Medical Centre – Procedures and Practices

Reviewer: Caty Jacques + Medical Centre Managers Oct 2026
Approved by SMT Oct 2026

1. Overview

This document outlines the school's commitment to supporting pupils with medical conditions to ensure they have full access to education, including school trips and physical education. The College will work in partnership with pupils, parents/carers, healthcare professionals, and the local authority. The Procedures and practices set out in the document explain how this will be done.

This document should be read in conjunction with:

- Safeguarding and Child Protection Policy
- Intimate Care Policy
- First Aid Policy
- Data Protection Policy
- Educational Visits Policy

2. Legal Framework

This document is based on the Department for Education's statutory guidance: *Supporting Pupils at School with Medical Conditions* (2014, updated 2017)

It also reflects duties under:

- The Children and Families Act 2014
- The Equality Act 2010
- The SEND Code of Practice

3. Roles and Responsibilities

- **Governing Body**: Ensures arrangements are in place to support pupils with medical conditions.
- **Head of College**: Ensures policy implementation and staff training.
- **School Staff**: May be asked to provide support, including administering medication.
- **School Nurse:** Hurst employs both qualified nurses and paramedics to fulfil the role of School Nurse.
- **Healthcare Professionals**: Provide advice and training.
- **Parents/Carers**: Provide up-to-date information and medication.
- **Pupils**: Encouraged to be involved in managing their condition where appropriate.

4. Medical Centre

The medical centre is run by a team of qualified, experienced nurses and paramedics. It is open Monday – Thursday 7.30am – 6.30pm and Friday 7.30am-5.30pm.

Contact via the direct line: 01273 836911 and email: medical@hppc.co.uk

In the event of an incident on campus, the medical centre mobile should be contacted on 07766 132444. During medical centre hours this mobile will be held by the nurses, outside of these hours it

will be held by the medical centre tutors who are both 3-day first aid trained. In the event of an emergency call 999, also contact the medical centre if possible.

5. Data Protection and Confidentiality

- Medical information stored securely on iSAMS.
- Shared only with relevant staff on a **need-to-know** basis.
- Refer to Data Protection Policy for full details.

6. Monitoring and Review

This document is reviewed annually or in response to legislative change.

7. Detailed Reference Policy Information and Protocols/Procedures

The following sections define the protocols, procedures, and more detailed information for this document.
These will be reviewed regularly in line with school requirements, legislation, and other requirements.

First Aid - Refer to the First Aid Policy

Managing Medical Conditions

All parents are asked to complete a medical questionnaire via the Parent Portal prior to their child starting at Hurst. This information is processed by medical centre staff who draw up Individual Healthcare plans (IHPs) for pupils with complex or long-term medical needs, allergies and intolerances. These can be accessed on Hurst SharePoint and iSAMS by relevant staff. Parents/child will co-write.

IHPs will include details of the condition, medication and dosage, emergency procedures, roles and responsibilities, emergency contact details and review arrangements.

Lists of pupils with medical conditions are NOT normally printed out, as medical information is being updated on a regular basis. If a parent notifies or updates any staff regarding any medical condition, the medical centre is notified so that medical records and care plans can be updated.

Staff who are responsible for supporting children with medical needs will receive suitable and sufficient training to do so. The training will be identified during the development or review of IHPs. Whenever possible, staff who provide support to children with medical conditions will be included in meetings where this is discussed.

Medical centre staff will lead on identifying the type and level of training required to ensure that staff are competent and have confidence in their ability to support the pupil and fulfil the requirements in the IHPs.

All staff will receive training so that they are aware of this policy and understand their role in implementing it, for example, with preventative and emergency measures, so they can recognise and act quickly when a problem occurs. This will be provided for new staff during their induction.

Asthma - Refer to the School Asthma Policy contained in **Appendix A** at the end of this policy

Allergy and Anaphylaxis

- Refer to School **Allergen management Policy** (separate policy):
- Refer to school **Anaphylaxis Protocol** contained in **Appendix B** at the end of this policy

Management and Control of Medications

Including consent, administration, storage, over the counter medicines, controlled medicines, disposal, errors in administration, emergency medication and adverse reactions.

- Refer to the Medication Procedures - Contained in **Appendix C** at the end of this policy
- Refer to the Administration of Over-the-Counter Medication (OTC) Protocol **Appendix C1** at the end of this policy
- Refer to the Administration of Controlled Drugs Protocol **Appendix C2** at the end of this policy
- Refer to document Right Steps to Administration of Medication **Appendix C3** at the end of this policy

External Medical Support

Including GP's, Dental, Opticians and Pharmacy
Refer to the External Medical Support procedures contained in **Appendix D** at the end of this policy

Infection Control

Refer to the Infection Control statement contained in **Appendix E** at the end of this policy

General Procedures

Including Complaints, Training, Inclusion / Access, and Medical Photos
Refer to the General Procedures contained in **Appendix F** at the end of this policy

Sports Rehabilitation

Including Injuries, Rehab, Concussion
Refer to the Sports Rehab procedures contained in **Appendix G** at the end of this policy

Counselling - Refer to the Counselling statement contained in **Appendix H** at the end of this policy

Immunisations
The Sussex Immunisation Service (SIS) delivers the school-based vaccination programmes for flu, HPV (Human Papilloma Virus), and Td/IPV and MenACWY (Tetanus/ Diphtheria/Polio and Meningitis ACWY) vaccinations, for eligible students. Information regarding the vaccinations and requests for consent are communicated prior to each date.

Records of all vaccinations undertaken will be recorded by the Immunisation Team and any queries regarding previous vaccinations should be directed to them.

For further information: Immunisation Service for Children and Young People

USEFUL INFORMATION:

- **Campus Map – Emergency Kit and Defibrillator Locations:** included at the end of this policy

- **Contact ‘chain’ in case a student needs to be taken to A&E out of hours:** included at the end of this policy

Appendix A – Management of Asthma Policy

1. STATEMENT OF INTENT

To establish standardised care of pupils with Asthma and encourage them to achieve their full potential in all aspects of school life by having a clear policy that is understood by school staff and pupils.

2. POLICY STATEMENT

All pupils have access to their reliever inhalers (ie: Ventolin/Salbutamol – usually blue in colour) which they must always carry with them. Named/labelled spare inhalers/spacers are kept in the pupil's specific House for emergency use and should be immediately accessible in an unlocked drawer/cupboard. Spare 'generic' inhalers are kept in different areas throughout the school.

Parents/guardians are asked to ensure that the school is provided with in-date reliever inhalers. At the end of each term all inhalers are given back to pupils to take home.

Junior and Senior Prep School Pupils

For YR – Y2 pupils, the reliever inhalers are kept in the Prep School Reception, in a transparent plastic box, with the child's name on it. Older Prep School pupils are encouraged to carry their inhaler with them. If a child requires their inhaler they must be accompanied to Prep School Reception by a member of staff who explains to the Receptionist that the child needs their reliever inhaler.

Senior School Pupils

Senior School pupils should always carry their reliever inhaler with them. A spare named inhaler will be kept in their House (in the HOM/Matron's office). Spare 'generic' inhalers are kept in the medical centre, each House, all pavilions, the Muga, the New Bury Theatre and the dining hall.

Documentation

When a pupil joins the school parents/guardians are asked to identify any medical conditions, including asthma, on the pupil's medical questionnaire through the school's online Parent Portal. Medical questionnaires should be updated on an annual basis and when there are any changes. The medical centre will send out reminders to parents to update periodically.

This information is saved on the College's database (iSAMS), and an individual Asthma Care Plan is devised using the information shared. A confidential 'live' copy of this plan is available to all relevant staff on the SharePoint and iSAMS.

Exercise and Activity/PE/Games

Taking part in sports, games and activities is an essential part of school life. All teachers know which pupils in their class have asthma. Pupils with asthma are encouraged to participate fully in all PE lessons and should always carry their inhaler with them. If a pupil needs to use their inhaler during a lesson they will be encouraged to do so. PE teachers will remind pupils whose asthma is triggered by exercise to take their reliever inhaler before the lesson, and to thoroughly warm up before and cool down after the lesson. Classroom teachers follow the same principles as described above for games and activities involving physical activity. Pupils with asthma will not be able to go off-site for exercise and activity/PE/games without their inhalers.

During swimming lessons, the pupil shall give his/her inhaler to the member of staff present for safekeeping.

School Environment

The school does all it can to ensure that the school environment is favourable to pupils with asthma. As far as possible the school does not use products in science, art lessons or cleaning products that are potential triggers for pupils with asthma.

3. TARGET AUDIENCE

This document applies to the school nurses, all staff including teachers, teaching assistants, and support staff, as well as pupils, first aiders and volunteers.

4. RESPONSIBILITY

It is each member of staff's responsibility to identify which pupils in their care have medical conditions, including asthma, and access relevant training to support their needs.

It is the responsibility of the medical centre to provide this training and update and cascade information concerning each asthmatic pupil by updating iSAMS.

5. REFERENCES

Asthma + Lung UK Helpline 0300 222 5800
Asthma + Lung UK

6. APPENDICES

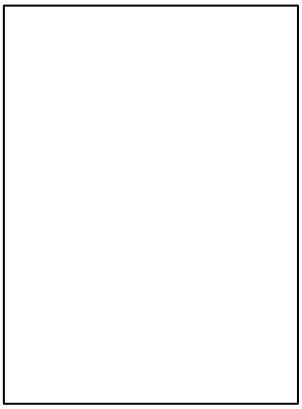
- Sample Asthma Care Plan (Appendix A1) included at the end of this policy
- Emergency Asthma protocol (Appendix A2) included at the end of this policy

Appendix A(1) - ASTHMA CARE PLAN

Name:

Date of Birth:

House:



ALLERGIES:

PRESCRIBED MEDICATION

- Beclomethasone
- Salbutamol

GP:

EMERGENCY TREATMENT OF ASTHMA ATTACK

- Sit in a quiet, calm area, loosen clothes and reassure – DO NOT LIE DOWN.
- Take 1 puff of reliever inhaler every 30 to 60 seconds up to a total of 10 puffs with at least 30 seconds between puffs. Use an Aero-chamber if one is available.
- If no improvement after taking 10 puffs, call 999 straight away and the Medical Centre on 07766 132444 if it is between 7.30am – 6.30pm. If you are waiting longer than 15 minutes for an ambulance, take another 1 puff of Ventolin (blue) reliever inhaler every 30 to 60 seconds (up to a total of 10 puffs)

MANAGEMENT PLAN

- Ensure medicines are taken correctly and knows how and when to order more.
- Encourage use of an aerochamber if prescribed.
- Ensure pupil has Ventolin Reliever Inhaler at all times, especially when participating in sport or going off site.
- Following an asthma attack the medical centre will ask parents to arrange a Practice Nurse or GP appointment for a review.
- Encourage to come to see the Nurse if asthma is deteriorating (needing their reliever more than 3-4 times a week for 2 weeks). Encourage pupil to use a peak flow meter and record results prior to appointment.
- Should not have Ibuprofen/Nurofen (unless specifically consented by parents and known not to cause wheezing).
- Pupil should be encouraged to have an annual Flu vaccination if they are on a Preventer Inhaler – this is arranged through their GP.

EMERGENCY CONTACT:

Appendix A(2) – Emergency Asthma Protocol

Hurst

EMERGENCY ASTHMA PROTOCOL

- Sit down in a quiet, calm area, loosen clothes and reassure – DO NOT LIE DOWN.

- Take one puff of Ventolin (blue) inhaler every 30 to 60 seconds, up to a total of 10 puffs. Use an aero chamber if one is available – there should be one in every emergency kit.

- If no improvement or you are worried, call 999 immediately.

- If you are waiting longer than 10 minutes for an ambulance, take another puff of Ventolin reliever inhaler every 30 to 60 seconds, up to a total of 10 puffs.

- Ask another member of staff to urgently contact the medical centre on 07766 132444 or ext 911. Otherwise, please notify us the following day.

HURSTPIERPOINT COLLEGE MEDICAL CENTRE

Appendix B – Anaphylaxis Protocol

Hurst

ANAPHYLAXIS PROTOCOL

GIVE ADRENALINE

If you suspect someone is having a severe allergic reaction, give adrenaline WITHOUT DELAY if available.

IF IN DOUBT, GIVE ADRENALINE!

POSITION

Lie the person flat with legs raised

If breathing is difficult allow to sit with legs raised

DO NOT STAND THE PERSON UP!

CALL FOR HELP- Dial **999** for an ambulance and state anaphylaxis (ana-fill-axis) to get medical help as soon as possible.

Alert the medical centre on **07766 132444.**

Stay with the person having the allergic reaction until medical help arrives.

If there is no improvement after five minutes and another adrenaline autoinjector (AAI) is available, a second dose of adrenaline can be given, ideally in the other leg.

If a person has an allergic reaction that requires adrenaline, they should always go to hospital for further observation and treatment e.g. additional doses of adrenaline.

HURSTPIERPOINT COLLEGE MEDICAL CENTRE

Appendix C - Medication Procedures

Medication Consent

Written parental consent for prescription and non-prescription medications for pupils under the age of 16 must be obtained from parents before medications can be administered.

The exception to this is when a pupil has been prescribed a medicine without their parents' knowledge. In this instance the medical centre will discuss with the individual and every effort made to encourage the pupil to involve parents while respecting their right to confidentiality.

Parents are required to complete a medical questionnaire for their child when they start at Hurst. This includes a section on consents for general sales listed medications which are routinely stored in Houses, prep school reception and the medical centre. It is the parents' responsibility to review this annually or as required to ensure their child's medical information is up to date. The medical centre will send out regular reminders to parents. For all other non-prescription and prescription medications parents are required to complete a storage and administration of medications form which can be found on the Parent Portal.

Administration, Storage and recording of medication.

In line with Hurstpierpoint College's commitment to safeguarding the health and wellbeing of all pupils, only medications that are licensed for use within the UK will be administered on site, they must be age appropriate and used in line with NHS treatment protocols. Medications not recognised or approved by UK regulatory authorities will not be administered.

Medication is securely stored in Houses, the medical centre and prep school reception in a wall-mounted, lockable medicine cabinet, ***apart from*** emergency medication such as auto-injectors, asthma inhalers and glucose tablets which must **always** be easily accessible.

Senior school pupils should hand prescription and non-prescription medication to their HoM, Assistant HoM or matron on arrival at school for safe storage and administration. In the case of the prep school these should be handed by parents directly to prep reception staff for safe storage and administration. Pupils should be aware of where their medications are being stored.

Medication that requires fridge storage should be kept at temperatures between 2^0C and 8^0C. Specific fridges for medication storage are available in the medical centre and prep reception. In House the medication should be stored in separate named container in a fridge.

BEFORE any medication is administered by staff the following checks should be made; CORRECT pupil, CORRECT medication and time as well as maximum doses, CORRECT pupil's medication record and medical alerts (red flag) on iSAMS to ascertain consent, when they last had medication, and if they have any allergies or take any regular medication (see appendices). If there are **any** concerns, the medication should **not** be administered and the medical centre contacted. ALL medication administered must be recorded immediately on iSAMS. Pupils should be observed taking the medication.

If medication is administered off site, ie. during a trip or activity, the member of staff who administers the medication must document this on the appropriate trip medication administration forms and enter it on to iSAMS on return to the school. The forms should then be returned to the medical centre.

Staff are encouraged to refrain from taking stock medication if possible, however if staff are administered medication this also must be recorded on iSAMS. Staff must not share their own medication with pupils.

Pupils under the age of 16 should never be given medications containing aspirin unless prescribed by a doctor.

Non- prescription medications ('over the counter' medication)

All Houses, prep school reception and medical centre have a supply of non-prescription medications including paracetamol, ibuprofen, milk of magnesia, and antihistamines (cetirizine). There are protocols for the indication of use, contraindications, dosages and side effects for non-prescription medications kept as a general stock in school – see appendix at the end of this policy.

Selected staff groups (if trained) can give medication for the treatment of common ailments in House. In all cases it should be ascertained whether pupils have already had medication that day, if in doubt parents should be contacted. This should always be the case for EYFS and prep school pupils. Consent for administration of these medications should always be checked on the pupil's medical record on iSAMS before administration.

The medical centre is responsible for ordering replacement stock and should be notified by HoM/matron/prep reception when stocks are running low. All out of date medication should be returned to the medical centre for disposal at the local pharmacy.

Pupils who return to school bringing a supply of the following non-prescription medications (paracetamol, ibuprofen, Sudafed, or antihistamines) for personal use must hand them to their HoM/matron to be locked in the House medicine cabinet and dispensed by a member of House staff. Good practice would be to send them home if stock medication can be administered instead as this reduces the risk of medication error.

Pupils' own non-prescription medication must be in date, in its original container with the manufacturer's leaflet inside and should be labelled by a member of staff with the pupil's name on receipt.

If regular medication is requested for minor ailments for more than 48 hours or if a member of staff is concerned, this should be referred to the medical centre.

Pupils are allowed to have the following non-prescription medications **without** completing a self-medication form, **for their personal use only:**

- topical treatment creams
- vitamin and mineral supplements
- saline eye-drops (not medicated)
- Rescue Remedy
- throat lozenges
- E45/Aveeno creams (not medicated eczema or psoriasis creams)
- antiseptic creams
- nasal sticks such as Olbas Oil/Vicks, but not sprays

Pupils are not allowed to share medication.

Prescribed Medications

School will only accept prescribed medications that are:

- in date
- with a clear prescription label
- in the original container as dispensed by the pharmacist
- include instructions of administrations, dosage and storage.

Senior school pupils with any non-controlled prescribed medication, either regular or short term, must attend the medical centre in the first instance for an assessment, following which they may be given consent to self-administer.

Parents are responsible in ensuring that their child has sufficient medication in school with a maximum of a half term's supply provided.

Controlled Medication

Before Controlled Drug (CD) medication can be administered in school, parents must provide the medical centre with a specialist clinician's letter confirming their child's diagnosis, the medication required (name, dose and timings), a Care Plan outlining monitoring requirements and the follow up arrangements. This information will be shared with the LS Department and HoM and matron.

If this is highlighted on a new pupil medical questionnaire, the medical centre will follow this up with the parents and share the information with the LS Department and HoM and matron.

If an existing pupil is diagnosed with ADHD and commenced on CD medication the parent and/or HoM should inform the medical centre so that a specialist clinician's letter can be obtained.

When CD medication is changed or the dose altered, a letter or email is required from the specialist clinician confirming the new dose. The CD medication should not be administered until this official confirmation has been received.

Each pupil's CD medication must be 'double locked' in either their own labelled lockable box (available from the medical centre), or in an individual plastic pouch in the locked CD box within the House medicine cabinet. Prep school pupils' CD medication is stored in the medical centre CD cabinet.

The HoM is responsible for the safe keeping of the CD cupboard keys in House.

Ideally no more than three members of staff should be nominated to administer CD medication – the HoM, Assistant HoM and matron, all of whom will have completed both the EduCare Safe Administration of Medicines training and the CD medication training by a member of the nursing team.

The CD medication must be provided in its original container and packaging with a named label confirming the pupil's name, medication name, dose and timings, and date of issue. The expiry date must be checked with any expired medication being rejected and returned to the parent.

Parents are required to complete a consent for storage and administration of medications form which can be found on the Parent Portal.

Senior school parents must hand in all CD medication directly to a member of House staff, who will count out the tablets in front of the parent and record the new stock level in the pupil's own CD medication book (provided by the medical centre). This is witnessed and countersigned by the parent. The same procedure should happen when returning CD medication to parents. Where a pupil in the prep school has prescribed Controlled Medication, this must be passed to the medical centre by parents for safe storage and for administration using the same process.

If a pupil comes into school by minibus and is deemed sufficiently responsible, parents can email HoMs to confirm the number of tablets the pupil has been given to bring in. The HoM will then reply to the parent confirming receipt of the tablets when the pupil hands them the medication on arrival to school. The HoM should count out the tablets in front of the pupil and record the new stock level in the pupil's own CD medication book. This is witnessed and countersigned by the pupil.

When CD medication is sent home with the pupil (eg. end of term), the HoM will email parents to confirm the number of tablets the pupil has been given and request confirmation of receipt.

At the end of the academic year or term (as appropriate) parents are required to collect any unused Controlled Medication from House/medical centre.

To replace supplies of CD medication in subsequent weeks HoMs or matrons should contact parents and request that more medication is brought in.

Administration of the CD medication must be immediately recorded on the pupil's iSAMS record and in their CD book. The tablets should be counted on every occasion and the new stock level documented in the CD book.

Pupils should be observed taking their medication.

Pupils are **not** allowed to self-medicate CD medication.

If a pupil refuses to take the CD medication this should be documented in the pupil's CD book, and parents and the medical centre are informed, so that a discussion can be had.

If a CD medication is wasted, for example, if it is dropped on the floor – this should be documented in the CD book and taken to the medical centre for safe disposal.

Any discrepancy in stock levels must be reported to the medical centre immediately.

Overseas Medication

Any medication prescribed outside the UK must be accompanied by a formal letter from the prescribing practitioner. This letter must be translated into English and clearly state the name and dosage of the medication, the expected duration of treatment and the recommended review period.

Where a prescribed medication is not licensed in the UK and the pupil is registered with the school GP, the GP will assess the treatment plan and, where appropriate, prescribe a UK-licensed equivalent to ensure continuity of care and compliance with national medical standards.

If the pupil is not registered with the school GP, parents are responsible for discussing the medication requirements with their own GP and arranging appropriate treatment in line with school policy.

Herbal Remedies

The school will not administer herbal remedies (the exception to this is Arnica cream and Rescue Remedies) unless the treatment is prescribed or formally recommended by a registered medical practitioner.

Parents should provide a letter from the registered medical practitioner outlining the treatment plan and notify the school medical centre. Parents should complete the administration of medications consent form found on the Parent Portal.

Students must not be given over-the-counter medication if they have already taken their own herbal remedies, unless further guidance is obtained from the GP, nurse or a pharmacist.

Homeopathic Remedies

The school will not administer Homeopathic remedies to the pupils. However, pupils can self-administer these remedies if they have parental consent and have been assessed by the medical team as being competent.

Self- administration of medications

Pupils may administer their own medication in House if competent and following an assessment by the medical team. This must also be agreed by parents and their HoM.

To be assessed the pupil should attend the medical centre with their medication to complete a self-medication form.

If assessed appropriate to self-medicate, a completed copy is kept by the pupil and given to the HoM/matron. A new form is required each academic year.

Controlled drugs and anti-depressants cannot be self-medicated.

Year 9 pupils (Shell) are not allowed to self-medicate in the Michaelmas Term as they settle into senior school life. They can be assessed by medical centre staff at the beginning of the Lent Term if required.

Sensitive/confidential medication

There may be certain medications such as the oral contraceptive pill, that pupils may wish to keep confidential from House staff. If this is the case, a self-medication form will be completed and kept in the medical centre, who will ask the HOM/matron to provide a locked drawer, but specific details may be withheld.

Medication Refusal

If a pupil refuses to take their medication, staff should not force them to do so. Pupils should be made aware that their parents and the medical centre will be informed, so that alternative options can be considered.

Medication refusals are documented on the pupils' medical records on iSAMS and controlled medication book if appropriate.

Disposal of medications

If a pupil's prescribed or non-prescription medication is expired or no longer in use it should be returned to parents for safe disposal at their local pharmacy. Alternatively with parental permission this can be given to the medical centre for disposal at the local pharmacy.

Adverse Reactions

If a pupil develops an adverse reaction to medication, the medical centre nursing team should be notified immediately during medical centre opening hours so that a medical assessment can be conducted and further advice sought. Parents should be notified via telephone call as soon as practicable.

If the reaction occurs outside medical centre opening hours, appropriate medical advice should be obtained by contacting NHS 111. In the case of a medical emergency 999 is called immediately.

In all cases, no further doses of the medication should be administered. The incident must be documented in the pupil's medical record on iSAMS. Additionally, a medical incident form should be completed, and if an injury or ill effect has occurred, an accident form must also be completed.

Side effects should also be reported directly via the Yellow Card Scheme Website: https://yellowcard.mhra.gov.uk/

Medicines given in error/ incorrectly

If medication is given in error or incorrectly the medical centre nursing team should be notified straight away. Medical advice should be sought as appropriate from NHS 111 or in a medical emergency telephone 999. Parents should be notified via telephone call as soon as practicable.

All medical errors should be reported to the medical centre and reported as a near-miss or accident where injury/ill effect occurs. This should be documented on the pupil's medical record on iSAMS .

Emergency medications/procedures

The medical centre provides generic 'Emergency Kits' for asthma and allergy response. These are in containers across campus including each House, all pavilions, the dining hall, the Muga and the New Bury Theatre. They must be clearly labelled and accessible.

These medications must only be used by pupil/staff members that have been prescribed their own emergency medication and where this is not available, unless otherwise directed by the ambulance service. They are not to be relocated or taken off-site.

All staff are aware of emergency protocols (Appendices A and B)

All containers are purchased and maintained by the medical centre team. Instructions for use can be found inside each box. Emergency medication must be accessible and clearly labelled.

HoMs/matrons need to check that pupils' own emergency medication is in-date and should contact parents for replacement emergency medication before expiry. The medical centre will replace stock emergency medication.

Staff will follow the school's normal emergency procedures (for example, calling 999).

All children IHPs will clearly set out what constitutes an emergency and will explain what to do. If a child needs to be taken to hospital, staff will stay with the child until the parent arrives or accompany the child to hospital by ambulance.

An emergency inhaler and EpiPen will be kept on site to be used. For children who are prescribed these devices, written consent to use the school's back up device will be obtained in advance for any situation in which the child's device is not available. If a child experiences an anaphylaxis reaction for the first time whilst at school and does not have written consent, the emergency auto-injector would only be used if advised by the emergency operator.

Appendix C(1) – Administration of OTC Medication

Protocol for Administering Paracetamol

For the treatment of:

- Mild/moderate pain
- Cold symptoms
- Temperatures above 37.5C

Quick checklist pre-administration:

- Check the identity and age of the pupil.
- Check consent.
- Check that the condition is appropriate to be treated with Paracetamol.
- Check for medical conditions and allergies (liver/kidney impairment/alcohol dependency/ recent overdose (within last week) substances containing Paracetamol)
- Check whether the pupil has had Paracetamol within the last 4 hours.
- Check whether the pupil is taking any other medication with Paracetamol, this includes cold and flu remedies and pain relief for period pains.
- Before dispensing, check the pupil's name, date of birth, drug name, dose and expiry date, and record on iSAMS.

Paracetamol administration:

Age	Dose	How often
Adults and Children 16 years and over	1 or 2 Tablets (500-1000mg)	Every 4-6 hours Do not take more than 4 doses in a 24-hour period
Children 12-15 years	1 or 1 ½ Tablets (500-750mg)	

Route of administration: Oral – soluble or tablet
Storage: Locked medicine cabinet
Side effects: Please refer to medication package leaflet

Protocol for Administering Ibuprofen (Nurofen)

For the treatment of:

- Mild/Moderate pain
- Menstrual pain

DO NOT give if the pupil has:

- Asthma
- Not eaten in the last 2 hours
- An allergy to aspirin
- A recent head injury
- In the first 48 hours following a sprain/strain injury unless otherwise directed
- Allergies to ibuprofen or NSAIDs (non-steroidal anti-inflammatory drugs)
- Liver/kidney disease
- Renal stomach ulcers
- Raised blood pressure
- A blood clotting disorder
- **A prescription for any other non-steroidal anti-inflammatory drugs ie. Mefenamic Acid (for period pains)**

Quick Checklist Pre-administration:

- Check identity and age of pupil
- Check consent
- Check that the condition is appropriate to be treated with Ibuprofen
- Check for medical conditions and allergies (check if they have had Ibuprofen within the last 6 hours)
- Check whether the pupil is taking any other medication potentially not compatible with Ibuprofen, such as Mefenamic Acid (for period pain)
- Before dispensing, check the pupil's name, date of birth, drug name, dose and expiry date, and record on iSAMS.

Ibuprofen administration:

Age	Dose	How often
Pupils over 12 years old	1 or 2 x 200mg tablets to be taken after food	No more than 3 times a day at 6 hourly intervals

Route of administration: Oral
Storage: Locked medicine cabinet
Side Effects: Please refer to medication package leaflet

Protocol for Administering Cetirizine (antihistamine)

For the treatment of:
- Allergic reactions
- Hay fever

DO NOT give if the pupil has an allergy to Cetirizine

Quick Checklist Pre-administration:
- Check the identity and age of the pupil
- Check consent
- Check that the condition is appropriate to be treated with Cetirizine
- Check for medical conditions and allergies
- Check whether the pupil has had Cetirizine or an alternative antihistamine that day
- Before dispensing, check the pupil's name, date of birth, drug name, dose and expiry date, and record on iSAMS

Cetirizine administration:

Age	Dose	How often
Pupils over 12 years old	1 x 10 mg tablet	Once daily (A second dose may be administered in the event of an allergic reaction)

Route of administration: Oral
Storage: Locked medicine cabinet
Side Effects: Please refer to medication package leaflet

Protocol for Administering Milk of Magnesia (Magnesium Hydroxide)

For the treatment of:

- Indigestion, excess acid, and wind
- Heart burn
- Stomach discomfort

DO NOT give if the pupil has:

- An allergy to magnesium hydroxide
- Acute gastrointestinal conditions

Quick Checklist Pre-administration:

- Check the identity and age of the pupil
- Check consent
- Check that the condition is appropriate to be treated with magnesium hydroxide
- Check for medical conditions and allergies
- Before dispensing, check the pupil's name, date of birth, drug name, dose and expiry date, and record on iSAMS

Milk of Magnesia (Magnesium hydroxide) administration:

Age	Dose	How often
Pupils over 12 years old	1-2 x 5mls spoons	Repeat as required to a maximum of twelve 5ml spoons (60mls) in 24 hours Do not use for more than 3 days

Route of administration: Oral
Storage: Locked medicine cabinet
Side Effects: Please refer to medication package leaflet

Appendix C(2) – Administration of Controlled Medication

Administration of Controlled Drug Medication in Houses/Medical Centre

Step 1: Count tablets to ensure stock level matches last number recorded in pupil's CD booklet.

(sealed boxes do not need to be opened – you can assume they contain the correct number)

Step 2: Give medication to pupil as prescribed and observe them take it. If a tablet needs to be discarded, ie: is dropped on the floor - document this in the booklet & ask pupil to countersign.

Step 3: Record new tablet total in pupil's CD booklet.

Use separate section of booklet for different dose pills (e.g. 10mg in front and 30mg in the back) Record exact pills given (e.g. 2 x 10mg) not just total dose. Pupils on 2 different CD medications will require 2 CD booklets.

Step 4: Record dose on iSAMS.

For multiple tablets to make up a total dose, add each separately to 'dose' box (e.g. 1 x 10mg 1 x 30mg)

Step 5: Lock medication back into locked box inside locked medicine cabinet and return keys to key safe.

Receiving & Returning Controlled Drug Medication:

- Parent hands medication to HoM/Assistant -HoM/Matron. Parent witnesses the staff member counting the medication and updating the book with new stock. Staff and parents sign & countersign. Sealed boxes do not need to be opened – you can assume the correct number of tablets are in the box.

or

- Parent emails HoM with details of medication and number of tablets being sent in with pupil. Pupil immediately hands to HoM on arrival at school. Pupil witnesses HOM counting the medication and updating the book with new stock. HOM and pupil sign and countersign. Sealed boxes do not need to be opened – you can assume the correct number of tablets are in the box. HOM emails parents to confirm number of pills received.

- Note: reverse process can be used to send medication home at end of term.

- Medication must arrive in its original packaging with name of pupil, medication name, dose, and date of issue all visible. Check expiry date on box & individual strips.

- Any discrepancies in stock levels must be reported to the Medical Centre immediately.

Remember, the medication comes first – do not let other things distract you!

Appendix C(3)

Right Steps to Administration of Medication

THE 'RIGHT' STEPS TO MEDICATION ADMINISTRATION

RIGHT MEDICATION

RIGHT PERSON

RIGHT DOSE AND EXPIRY

RIGHT TIME AND FREQUENCY

RIGHT DOCUMENTATION

CONTROLLED MEDICATION

RIGHT : AMOUNT - COUNT MEDICATION

RIGHT : RECORD - LOG IN CD BOOK AND ON iSAMS

Appendix D - External Medical Support procedures

A & E

If there is an urgent medical concern about any pupil when the medical centre is closed, the NHS should be contacted by dialling **111** or, in an emergency, calling **999.** Staff should also refer to the A&E contact chain for pupils that need to be taken to A&E out of hours (see appendices).

All children's IHPs will clearly set out what constitutes an emergency and will explain what to do. If a child needs to be taken to hospital, staff will stay with the child until the parent arrives or accompany the child to hospital by ambulance.

If a pupil needs to go to the A&E Department, the HoM must arrange an accompanying member of House staff or ensure that a parent of the child goes with them. If neither are available, they will contact the SMT or a member of the medical team.

GP Provision

Boarders are recommended to register with our school GP, based at The Brow Health Centre, Burgess Hill, RH15 9BS. The surgery can be contacted on 01444 246123. Appointments can be arranged via the GP online service via Appointments - The Brow Health Centre or alternatively through the school medical centre.

If a face-to-face appointment at the GP practice is required transport to and from the appointment should be arranged by House in the first instance. If further assistance is required, please contact the school medical centre to discuss further.

Repeat prescriptions can be requested through the school medical centre.

During the holidays/weekends pupils registered with the school GP can register with their local GP as a temporary patient if they require a GP appointment outside of the school term/week. If there is a medical concern about a pupil not registered with the Brow Medical centre, the school medical centre can be contacted for advice. Alternatively, the parents/guardians can be contacted if the pupil gives consent.

Pharmacy

The medical centre works in partnership with Hurst Pharmacy. They offer advice and triage for minor ailments and common conditions by booking an appointment with their pharmacy first service. https://hurstpharmacy.co.uk/

Pupils registered with the school's GP Practice can also obtain regular prescriptions for on-going treatment via this pharmacy. Hurst Pharmacy offer a 10% discount for The Hurst community along with other services.

Opticians, Dentists and Other Specialists

- Emergency Dental Service: 01444 440695
- Brighton Eye Hospital: 01273 696955
- University Hospitals Sussex NHS Foundation Trust (uhsussex.nhs.uk)
- Urgent Care Centres: NHS England Urgent Treatment Centres

Routine visits to the dentist, optician, and other specialists should be arranged during the school holidays where possible but can be arranged during term-time if necessary. Parents and guardians are encouraged to attend all appointments but, if this is not possible, or in a case of an emergency appointment, a member of the boarding team will accompany them. Parents and guardians may be charged for transport. Staff will endeavour to inform parents and guardians of the visit and the outcome.

Appendix E – Infection Control

Infection Control

Any pupil that presents with suspected infectious vomiting and/or diarrhoea must return home and stay off school for 48 hours from the last episode they experience. This is recommended by the Public Health Agency Guidance on infection control in schools and other childcare settings (2017) and supported by the Department of Health and Social Care.

Every House has a bio-hazard kit (bright yellow) for clearing up bodily fluids. All clinical waste must be placed in a YELLOW clinical waste bag and brought to the medical centre for disposal. Soiled linen must be placed in a RED bag and put in the laundry bags.

Pupils who are unwell with a suspected infectious illness should always be isolated whenever possible. If a boarding pupil feels unwell, contact the parents to see if they can collect them, if this is not possible contact the medical centre.

Consider extra cleaning, including:

- enhanced cleaning of touch point areas/toilets
- deep cleaning areas where pupils have vomited and or had diarrhoea
- ensure hand gel dispensers are replenished throughout the school

Staff or pupils who use yellow sharps boxes for the disposal of needles should store them securely so other pupils cannot access them. They should take the boxes home to be disposed of by the local council or take them to the medical centre for disposal.

To reduce the spread of infection good hand hygiene is encouraged especially after using the toilet, before eating or handling food, after blowing noses, sneezing, or coughing and after touching animals.

Appendix F - General Procedures

Training

Staff will be allocated e-learning modules (EduCare online) dependent on their roles during induction.
If further medical training is required, this will be co-ordinated by the medical centre staff and external providers/professionals will be organised as required.

Further training is required to be undertaken by the medical centre nurses for the administration of controlled medications.

Training will be refreshed regularly and should be recorded.

Inclusion and Access

Pupils with medical conditions will not be excluded from activities unless medically advised. Risk assessments will be conducted for school trips and activities.

Complaints

Complaints about support for medical conditions should follow the school's complaints procedure.

Medical Photos

Photos are occasionally used by the medical centre team to monitor progress of conditions/wounds.

Photos taken are kept confidential and only taken on school devices. Images will be processed in accordance with the College's Data Protection Policy and retained only for as long as clinically necessary.

Consent will always be gained by the pupil before photos are taken and discussed with the safeguarding team/parents if this is of an intimate area. Where appropriate two nurses will be present and will always inform another member of the team when a photo is required to be taken, following intimate care/safeguarding policy.

Appendix G - Sports injuries/Rehab/Concussion

Return2play is a service that provides head injury, concussion and musculoskeletal injury care. The team is doctor-led and works alongside various clinicians, including the nurses, physios (Player Welfare) and trained staff onsite with an online injury management system, which communicates with the parents and coaches and monitors recovery. The service provides 7-days-a-week access to ensure timely, personalised recovery. Additional training is required to access this platform.

The Player Welfare team is run by qualified physiotherapists. They hold clinics at either the East Field Sports Pavilion near Pelican House or the medical centre and provide pitch-side first aid, injury rehabilitation and return to play assessments (primarily for senior school pupils/teams). Pupils can make appointments online via the Pupils' Portal (SOCS).

Clinic opening hours during term time are:

Monday	3.00pm - 6.30pm
Tuesday	4.30pm - 6.30pm
Wednesday	4.00pm - 6.30pm (after Prep School Games 2-4pm)
Thursday	10.30am -12.30pm and 2.00pm - 4.30 pm
Friday	3.00pm - 5.00pm
Saturday	dependent on fixtures

Player Welfare Team – DD: 01273 836538 or Ext – 538

Appendix H - Counselling

Counselling Service

Counselling at Hurst is provided by Place2Be, based in the medical centre. There are two counsellors who each cover three days a week – both are in school on a Wednesday. Place2Be can support pupils in several ways. There are shorter solution-focused sessions that run at lunchtimes and any pupils can book in for these (the only exception to this is if their parents have withdrawn them from this universal offering. HoMs would be aware of any pupils for whom this was the case). Pupils can access these services by emailing place2be@hppc.co.uk.

In addition to the lunchtime sessions, courses of 10 longer therapeutic sessions are available. For a pupil to engage with these, there is a process of acquiring information from the school and (if appropriate) from parents so that all can work in partnership to support the pupil.

If a pupil has a problem or concern in school or at home, they can report it to a member of the pastoral team anonymously via WHISPER which can be accessed via a link on their Surface Pro or by texting 07860 021323 and starting their text message with HUR1.

Confidentiality will be respected wherever possible; however, information may be shared where there are safeguarding concerns or where a pupil is at risk of harm.

Appendix I – Reserved

This is not used to avoid confusion with Appendix 1

Appendix J

PREP SCHOOL MEDICATION

KEY POINTS FOR STAFF

Consent

- Written parental consent is required for all medication for pupils under 16.
- Always check iSAMS for consent, allergies, last dose, and red-flag alerts before giving medication.

Medication Storage

- Parents must hand medication directly to Prep Reception staff and complete an 'Administration of medication form' on the Parent Portal
- Medication should be stored in:
  - A locked medicine cabinet
  - Medication fridge (2–8°C) if required
- Emergency medication must be clearly labelled and accessible

Administering Medication

✅ Check Correct pupil, medication, dose, and time
✅ Check consent and alerts on iSAMS
✅ Observe the pupil taking the medication
✅ Record immediately on iSAMS
🚫 Never force a pupil to take medication
🚫 Pupils must not share medication

Non-Prescription ("Stock") Medication

- Prep Reception holds approved stock (eg. paracetamol, ibuprofen, antihistamine)
- Consent must be confirmed on iSAMS before administration
- Always check if the pupil has already had medication that day
- If medication is needed for more than 48 hours, refer to the medical centre

Controlled Drugs (CD)

- Stored only in the medical centre for Prep pupils
- Required:
  - Specialist clinician letter
  - Parental consent
- All doses are counted and recorded on iSAMS and CD documentation

Self-Medication

- Prep pupils generally do not self-medicate
- Any exception must be:
  - Assessed by the medical centre
  - Agreed by parents
  - Securely stored

Medication Refusal or Errors

- Do not force medication
- Record refusal or error on iSAMS
- Inform parents and the medical centre immediately

Adverse Reactions and Emergencies

- Stop medication and contact the medical centre immediately
- Notify parents as soon as practicable
- In emergencies: call 999
- Emergency inhalers and AAIs:
  - Used only for pupils who are prescribed them
  - Backup devices used only with consent or emergency advice

Golden rule

If unsure – STOP and contact the medical centre

Emergency Medication – REQUIRED LEVELS

All pupils prescribed emergency medication must have the following at school:

- **2 personal inhalers**
- **2 Adrenaline Auto-Injectors (AAIs) at school**

Storage by Stage

Reception – Year 2

- 1 AAI and/or 1 inhaler kept at Prep Reception
- Remaining emergency medication to be kept with class teachers

Junior Prep

- 1 AAI and/or 1 inhaler kept at Prep Reception
- Pupil carries the other prescribed device(s) *(if assessed as competent)*

Senior Prep

- 1 AAI and/or 1 inhaler kept at Prep Reception
- Pupil carries the other prescribed device(s) if assessed as competent

Off-Site Activities (Trips, Fixtures, Visits)

- At least 1 inhaler and 2 AAIs MUST be carried off site
- Staff must confirm that emergency medication is:
  - Present
  - In date
  - Easily accessible
- A copy of the pupil's IHP/emergency plan must be taken off site
- All emergency medication must be clearly labelled and in date
  - Staff must always know where emergency medication is located

Appendix K

Head Injury Protocol – Prep School

Purpose

To ensure all head injuries are assessed, managed and monitored safely, with appropriate communication to parents and escalation where required. This procedure is for pupils under the age of 8 years. Return2Play must be used to assess and document head injuries involving pupils over the age of 8 years as per medical policy.

Immediate Response

Any member of staff witnessing or informed of a head injury must:

- Stay with the pupil and **ensure they are safe**
- **Do not move** the pupil if neck/spinal injury suspected
- Send for a **first aider / medical centre immediately**
- Reassure the pupil and keep them calm

Initial Assessment (First Aider / Medical Staff)

Assess and record:

- Level of consciousness (alert, confused, drowsy, unconscious)
- Mechanism of injury (eg. fall, collision, impact)
- Visible signs:
  - Bump, swelling, bruise
  - Bleeding or laceration
- Symptoms:
  - Headache
  - Dizziness
  - Nausea/vomiting
  - Blurred vision
  - Sensitivity to light/noise
- Check pupils (eyes), balance, and behaviour

Red Flags – Emergency Action

Call 999 immediately if any of the following:

- Loss of consciousness (even briefly)
- Seizure
- Repeated vomiting
- Severe or worsening headache
- Confusion, unusual behaviour or drowsiness
- Unequal pupils
- Blood or fluid from ears/nose
- Suspected skull fracture or neck injury

→ Inform parents immediately
→ Staff member accompanies pupil to hospital if parents are not present

Management of Minor Head Injury-

Refer to the medical centre asap for assessment if there are any signs/symptoms of a head injury including-

- Nausea (feeling sick)
- Mild headache
- Tender bruising or mild swelling of the scalp
- Mild dizziness
- Mild blurred vision

Ongoing Monitoring

If no signs of injury:

- Apply cold compress/ice pack
- Accompany to Prep reception
- Allow pupil to rest if needed
- Observe for **minimum 20–30 minutes**
- Do not allow return to play immediately
- Pupil must be **observed for the remainder of the school day**
    - Avoid: PE/sport / Swimming / Rough play
- Return to class only if symptom-free and alert

Parent Communication

Parents/carers must be informed for **all head injuries**, ideally by phone.

Pupils with minor head injuries, no reg flags or signs of injury can be emailed the following template Minor head Injury email- Reception- Age 8).docx

Provide:

- Details of incident
- Symptoms observed
- Advice sheet (head injury guidance)

Head Injury Advice to Parents

Parents/staff responsible should be informed and advised to monitor for 24–48 hours and seek medical attention required following the Mr Bump advice sheet:
Head Injury Advice Sheet for Prep school Pupils (Reception-Age 8) - Mr Bump.docx
All advice can be found on SharePoint / HurstOnline – Medical

Recording and Reporting

- Record on CPOMS
- Complete accident/incident form
- Note:
    - Time of injury
    - Observations
    - Actions taken
    - Parent contact

Return to Activity

- No PE/sport **same day**
- Gradual return if symptom-free
- If concussion suspected:
    - Follow **graduated return-to-play protocol**
    - Medical clearance may be required

Responsibilities

- **All staff:** report immediately
- **First aider/medical team:** assess and monitor
- **School leadership:** ensure policy adherence
- **Parents:** monitor after school hours

Optional Add-Ons (Good Practice)

- "Head bump sticker" or wristband system for easy identification
- Link to concussion guidance for sports

Emergency Kit and Defibrillator Locations



Locations

Emergency Asthma and Allergy Response Kit

1. Medical Centre
2. Dining Hall
3. The New Bury Theatre
4. MUGA
5. Manyweathers Pavilion
6. Ruckford Pavilion
7. North Field Cricket Pavilion
8. Eastfield Pavilion
9. Prep School Reception

Every Senior School house also has an Allergy and Asthma kit

Defibrillator Heart Restarter

1. Medical Centre
3. Opposite The New Bury Theatre (on Music School wall)
8. Eastfield Pavilion
10. Swimming Pool

Contact 'chain' in case a student needs to be taken to A&E out of hours:

Medical Centre will start the chain at:

House staff *and* Parent



Teaching staff + taxi

South Downs Taxis: **01273 846666**

Station Taxis: 01444 410410

(who will <u>both</u> provide a vehicle on account code **T0050**)



A member of SMT



Richard Welfare – 07523 953419

(Monday-Friday, after 8.00pm)