



IMPORTANT MEDICAL INFORMATION  
FOR DAY AND FLEXI PUPILS

## The Wycliffe College Health Centre

The Wycliffe College Health 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**. Boarders will be registered with the National Health Service (NHS) General Practitioner (GP) at the Regent Street surgery (opposite the Senior School).

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

### Health Centre Team Contact Information

You can contact the Health Centre, during term time, via the direct telephone number below or by emailing your enquiry to [Healthcentre@wycliffe.co.uk](mailto:Healthcentre@wycliffe.co.uk)

#### Wycliffe Health 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 some school activities.**

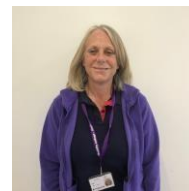
### Health Centre Staff



#### **Louise Howel**

Health Centre Manager/  
School Nurse

[louise.howel@wycliffe.co.uk](mailto:louise.howel@wycliffe.co.uk)



#### **Tracey Waite**

Health Centre  
Assistant

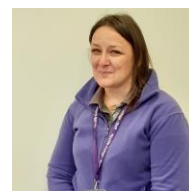
[Healthcentre@wycliffe.co.uk](mailto:Healthcentre@wycliffe.co.uk)



#### **Ness Entwistle**

School Nurse

[vanessa.entwistle@wycliffe.co.uk](mailto:vanessa.entwistle@wycliffe.co.uk)



#### **Jade Mills**

School Nurse

[jade.mills@wycliffe.co.uk](mailto:jade.mills@wycliffe.co.uk)



#### **Sarah Meakings**

Health Centre Assistant

[Healthcentre@wycliffe.co.uk](mailto:Healthcentre@wycliffe.co.uk)

## **Essential Information needed by the Health Centre Team**

### **Pupil Health Form**

**It is vital that the Health 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 Health 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.

### **Ongoing Health Information**

It is also important that you keep the Health 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.

## How We Care For Your child

### Medication

In order to ensure the safety of all pupils, the Health 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 and 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 Health 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. In instances of diarrhoea and/or vomiting, children **must** stay at home for 48 hours after normal bowel habits have returned and vomiting has stopped.

### 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.

### Temporary Disabilities

Should a pupil become injured, be that at school or home, please do make their Houseparent aware. For example, a pupil returning to school on crutches following an accident over the weekend.

### Confidentiality

With all medical and nursing matters, the School Nurse 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.

### **Counselling**

Wycliffe has an arrangement with Gloucestershire School Counselling Service, both a male and female Counsellors attend the Heath Centre on a weekly basis. The Counsellors also visit the Prep School weekly. 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. Prep pupils can request an appointment by discussing with the School Nurse or any member of staff. 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.