



IMPORTANT MEDICAL INFORMATION  
FOR DAY AND FLEXI-BOARDING PUPILS  
YEARS 9-13  
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)

## 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

### Medication

In order to ensure the safety of all pupils, the Medical Centre and Matrons need to keep strict control of all medications that are kept in the school. Please **do not** send any complementary treatments such as herbal or homeopathic remedies or vitamins into school unless **prescribed by a doctor** and accompanied by a doctor's letter giving details of the medicine and the reason for use. **If parents require medication to be administered to their child during the school day, they should complete the 'Request for School to Administer Medication' form** available from Matron, House Staff and found on the Parent Portal. **Parents must hand the medication and completed form to Matron or House Staff.**

All medication must be in its original container with clearly visible instructions. Where possible, please ask your doctor to prescribe medication in dose frequencies which are easy to administer at school. **School staff are not permitted to administer any medication (prescribed or over-the-counter), without clear labels or without parental consent.**

For pupils in Year 3 and above, paracetamol is kept by Matron and House Staff and can be administered by staff using the guidelines provided by the Medical Centre. All administered medication is recorded and regularly monitored by the School Nurse. If a pupil appears to be sufficiently responsible to administer and keep their own medication, an assessment will need to be carried out by the School Nurse before permission can be given. **Matron will be able to arrange for this.**

### Asthma

If you have informed us that your child has asthma, we will contact you for specific details regarding their condition so we can create an Asthma Action Plan. This plan will be placed on the school database so relevant staff have access to it. We will also require *a spare inhaler, clearly labelled with your child's name, to be kept in School.*

### Raised Temperatures, Vomiting and Diarrhoea

In instances of a raised temperature or diarrhoea and/or vomiting, we recommend that children stay at home for twenty-four hours from when the temperature has returned to normal or from the last 'episode' (whether this occurred at night or in the day time). Stomach bugs can be very infectious and spread rapidly. We ask for your co-operation in order to minimise the risk of the spread of infection.

### Sun Care

During sunny weather, pupils are expected to bring and apply their own sunscreen.

### Head Lice

Head lice and nits are a common problem and we do ask parents to be vigilant. The responsibility for checking hair lies with the parents, and we would be grateful if you could inform us if head lice or nits are found. Advice on treatment of lice and nits is constantly changing and if you have any queries over this, then do ask Matron, Medical Centre or your local pharmacist.

## Confidentiality

With all medical matters, the School Nurse will respect a pupil's confidence except on the very rare occasions when the nurse 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.

## Counselling

Wycliffe has arranged for a Counsellor from Gloucestershire School Counselling Service, a confidential counselling service for young people, to attend the school during term time. To make an appointment with the Counsellor the pupil can either speak directly to a member of staff, or for younger pupils, parents can discuss with a member of staff. 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 in the Senior School, 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.

## Essential Information needed by the Medical Team

### Pupil Health Form

In order for us to care for your child it is vital that the Medical Centre receives the completed Pupil Health Form, before they arrive in school. It is also important that this form is 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.