Wellbeing and/or parents (if appropriate) who will ensure that arrangements are made to act upon the medical practitioner's advice and to facilitate any required treatment or follow up.

UNACCEPTABLE PRACTICE

Staff should use their discretion and training with regards to each individual pupil's medical needs, by reference to their IHCP as appropriate.

However, staff should be aware that the following practices are generally unacceptable:

- preventing access to medication and relevant devices (such as inhalers), where this is reasonably required;
- assuming that all pupils with the same conditions require the same treatment;
- frequently sending pupils with medical conditions home or back to the boarding houses and/or unreasonably preventing them from taking part in normal school activities, unless this is provided for in their IHCP or by their medical advisors;
- penalising pupils for their attendance record, if their absences are related to their medical condition (e.g. hospital appointments);
- preventing pupils from drinking, eating or taking toilet or other breaks when required to enable them to manage their medical condition effectively;
- preventing pupils from participating in, or creating unnecessary barriers to children participating in all aspects of school life or otherwise acting in a discriminatory manner.



SUPPLEMENTS POLICY

Definitions

With regards to dietary supplementation, although there is no clear definition, the United Kingdom Anti-Doping Association refer to dietary supplements as ‘products used-alongside a normal diet to improve general health and wellbeing or enhance sporting performance.’

The key point here is that they are used-alongside a normal diet only to improve or enhance. With this in mind, Malvern College encourages a ‘food first’ approach and does not advocate the use of dietary supplements unless absolutely necessary and under strict guidance from a suitably qualified individual.

These supplements may include but are not limited to protein, creatine, fat burners, amino acids, caffeine, CLA, L-carnitine, ketones, HMB, ZMA and meal replacement products.

If any such supplements are found by staff, pupils must expect them to be confiscated.

Reasons for use

Adolescents may take “performance enhancing” dietary supplements for a variety of reasons such as:

- pressure to achieve results as they strive toward a career as an elite athlete
- pursuit of physical ideals related to their body image
- impulsive behaviors encouraged by the marketing and availability of dietary supplements targeting teenagers
- peer pressure from the world around them (friends, professional institutions, media etc.)
- Perceived lack of availability of suitable food in school (timing and quality)

Risks with use

Supplements can present a high risk for several reasons such as:

- health risks e.g. liver damage, kidney damage, headaches, nausea
- containing banned substances or being contaminated as they do not require approval before coming to market
- purchasing counterfeit (fake) supplements, especially when purchased online
- reliance on supplements rather than pursuing a healthy, well-balanced diet

Guidance on use

There is guidance with relation to supplementation:

- Youths do not need protein supplements to meet elevated protein needs, as these can be readily met by appropriate and well-timed eating patterns.
- Many youths are at risk of low vitamin D status, correction of insufficiency through supplementation may be necessary to ensure optimal bone health and mitigate injury risk.
- Dietary iron intake (particularly for girls) should be consistent with the Reference Daily Intake, with only medically warranted supplementation
- Increased calcium intake, especially in adolescent females, is often needed to meet the recommendation of 1300 mg daily.

Further Guidance:

1. Philosophically leading sporting organizations and expert groups believe it is inappropriate for active and competitive adolescent athletes to be encouraged to consume dietary supplements for performance enhancement. This excludes the clinical use of dietary supplements (e.g., calcium, iron and vitamin D) when taken under appropriate guidance from suitably qualified health professionals e.g., a medical practitioner or sports dietitian. (IOC Consensus Statement, 2010)
2. It is inappropriate and unnecessary for active and competitive adolescent athletes to consume dietary supplements for the purpose of performance enhancement. The use of supplements in developing athletes over-emphasizes their ability to manipulate performance in comparison with other training and dietary strategies (SDA Position Statement, 2014).

Therefore, it is Malvern College's position that it is inappropriate and unacceptable to encourage dietary supplements for performance enhancement or any other reason with its pupils

UKAD's advice is that diet, lifestyle and training should all be optimised before considering supplements. Essentially, younger populations have the potential for greater performance enhancement through maturation and experience in their sport, along with adherence to proper training, nutrition and rest regimens.

Any concerns regarding the inadequacies of the catering provision should be reported to the Director of Sport, who will subsequently refer to the catering provider and the General Service Manager.

Protocol

The College reminds pupils that what they put into their body is their own responsibility and, as such, if competing at a high level in their sport should familiarise themselves with UKAD rules.

UKAD advice is that athletes:

- ...Assess the need (why do I need it? Consult GP or registered nutritionist).
- ...Assess the risk (informed choices, there are no guarantees a supplement is drug-free).
- ...Assess the consequences (strictly liability – four-year ban, leniency for carelessness – two-year ban).
- ...Minimise the risk (check the product to be used and all ingredients, involve the School).

If it is still deemed appropriate, by a pupil, that they wish to include a sport supplement into their diet then the following protocol should be followed:

1. Pupil should discuss the use of a supplement with the Director of Sport, Master i/c Strength and Conditioning and/or Housem.
2. Permission to use supplements in School must be agreed by parent/guardian and Housem
3. Director of Sport to approve use of supplement and inform the Medical Centre of their use.
4. Supplements must be purchased from the 'Informed Sport' certified product list available on buzz:
<https://buzz.malverncollege.org.uk/performance-pathway-for-sport/performance-education/articles>

References

1. Desbrow B, McCormack J, Burke LM, et al. Sports dietitians Australia position statement: sports nutrition for the adolescent athlete. *Int J Sport Nutr Exerc Metab* 2014;24:570–84.
2. Diehl K, Thiel A, Zipfel S, et al. Elite adolescent athletes' use of dietary supplements: characteristics, opinions, and sources of supply and information. *Int J Sport Nutr Exerc Metab* 2012;22:165–74.
3. IOC consensus statement on sports nutrition. (2010). *Journal of Sports Sciences*, 29(Suppl 1), S3–S4.
4. <https://www.ukad.org.uk/education/athletes/performance/supplements/>





Appendix 2: SUPPORTING PUPILS WITH HIV AND AIDS

Malvern College requests that all parents disclose details of relevant medical conditions to the School (including HIV and/or AIDS) so that the School can assist and support any affected pupil.

The School aims to provide a supportive, caring and inclusive environment for all its pupils with medical conditions, including those with HIV and/or AIDS.

The School respects pupils' rights of confidentiality and, where possible, the School will seek a pupil's consent to share confidential information arising from his or her medical condition with others before doing so. Information relating to a pupil's medical condition will only be shared on a strict need to know basis.

The School will balance a pupil's right of confidentiality against the School's overarching duties to safeguard pupils' health, safety and welfare and to protect pupils from suffering significant harm.

In the unlikely event of evidence arising that a pupil or member of Common Room represents a risk to the health of another member or members of the College community, it shall be for the Headmaster (after consultation with the Chairman of the College Council, the School Medical Officer and, if he deems it appropriate, the local Health Authority) to take appropriate steps to protect that pupil and/or the School community.

Information in relation to HIV and AIDS arising within the College community will only be disseminated on a strict need to know basis within and outside the College through the agency of the Headmaster or his appointed Deputy/Deputies (after due consultation above) and by him or her **only**.



Appendix Three

HOMELY REMEDIES

MEDICATION	INDICATION	DOSE	CONTRA-INDICATIONS/ CAUTIONS
Paracetamol 500mg tablets	<ul style="list-style-type: none"> Mild to moderate pain To treat fever 	<ul style="list-style-type: none"> One to two tablets up to 4 times a day No more than 8 tablets in 24 hours 	<ul style="list-style-type: none"> Should not be given if there is known liver disease Should not be given if the pupil has received Paracetamol or Paracetamol based products within the last 4 hours
Ibuprofen 400mg tablets	<ul style="list-style-type: none"> Mild or moderate pain To treat fever Period pain Dental pain 	<ul style="list-style-type: none"> One tablet 4-6 hourly. No more than 8 tablets in 24 hours Taken after food 	<ul style="list-style-type: none"> Do not give if history of stomach ulcer or other stomach disorders, known sensitivity to aspirin or other anti-inflammatory drugs, known liver or kidney disease Do not give to asthmatics unless known to be tolerant Consult with the Medical Centre with any other concerns

Simple Linctus	<ul style="list-style-type: none"> • Cough 	<ul style="list-style-type: none"> • 5mls 3-4 times daily • Maximum of 4 doses in 24 hours 	<ul style="list-style-type: none"> • Nil significant
Antihisan Cream	<ul style="list-style-type: none"> • Insect bites and stings • Nettle stings. 	<ul style="list-style-type: none"> • 2-3 times daily on the affected site 	<ul style="list-style-type: none"> • Patients with eczema, psoriasis or other skin disorder • Avoid contact with eyes, mucus membranes and broken skin.
Strepsils	<ul style="list-style-type: none"> • Sore throat 	<ul style="list-style-type: none"> • 1 every 4 hours if required 	<ul style="list-style-type: none"> • Nil significant
Gaviscon Liquid	<ul style="list-style-type: none"> • Indigestion 	<ul style="list-style-type: none"> • 10mls after meals 	<ul style="list-style-type: none"> • Pupils on salt restricted diet
Menthol & Eucalyptus or Olbas Oil inhalation	<ul style="list-style-type: none"> • Colds and nasal congestion 	<ul style="list-style-type: none"> • 1 teaspoon to hot water and inhale vapour 	<ul style="list-style-type: none"> • Nil