



Fraser Youens House

Medical Policy and Guidelines

Date Agreed by the Governing Body	March 2026
Date to be reviewed	March 2027
Date of last review	Nov 2024
Governors' Committee accountable for review	Education
Senior Leadership Team member accountable for review	Jl Scourfield

Nov 2025 update Fraser Youens House – Medical Policy and Guidelines
(Advice/guidance offered by Dr Abbas GP Nov 22 (MRCGP DFFP DCH MBBCh)
Sharepoint Boarding/Policy/Medical.
Reviewed by J Scourfield, G Barry (Registered Nurse (child) SCPHN).

The Royal Grammar School

Boarding Medical Policy

- *This policy should be read in conjunction with the RGS First Aid Policy and Policy on Supporting students with Medical Needs and any current working risk assessments for Boarding during a pandemic.*

Aim

Every member of the Royal Grammar School community should, if necessary, receive the highest standard of medical care whilst in the school's charge or on the school site, and be treated with respect and confidentiality.

Introduction

It is the Matron's responsibility to ensure that the Medical Policy is acted upon at all times. She is expected to care for any individual in need of medical assistance to the best of her ability and knowledge and make decisions based on that knowledge and training.

Given that the Royal Grammar School is home to a community of boarders as well as the day students, it may be that the needs of individual members of each group will be assessed differently.

Provision of First Aid during the School Day

- Matron is responsible for first aid and minor illness treatment, and will liaise with parents as necessary.
- Lists of other trained first aid staff are displayed around school and these members of staff should be called upon in Matron's absence.
- An Automated External Defibrillator (AED) is kept in the Boarding House Duty Office. AED's are kept in the Boarding house, Matron's office, Common room, outside the swimming pool and on Uplyme. The device can be operated by anyone as it gives precise instructions. However this is at the discretion of the First Aider who arrives at the scene. It is expected that where possible the AED is brought to the casualty if required.
- Matron will ensure that members of staff are regularly updated on the treatment of illnesses such as asthma and anaphylaxis. (Via First Aid training and annual reminders in boarding staff meetings)

Documentation of First Aid Treatment

- Matron or an appropriate member of staff will record all treatment given.
- If First Aid is given in a department, the person giving treatment should record this with Matron at the first available opportunity and record it on Medical Tracker.
- If the injury is due to an accident, an Incident Report (Injury) must be completed on Medical Tracker. If deemed necessary an investigation will take place and the Health and Safety Officer will be informed.
- In the event of a near miss this should be recorded on Medical Tracker as an Incident Report (Near Miss).

Medication: Storage, Administration and Documentation

Medication will normally be stored in Matron's room as follows:

- All medication, with the exception of emergency medication, will be stored in a locked cupboard.
- Medication requiring refrigeration must be supplied in an airtight container and will be stored in a fridge in Matron's room.
- Emergency medication such as Epipens, inhalers and diabetic kits will be stored in a clearly labelled, unlocked cupboard.
- Any boarder requiring vitamin supplements should discuss this with their parents and Matron and complete the relevant paperwork. Any such vitamins would have to comply with UK legislation.
- Older students (highly unlikely to be under the age of 14) deemed 'Gillick competent' (Fraser guidelines) may store prescribed medication, nutritional supplements (to help recovery after training) or a small amount of GSL (General Sales List medication e.g. some cold preparations or small amounts of paracetamol). This is under the proviso that they complete the necessary documentation and the medication is kept in a secure lockable place within their room. Students can only hold prescribed medication that is clearly labelled in English with the correct details from a prescription, including the amount of medication which they are retaining.
- No boarder should bring in homeopathic remedies to Fraser Youens House.

1. Prescribed Medication

- Medication should only be brought into school when essential.
- It is the boarder's responsibility to arrange with Matron a suitable time to take his medication, and to ensure that he attends her room at that time. There may occasionally be exceptions to this and parents should contact Matron to make other arrangements.
- Matron will document that she has given the medication on Medical Tracker.

1a. Parental Responsibility regarding prescribed medication

- If parents wish Matron to administer prescribed medication, it must be provided in the original container as dispensed by a pharmacist, and include the prescriber's instructions for administration and dosage.
- If a boarder is prescribed an adrenaline auto-injector or asthma inhaler, he must carry it with him at all times and parents are requested to provide a spare (in date) to be kept in Matron's room. (Pitchside for sport hand to duty staff)
- It is parental responsibility to ensure that medication remains in date. Matron will check this half termly and renew reminders to parents
- If parents wish their son to carry his own medication, it is their responsibility to ensure that he knows how often to take it, how to store it responsibly and that under no circumstances should he give it to another boarder.

2. Non-Prescribed Medication

- Matron keeps a stock of non-prescription medication to administer for minor illnesses such as headaches or sore throats.
- Ibuprofen will not be given to boarders under 16yrs of age unless specifically requested by parents, and provided that the boarder has taken it before without adverse effects.
- As part of the admissions procedure all parents will complete a permission to administer medication form, indicating which medicines, if any, they give permission for Matron & boarding staff to give.
- Matron will document details of any medication given on Medical Tracker.

Statement of Principles and Practice for matters relating to the Boarding House

Every member of the Royal Grammar School community should, if necessary, receive the highest standard of medical care whilst in the school's charge or on the school site, and be treated with respect and confidentiality.

Boarders' Health Records

Comprehensive records are kept that relate to individual boarders' health and welfare needs and issues. These include any significant known drug reactions, major allergies and notable medical conditions. This information is made available to staff who may administer medication or treatment to those boarders.

As part of the boarding administrative procedure, written parental permission will have been obtained by the Head of Boarding (or his representative), to treat boarders and seek medical or dental treatment on their behalf.

These records are stored electronically and a paper copy filed in Matron's room within boarding in a locked cupboard to protect the confidentiality of the information contained therein. This allows for a 'grab and go' if a student needs to be rushed to hospital. Summary guidance is available to all staff via EdGen, Sharepoint and Medical Tracker.

Matron ensures that records are kept on Medical tracker of all medications, treatment and first aid administered to boarders and that there is a similar record kept of any significant illnesses, accidents or injuries.

Boarders of all ages are assured of appropriate confidentiality when the school, acting "in loco parentis", deals with any welfare or medical issues.

Medical Treatment and First Aid

Matron and relevant boarding staff provide first aid and minor illness treatment. Matron is available to the boarders each morning, lunchtime and afternoon at designated times. When Matron is unavailable, this provision is transferred to a designated trained first aider from within the Boarding Community. All staff who work closely with boarders must have a relevant First Aid certificate, and must have completed the Opus Medicines Awareness for Schools online course.

Prescribed medication is only given to the pupil to whom it was prescribed. Such medication is not kept for general use or kept as 'stock'. Boarders deemed 'Gillick competent' may administer and control their own medication by agreement with Matron and the Head of Boarding and on the understanding that they are able to store their medication safely and appropriately.

Care of Sick or Ill Boarders

There is separate accommodation in the Boarding house for any boarder who is sick, ill or who needs to be isolated from other boarders for whatever reason.

It is Matron's and Boarding Duty Staff's responsibility to ensure that boarders who are ill are regularly checked and adequately looked after by a member of staff, and are able to summon assistance readily and rapidly if necessary.

Boarders may be cared for in the Matron's room in Fraser Youens House or transferred to Matron's room in Main school or, in appropriate circumstances, they may remain in their own room in Fraser Youens House. However, in all situations they will know how to call for assistance if necessary and will be checked as appropriate. There is a recording sheet for students who are ill and stay within Fraser Youens House. It is expected that in the case of a student being too ill to attend school that this information should be communicated to the parents of that boarder as soon as possible by Matron.

Medical appointments

Matron will register full boarders with a local GP surgery. It is expected that weekly boarders remain with their own GP. If necessary, a weekly boarder will be seen as a temporary patient at the local GP surgery, or at the Urgent Treatment Centre at High Wycombe Hospital.

Matron is responsible for making any medical appointments required for full boarders. Matron will communicate details with parents as soon as possible. Medical appointments for weekly boarders should be made by their parents.

Whilst we will endeavour to take boarders to emergency medical appointments, and routine appointments when we can, it remains the Parents' responsibility to arrange transportation to appointments.

Boarders may freely choose whether to be accompanied by Matron, another member of the boarding community or not at all, when being seen by the doctor or a dentist. Senior boarders competent to do so are able to make appropriate choices concerning medical or dental treatment.

Welfare Support to Boarders

Any boarder is welcome to speak in confidence with Matron, or any of the boarding staff regarding their physical or emotional health and welfare.

A counselling service is available in School for any boarder. They may ask to be referred by Matron or boarding staff, or can self-refer by attending a lunchtime drop-in session. There is no requirement for parents of students attending counselling to be informed; parents are given the opportunity to remove their consent for counselling at the start of the school year.

Management of Health and Personal Problems

Matron will work with the Head of Boarding to institute an individual welfare plan for any boarder who demonstrates significant emotional or behavioural difficulties or who is unable, for whatever reason, to see his parent or legal guardian at least on a termly basis.

Matron may assist with the provision for any boarder who may require an educational healthcare plan with Special Educational Need particularly if that need identifies the use of medication such as Methylphenidate.

Matron also assists the Head of Boarding in identifying and managing any significant health or personal problems of individual boarders. If necessary, she will liaise with the School Nurse Coordinator or other health professional.

Guidance from Boarding Handbook (given to all students and available on website)

Fraser Youens House Medical Arrangements

Parents/Legal Guardians have to complete the mandatory medical forms, (Confidential Medical notes, Parental Agreement to Administer Medicines). If a student has an ongoing condition, a Health Care Plan form should be completed.

There are forms to be completed for any boarder storing and taking prescribed medication or over the counter medication.

All medical information about a boarder must be given to Matron and is kept in the Medical File stored in Matron's room within Fraser Youens House. (Medical Tracker also records data)

Matron will hold a confidential mini surgery at breakfast, lunch and after school to deal with any medical problems. In an emergency, if Matron is not in the boarding house, another member of the boarding staff must be found. At night, this will be one of the resident Housemasters.

In the event of a serious accident or illness, parents will be contacted so that appropriate arrangements can be made. Emergency contact numbers must be kept in the medical records and be made available to members of staff.

As a general rule medication must be kept in a locked cupboard in Matron's room. Where agreed in writing, boarders may keep their own medication securely in their bedroom. There is an additional form to be completed for students who are self-medicating.

If a boarder's condition gives cause for concern, contact must be made with the duty Housemaster who may call NHS 111. Minor Injuries attention is available at Wycombe General Hospital, advice can also be sought from Priory Surgery (01494 448132) or via 111.

There is an Urgent Treatment Centre at Wycombe Hospital. The telephone number of WGH is (01494 526161). For more serious injuries there is an Accident and Emergency Unit at Stoke Mandeville Hospital or Wexham Park.

Stoke Mandeville Hospital, Mandeville Road, Aylesbury, Buckinghamshire, HP21 8AL

Tel: 01296 315000

Wexham Park Hospital, Wexham, Slough, Berkshire, SL2 4HL

Tel: 0300 633000

If emergency treatment is required, dial 999.

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Completion of Records – Paper and Digital

Basic medical treatment can be given by the member of staff on duty (all boarding duty staff have First Aid Qualifications) but it is imperative that a record must be kept on Medical Tracker. It should also be recorded in brief on the Duty Handover Log .

If a student is self-medicating and students may opt to do so, particularly some of our older students, it is important that they have completed the necessary paperwork located in Matron's office. This should also be logged in Medical Tracker.

A log of Medical Assessment/Contact is used via Medical Tracker so that one can easily assess how regularly a student is feeling ill and therefore if any pattern is forming.

If injury occurs due to an accident then an Incident Report (Injury) must be completed on Medical Tracker.

It is essential that the correct procedure is followed. If in doubt please ask Matron or the Housemaster on duty.

Please encourage any student to speak openly to staff and in particular Matron if they have any concerns or are feeling unwell.

Students should not feel anxious or worried about seeking support or receiving medication.

Matron can arrange for medical appointments for full boarders and will if required accompany students to these appointments. If Matron is unavailable, another member of boarding staff will take a Full Boarder to their appointment. Weekly boarders are expected to attend their own GP surgery if required, and their parents are responsible for making any medical appointments and transporting them.

If any boarder is being prescribed a controlled substance, for example Methylphenidate (e.g. Ritalin), this must be recorded and countersigned by two staff at the time the medication is taken. This is recorded in a separate controlled substance log.

GUIDELINES AND ADVICE FOR MANAGING THE SCHOOL DURING A PANDEMIC OR SIMILAR EVENT

RGS will endeavour to balance the educational needs of our pupils with the requirement to provide the highest possible standards of health and safety.

We will keep abreast of advice from the Government, the local authority, the Boarding Schools Association and SBF in making decisions in the light of developing circumstances.

The School and boarding house will remain open as long as it is judged to be safe. Guidance to be taken from National Institute of Health Protection/DFE/National Government.

Information for parents and guardians will be available on our website, and new developments will also be communicated by e-mail.

Parents are regularly requested to ensure that correct and up-to-date contact details are sent in to the school office
(Admin staff and boarding co-ordinator).

The School will follow advice from the Government, W.H.O. as well as instructions from local and national Health Authorities on the management of risk within a boarding setting.

At RGS, measures will be agreed upon and controlled by the Headmaster and the Senior Leadership Team (SLT) or by members of the SLT meeting as decided by the Headmaster. **The policy relates specifically to Fraser Youens House.**

Boarding pupils

The needs of boarders bring additional concerns.

- **Pupils returning from a country** where infection is more severe than or different from the UK will be expected to remain in the UK with guardians for a set period of time and to be symptom free in that time before they return to School. (Number of days will depend on current government guidance)
- **In the event of closure**, pupils will be expected to stay with their guardians. If closure is likely to be brief, pupils should not return home in order to minimise disruption to their education.
- If appropriate and if safe for boarding staff, pupils may with the agreement of the SLT **remain at School.**

FULL POLICY IS AVAILABLE FOR STAFF. PLEASE SEE HEAD OF BOARDING.

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Anaphylactic Shock Policy

Anaphylaxis is a severe life threatening allergic reaction that may occur in someone who is allergic to specific foods, drugs or insect stings. The reaction causes substances to be released into the blood that dilate blood vessels and constrict air passages. Blood pressure falls dramatically and breathing becomes difficult. Swelling of the tongue, face and neck increases the risk of suffocation. The amount of oxygen reaching the vital organs becomes severely reduced.

Pupils with anaphylaxis are welcome in School, both as day and boarding pupils. They will be encouraged to take a full part in all activities in the School, including school trips.

The School will work closely with the pupils and parents, and individual care plans will be kept for each pupil with anaphylaxis.

All pupils with anaphylaxis will be expected to carry their treatment at all times and their parents are asked to provide spare prescribed medications. These are checked by Matron on a termly basis. Spares for day pupils will be kept in a labelled, unlocked cupboard in Matron's room, and for boarders in the Duty room in the boarding house.

Staff will receive regular updates on how to manage pupils with anaphylaxis.

All staff will have access to a protocol of information on how to help a pupil who has an anaphylactic episode. This protocol is available on the school intranet. The boarding house will also have copies of individual care plans as relevant.

Matron keeps an updated list of pupils with important medical needs, and circulates this to all staff, including the catering manager, at the beginning of the year. She will inform staff of any changes or new diagnoses as they occur. This information is also highlighted on Ed:gen.
Matron

Anaphylactic Shock Protocol

An anaphylactic episode is a life threatening medical emergency.

Each diagnosed pupil with anaphylaxis has a care plan with individual signs and symptoms and management. Pupils with this diagnosis are required to carry their AAI (Auto Adrenaline Injector) at all times. It is advised that all Boarders hold two AAIs. Boarding will hold a named AAI as a spare for each diagnosed individual and there is an additional AAI in First Aid kits that accompany trips. Boarding will also hold an unnamed Emergency AAI in the duty room within FYH.

Matron will be responsible for purchasing, storing, and checking half termly that it is in date, clean and contains enough medication. Duty Housemasters will take this responsibility during Matron's absence.

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It is possible that a reaction might occur in an undiagnosed pupil and with medical guidance it is possible for an undiagnosed student to be given a dose of adrenaline via an AAI. It would be expected that the student would then go immediately to hospital.

General signs and symptoms

Any of the following may occur within seconds or minutes after exposure;

- Tingling or numbness around the mouth
- Difficulty swallowing
- Sneezing
- Itching
- Generalised flushing of the skin
- Widespread red, blotchy skin eruption
- Swelling of the tongue, face and neck
- Difficulty breathing ranging from a tight chest to severe difficulty. The casualty may wheeze or gasp for air.
- Pounding heart – pulse rapid but weak
- May feel sick or vomit
- Sudden feeling of weakness or floppiness
- May lose consciousness

General Management

DO NOT LEAVE PUPIL

- Observe signs and symptoms continually
- Give antihistamine and inhaler medication as prescribed, if he is alert and talking.
- If conscious sit pupil up to aid breathing; if collapsed lay him down and raise his legs; or if unconscious lay on his side in recovery position.
- **If anaphylaxis is suspected give adrenaline auto-injector immediately into the upper outer side of the thigh.**
- **If there are no signs of recovery and if symptoms become worse e.g. difficulty speaking/breathing, swelling of lips/tongue, loss of consciousness, then a second auto injector pen can be administered.**
- Dial 999 for an ambulance and inform emergency services of anaphylactic shock.
- NB Cardiopulmonary resuscitation may be needed.
- Await ambulance, escort to hospital, contact Head of Boarding or Housemaster (boarders), parents (day pupils).

Asthma Protocol

The Royal Grammar School recognises that asthma is a widespread, serious but controllable condition affecting many pupils in the school. The school positively welcomes all pupils with asthma. This school encourages pupils with asthma to achieve their potential in all aspects of school life by ensuring that staff, parents and pupils work together and have a clear policy to help the pupil remain safe in school.

Each pupil with Asthma will have an individual care plan that has been drawn up by either the school matron, school nursing team or specialist asthma nurse. Parents will have input into the creation of the care plan along with the pupil.

Asthma Medicines

Immediate access to reliever medicines is essential. Pupils with asthma are required to carry their reliever inhaler whilst in school.

Parents are asked to make sure that the pupil knows how and when to use the inhaler.

Parents must also ensure that the pupil always carries an inhaler that is in date and contains enough medication for the day at school.

School staff are not required to administer asthma medicines to pupils (except in an emergency). All school staff will let pupils take their own medicines when they need to.

Emergency Salbutamol Inhalers kept in school

The school will have a minimum of three emergency asthma inhalers. They will be kept in staff common room in school house, one in the medical room in main school and one will be kept in the boarding house in the duty room.

With each of these inhalers will be a list of pupils who have been prescribed inhalers by their GP, or have been diagnosed as having Asthma. If a pupil isn't on this list they will not be given the emergency inhaler.

Parents will be asked to sign their child's care plan and return it to matron which will contain the consent for use of the emergency inhaler as necessary.

If the emergency inhaler is used a record will be kept on matron's medical data or an incident form will be completed and parents will be informed.

Information on how to recognise an asthma attack and what to do in an emergency is to be kept with the emergency inhaler.

Matron will be responsible for purchasing, storing, and checking half termly that it is in date, clean and contains enough medication. Duty Housemasters will take this responsibility during Matron's absence.

The spacer that is with the emergency inhaler will be either given to the pupil to use or disposed after each use.

Boarding staff will receive training reminders on asthma and AAI's on an annual basis.

Matron will be available for staff, parents and pupils to discuss this protocol and any training needs that they may have.

Appendix for Boarding Medical forms

- [FYH Confidential Medical Notes](#) (Pre Admission Form)
- [FYH Parental Agreement to Administer Medicines](#) (Pre Admission)
- [FYH Health Care Plan](#)
- [Medication kept in boarder's bedroom](#)
- [Nutritional Supplement Sheet](#)
- [Controlled Drug Record Sheet](#)
- [Head Injury Advice](#)
- [Head Injury Assessment and Recording Sheet](#)
- [Inhouse Monitoring of boarders who are ill.](#)
- [OCM stock check sheet \(example\)](#)
- [Staff signatures for administering medication](#)