



**IMPORTANT MEDICAL INFORMATION  
FOR BOARDING PUPILS YEARS 9 TO 13  
2020 to 2021**

## The Wycliffe College Medical Centre

The Wycliffe College Medical Centre is based at the Senior School and is situated on the school boundary with Robinson House and Regent Street. Access can be gained from the **senior school between Loosley Halls and Robinson House or via Regent Street where it is convenient to the Regent Street surgery opposite**, where boarders will be registered with the National Health Service (NHS) General Practitioner (GP).

The Medical Centre is managed by qualified School Nurses and first aid qualified Matrons who are available 24 hours a day, seven days a week, during term time. The Medical Centre provides comfortable accommodation for pupils if they are unwell. The medical team aim to deliver excellent research based care and to support pupils in achieving and maintaining all aspects of good health. The medical team also provide confidential support and advice to pupils.

### Medical Team Contact Information

You can contact the Medical Centre, during term time, via the direct telephone number below. You can also email to 'all medical staff', which will ensure that whichever nurse is on duty will receive your enquiry. During holiday periods we also recommend that you use the email address [medcen@wycliffe.co.uk](mailto:medcen@wycliffe.co.uk), as the School Nurses regularly access their email and will be able to respond, albeit not as quickly as during term time.

#### **Wycliffe Medical Centre**

46 Regent Street  
Stonehouse  
Gloucestershire  
GL10 2AD  
Tel: 01453 820440

#### **Regent Street Surgery**

73 Regent Street  
Stonehouse  
Gloucestershire  
GL10 2AA  
Tel: 01453 825690

### **Highly Important**

**For your child's well-being, it is essential that we have a completed and signed Pupil Health Form before they start school. Without this, pupils will not be able to take part in out-of-school activities and a fine will be added to your School Account.**

### **Medical Staff**



**Jane Lewis**  
Registered Nurse  
[jane.lewis@wycliffe.co.uk](mailto:jane.lewis@wycliffe.co.uk)

**Tracey Waite**  
Matron/First Aider  
[medcen@wycliffe.co.uk](mailto:medcen@wycliffe.co.uk)



**Paddy Norman**  
Registered Nurse  
[paddy.norman@wycliffe.co.uk](mailto:paddy.norman@wycliffe.co.uk)

**Fran Law**  
Matron/First Aider  
[medcen@wycliffe.co.uk](mailto:medcen@wycliffe.co.uk)

## **Essential Information needed by the Medical Team**

### **Pupil Health Form**

**It is vital that the Medical Centre receives the completed Pupil Health Form before the child arrives in school. The form must be signed by a parent or a person with parental responsibility for the child. We cannot accept forms signed by guardians or any other family member without parental responsibility. The form will need to be completed again for those children moving from Year 2 to Year 3 and for those moving from the Preparatory School to the Senior School.**

If you have informed us that your child has a medical condition, we may need to contact you for further information. Parents have prime responsibility for their child's health and should provide the Medical Centre with information about their child's medical condition. Using this information the School Nurse may need to create an individual health care plan, preferably before the child begins at Wycliffe. This is so that, if required, relevant school staff will have the necessary information to ensure they are able to care for your child. The School Nurse may also need to provide relevant training for members of staff who care for your child.

**Please Note:** failure to supply full medical details and records prior to your child commencing at Wycliffe, as requested on the pupil health form, will result in a charge of £125 being made to the school fees account. Until the pupil health form is fully completed and returned, your child will also be prevented from participating in any out-of-school activities.

### **Ongoing Health Information**

It is also important that you keep the Medical Centre updated of any changes to your child's health whilst they are a pupil at the school. For example, if your child has an operation, accident, severe illness, immunisation or ongoing treatment from their doctor when not in school, please let us know. Similarly, if your child develops a condition or an allergy and/or if they are prescribed some medication we have not previously been informed about, please let us know as soon as possible. Please also remember to tell us if your child no longer suffers from a medical condition, so that we can update our records. If any of these changes have happened to your child whilst they are not in the UK then please ensure you include a letter in English, from the child's doctor, detailing their diagnosis and, if applicable, a full list of the medication and any test results so we can update their NHS records and continue with any care they may require.

### **Vaccinations**

It is essential that you provide the Medical Centre with a full vaccination history. Please do not assume that this information will be automatically passed on to us by your child's previous school, you will need to request it from them and forward to us. We also recommend, for those that have not followed the UK vaccination schedule, you *refer to the following website to ensure that your child has received all recommended vaccinations before starting school:*

***<http://www.nhs.uk/Conditions/vaccinations/Pages/vaccination-schedule-age-checklist.aspx>***

## How We Care For Your child

### Health Interviews

The School Nurse will meet with all new boarders shortly after starting school. The Nurse will carry out a basic medical assessment, including measurement of height and weight and the pupil will be given the opportunity to discuss any health related issues or concerns they may have. Following on from this interview, it may also be necessary for the boarder to meet with the GP to discuss any health care needs.

### Medication

Please do not send your child to school with any medication, herbal or homeopathic remedies, unless accompanied by a letter from the prescribing doctor. You will need to inform us, preferably in advance, that your child intends to bring medication into school. On arrival in school, this must be handed in to a member of staff.

In order to ensure the safety of all pupils at Wycliffe, the School Nurse will remove any medication that is not licensed or recognised in the UK. If this medication is needed to take on a regular basis, then the School Nurse will liaise with the GP and it may be necessary for them to be given a slightly different medication from that originally prescribed by your home doctor. Local protocols vary and some medications available abroad are not available in the UK. Any medication removed from your child will be stored in the Medical Centre for one term and, if not collected after this time by a parent or guardian, will be disposed of.

If you are certain that the medication you wish for your child to bring to school is licensed in the UK, please check beforehand with the Medical Centre. If it is not licensed then the following is required:-

- [If you would prefer school staff to manage and administer the medication](#): Please complete a 'Request for School to Administer Medication' form (via the parent portal) this needs to be completed and signed by a parent.
- [If you feel that your child is sufficiently responsible to administer and manage their own medication](#), then please inform the medical staff before they arrive in school and the School Nurse will arrange to carry out a self-medication assessment with the pupil. If they are able to demonstrate to the School Nurse that they have a level of responsibility and an understanding of their medication, they will be allowed to manage their medicines and should keep them in a locked cabinet or drawer within their room in the boarding house.

**Please ensure we are notified as soon as possible of any changes to your child's condition and/or medication, so we can update our records.**

### Repeat Prescriptions

If your child is prescribed a regular medication by the GP, the medical staff will arrange any on-going repeat prescriptions.

### Confidentiality

With all medical and nursing matters, the School Nurse and the GP will respect a pupil's confidence except on the very rare occasions when the Nurse or Doctor considers that it is in the pupil's better interests, or necessary for the protection of the wider school community, to breach confidence and pass information to a relevant person or body.

### Surgeries

The School Nurse runs several surgeries per day, Monday to Saturday for Senior School pupils. Details of the times are displayed on the boarding house notice boards. Pupils are encouraged to attend surgeries if they are unwell or have any health related concerns so they can speak with the nurse confidentially.

Pupils in the Preparatory School are cared for by First Aid trained Matrons and House Staff and if staff have any concerns regarding the children in their care, they will liaise closely with the Medical Centre. If necessary, staff will arrange for the School Nurse to see the pupil. The School Nurse also visits the Preparatory School weekly and pupils can speak with her at this time.

### Routine health matters / coughs and colds

The aim of the Medical Centre is to enable the pupil to maintain their health and wellbeing whilst pursuing all that Wycliffe has to offer. We aim to provide them with the highest quality care and advice whilst respecting their individual needs and, if we have any concerns regarding their health, we will arrange for them to see the GP. We are aware that the health system in the UK may be very different from what some pupils and parents are familiar with and we understand that this can be very stressful. Please be reassured that your child will be well cared for and, if we have any worries, we will liaise with you and the GP.

If the School Nurse feels that your child is too unwell for lessons, she may allow them to rest and recuperate in their boarding house and will liaise with Matron and House Staff. It may also be necessary to allow them to miss activities such as games for a short period whilst they recover. If they are too unwell to remain in their boarding house, or require monitoring by Medical Staff, then they will be admitted into the Medical Centre.

During the Autumn and Spring term it is not unusual for your child to catch several colds and the Medical Centre and House Staff are experienced in dealing with this. Please do not hesitate to contact us if you have any concerns about your child during these times.

### Admissions of Boarders to the Medical Centre

There are rooms available for daytime and overnight stays in the Medical Centre. If boarders are too unwell to remain in school it may be necessary to admit them to the Medical Centre to allow the medical staff to observe them. The School Nurse will liaise with House Staff regarding contacting parents. If your child is very unwell then parents will be contacted immediately. It may be necessary, with medical conditions which require more than a few days absence from school, to arrange for a boarder to go home or to a guardian until they are well enough to attend school.

**If pupils are unwell on the day they are due to travel back to school, we advise that they should not return until they are fit to do so, parents are requested to contact the Medical Centre regarding this.**

### Medical Appointments and Referrals to Hospital

If required, the School Nurse will arrange appointments for your child to see the GP during term time. Boarders in the Preparatory School will be accompanied to appointments by a member of staff and parents will be informed. If the pupil would prefer to see the GP unaccompanied, then the member of staff will respect their wishes. The GP may liaise with the School Nurse on these occasions and parents will be kept informed. Boarders in the Senior School will normally see the GP unaccompanied and will be given a letter from the School Nurse to take with them. The letter will outline the reason for the visit and any treatment that may have already been given; the GP will then use this letter to feedback to the School Nurse. The pupil will be encouraged to inform parents about their appointment and the School Nurse may seek permission from the pupil to discuss any issues with parents. Please note that parents and pupils can make their own appointments with the GP at any time. If your child has a serious injury and/or requires emergency hospital treatment then this will be arranged by the

school and a member of staff will accompany them. We will contact you, in this instance, as soon as possible.

*We recommend that all non-emergency routine appointments, other than those with the GP, are organised, as far as possible, during holiday periods.* **If pupils are required to attend a non-emergency medical or dental appointment during term-time, then it is expected their parents or guardians will accompany them. If this is not possible, then you will need to liaise with House Staff as to whether a member of staff is available to accompany the child to their appointment; however there will be a charge for the staff member's time and the costs of travelling to the appointments. Please note that there will be no charge for staff accompanying pupils to emergency appointments, plus one follow up appointment relating to the emergency.**

We are aware that in some countries, for non-emergency matters, patients are able to make direct and immediate contact with a specialist, such as a dermatologist, gynaecologist or psychiatrist, if it is felt that this is the help required. This facility is not available in the UK for patients registered with the NHS. Under the NHS a patient is required to see a GP for initial advice and will only be referred to a specialist if the GP considers the patient's symptoms to require a specialist opinion. This is according to NHS guidelines. It is possible that there may be a wait to see this specialist and the patient may be placed on a waiting list, sometimes having to wait several weeks or months before they receive an appointment.

For non-emergency health matters a pupil's parents or guardian can approach a specialist directly outside of the NHS provision if they wish; however, all appointments will have to be arranged and paid for directly, by parents or guardians. You may wish to arrange for private health insurance to help with the cost of this.

### **Dental Care**

All routine dental appointments should, as far as possible, be carried out during school holidays. If your child has a dental emergency, such as pain or a dental injury, we will arrange for emergency dental treatment and parents will be informed as soon as possible. This treatment will usually be carried out by a local dentist on a private basis and parents will have to pay the practice directly. All pupils are covered by insurance for emergency dental care and you should be able to claim back any dental fees incurred.

### **Optical Care**

For those boarders who use prescription glasses or contact lenses, optical care should continue at home during holiday periods with regular visual assessments. The Medical Centre can arrange emergency repairs or replacements of optical equipment; however, the parent will have to pay the Optician directly. Please ensure that, if your child wears contact lenses, they bring to school enough cleaning fluids or lenses to last them until they return home, plus a spare pair of glasses.

### **Counselling**

Wycliffe has arranged for a Counsellor from Gloucestershire School Counselling Service, to attend the Medical Centre on a weekly basis. Senior School pupils can make an appointment with the Counsellor by either speaking directly to the School Nurse, or by asking House Staff to make one for them. The first six sessions are provided free by the school and, if it is felt that they would benefit from further sessions, the School Nurse will discuss with the pupil further options. Sometimes it may be necessary for a pupil to be placed on a waiting list until there is an available slot. The College Counsellor is BACP accredited.

### Physiotherapy

**On a weekly basis we have a visiting registered Physiotherapist, who is available to assess and manage common musculoskeletal disorders.** The first assessment is free and advisory exercises may be all that is necessary. Follow up sessions may be advised and, following consent for treatment being received, will be re-charged to the school fees account.