



RUGBY SCHOOL

Medical Care Policy

Lent 2026

This Policy sets out the School's arrangements for medical care and is written to comply with the following professional bodies.

Nursing and Midwifery Council (**NMC**) Code of professional Conduct
The National Institute for Health and Care Excellence (**NICE**)
Royal College of Nursing (**RCN**)
General Medical Council (**GMC**)
Boarding School Association (**BSA**)
Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (**RIDDOR**)
UKHSANHS.co.uk
Medical Officer of Schools Association (**MOSA**)
British National Formulary (**BNF**) for Children
Return to Play (R2P)

The Nurses also work under the clinical governance, policies and guidance from The Revel Surgery.

Related policies:

- First Aid Policy
- Smoking, Alcohol and Drugs Policy
- Student Mental Health & Emotional Well Being Policy
- Guidelines for Life at Rugby School

There is a comprehensive suite of medical care protocols and guidelines that are linked to this policy which includes protocols for asthma, anaphylaxis, administration of medication and diabetes.

A full copy of the Medical Care Policy including protocols and guidelines is available on request.

1.0 THE SAN MEDICAL CENTRE

The San Medical Centre is located at 2 Hillmorton Road, beside Dean House.

The GP services are provided by The Revel Surgery.

Dr Hannah Collier is the lead GP. She is supported by Dr David Pearce, Dr Linda Perry and Dr David Watters.

There is a GP on-site for appointments Monday, Thursday and Friday morning, as well as Tuesday and Wednesday afternoon. There is a registered nurse on duty whenever the San Medical Centre is open. The nurses have access to the School doctors for guidance and consultation.

Under the Standard Terms and Conditions, all boarders are required to register with the Revel Surgery. Day students who are not registered may be seen by the GP for emergency medical care and first aid requirements only. They can access the school nursing service.

All appointments are offered either face to face or via telephone or video call at the patient/guardian request.

The San Medical Centre opening hours are:

Monday – Saturday:	08:00 – 19.00
Sunday:	By pre-arranged appointment only

Contact details: Sannurses@rugbyschool.net

Senior School Nurse
Sarah Harris

Tel: 01788 556199

Deputy Lead Nurse
Karen Miles

School Nurses
Sarah Reynolds
Rachel Epton
Jacqueline Winterbottom

Administrator
Leanne Stacey
Charmaine Evans

School Doctors
Dr Hannah Collier
Dr David Pearce
Dr Linda Perry
Dr David WattersRevel Surgery

Tel: 01788 834830

2.0 MEDICAL EMERGENCIES

In the event of illness or accident involving a student, member of staff or visitor, the appropriate steps to be taken will depend on the level of severity of the person's condition, the availability of help and the skills of those on hand.

FOR IMMEDIATE OR EMERGENCY MEDICAL ATTENTION, STAFF SHOULD RING 999 FOR AN AMBULANCE.

2.1 Serious accidents or sudden onset of illness causing significant concern

- Dial 999 immediately without contacting the San Medical Centre for advice
- In the case of an accident, the casualty should not be moved unless they are in danger
- The casualty should be kept warm, comfortable and reassured
- Students should always be accompanied to hospital, and any member of staff may be called upon to do this as a matter of urgency
- The San Medical Centre should be informed

- The Head and Deputy Head should be informed of any serious accident or sudden onset of illness if the injury involves a student or member of academic staff; or the Chief Operating Officer in the case of support staff or visitors
- The Hm should be contacted in the event of injury or illness to a student and will contact the student's parent/guardian

In the case of a Road Traffic Accident the Police should also be called.

2.2 Defibrillators.

To access a defibrillator call 999 and request the ambulance service, quoting the unique identifier number on the yellow defibrillator case. The operator will then provide the access code to the external case and instructions for use.

There are defibrillators at the following points around the school:

- The Old Armoury
- James Pavilion
- Sports Centre

The San (available during San opening hours)

2.3 Allergy Response Kits

Emergency allergy response kits that contain adrenaline auto injectors and a salbutamol inhaler are located at the following points around the school:

- Outside the sports department office/next to sports café in sports centre
- Collingwood Centre Porters Lodge
- Town/Southfield Reception
- Macready Theatre
- Science Building Reception
- Outside Room 8 in New Quad
- The San Medical Centre (during San opening hours)
- The Security Team – call ext 104
- Designated Sports Staff at Springhill

3.0 PROVISION OF INFORMATION

The parents of all new students must complete the Essential Medical Information for all New Students before their child joins the School. Failure to do so will result in the student not being permitted to participate in sports or social activities for their safety. This form is kept securely within the San Medical Centre and in their House.

It is very important that parents let the School know if their child has any significant physical, mental or emotional health conditions or severe allergic reactions to particular foods, medicines, insect bites or otherwise before they join the school.

Parents must also inform Matron if their child has been prescribed medication to be administered at School.

It is parents' responsibility to inform the House team/San Medical Centre if there are any changes or update to medical information provided for the student.

4.0 CONFIDENTIALITY

In accordance with the Doctor's professional obligations and the Nurses Code of Professional Conduct, medical information about students, regardless of their age, will remain confidential.

For both doctors and nurses, clear guidelines are laid down regarding their obligation to maintain professional confidentiality. In essence, the medical staff owe confidentiality to their patients, although there are clearly defined circumstances in which confidentiality may be breached. Some situations where confidential information may be disclosed to a third party may include:

- When the patient or their authorised representative gives informed consent.
- When the information is passed between members of a health care team looking after that patient and when sharing information is judged to be in his/her best interests. In School, the team might consist of the doctor and his/her medical partners, school nurses, the physiotherapist and the counselling service. Additionally, some members outside the health care profession might be involved, including the DSL, Hms and Matrons providing pastoral care or likely to administer medication or treatment. It is the medical team's responsibility to ensure that the patient and parents understand why and when information might be disclosed to any member of school staff. All staff members must maintain confidentiality.
- When a medical emergency means consent can't be obtained.
- When it is considered that disclosure without the patient's consent is in their medical interests. Illness, mental incapacity or immaturity may mean that the patient is unable to give valid consent and if the patient will not allow the involvement of an appropriate third party, the Doctor may disclose relevant information. The patient must be informed before disclosure.
- When it is believed that the patient is a safeguarding risk. The patient must be informed before disclosure unless this is considered to cause a greater risk. In the case of any safeguarding concerns liaison between the Head of Safeguarding at Rugby School and The Revel Surgery will occur.
- When it is judged that disclosure is in the public's interests and failure to disclose might expose a patient or others to risk of death or serious harm.
- When satisfying a statutory requirement e.g. notification of a communicable disease.
- When ordered to do so by a court.

5.0 MEDICAL CARE OF STUDENTS AT SCHOOL

All boarding students must be registered with the Revel Surgery and any day students who live within the catchment area of The Revel Surgery may opt to register and can be seen by the GP in the San Medical Centre.

The provision of medical care at the School is co-ordinated via the San Medical Centre

The San Medical Centre arranges for routine medical care, medical treatment, counselling, physiotherapy, administration of medicines and travel vaccines for students registered with the Revel Surgery. There may be a cost incurred for specialist private treatment and travel vaccines not covered by the NHS. Day students can access counselling, private physiotherapy, emergency medical care and the school nurses.

All medical, counselling and physiotherapy appointments can be made by students, parents, carers or House staff by contacting the San Medical Centre.

Boarders can choose whether or not they are accompanied by staff when being seen for medical treatment and wherever possible the School will enable students to see either a male or a female doctor as they choose.

The School will also ensure that boarders who are ill are regularly checked and adequately looked after in House and able to summon assistance when required.

All new boarding students will have a School Medical review. This is performed by the School Nurses

Routine childhood immunisations are provided by the school age immunisation team from Coventry and Warwickshire partnership NHS trust as per the Department of Health routine immunisation schedule following communication with parents. The medical team will liaise with parents and administer any vaccinations required to students with an uncertain or incomplete immunisation status who are registered with the Revel surgery.

5.1 House Healthcare Arrangements

The School ensures that boarders can summon staff assistance readily and rapidly when ill or injured, day and night.

All Houses have a designated member of staff on duty who is a student's first point of contact if they are ill or sustain an injury at any time.

The member of staff will assess the student and look after them accordingly. They will contact the San Medical Centre, 999 or 111 as necessary. The member of staff will judge whether to inform the Hm of illness or injury. The Hm and SMT must be informed if an ambulance is called or they require hospital care.

If the San Medical Centre is closed and a student presents with illness or injury requiring medical assessment or treatment, the out-of-hours services should be contacted by 111 or dial 999 in an emergency.

An unwell student will be monitored by Matron or a designated member of staff throughout the day and night and reassessed accordingly. The sick bay within their boarding house can be used for unwell boarders. All care provided is documented.

5.2 Student records in House

Each student in the House has an emergency grab sheet, which is stored in a safe place accessible to the Hm, DHm, and Matron.

This grab sheet contains all relevant health information for use in an emergency and should include the following:-

- Name and Date of Birth
- NHS Number for boarders
- GP's name and contact details
- Contact details of parents and guardians
- Information extracted from the Medical Information Form by Matron concerning allergy, asthma or other chronic medical condition.

Whenever a member of staff deals with a student with a medical concern, a record of this must be kept on iSAMS. the time of the consultation, the nature of the concern and details of any action taken, including any medication administered. The record should be made by the staff member involved. A handover diary is kept that should be reviewed at each change of staff. Medical care by the Drs or nurses is recorded in the Students NHS electronic medical record.

Records of any healthcare provided while at school are kept for each student within 'Medical Centre' on iSAMS. Any paper records including copies of the Essential Medical Information Form are kept securely in the House. Any new correspondence is scanned into iSAMS.

The student medical record should contain:

- All additional health information from parents, sports staff or San Medical Centre. This could be e-mails, letters or records of telephone conversations.
- Health and medication records showing date, time, dosage or medication given by staff.
- Incident Report forms if student has been involved in any accidents.
- Self-administration of medication assessment forms.
- If parents have not consented to medication from the House list being given
- Any correspondence from a specialist.
- Any medical conditions or concerns.

6.0 ADMINISTRATION OF MEDICATION

The school has an Administration of Medicines Protocol that staff administering medication work from. A full copy of this is available on request.

6.1 Controlled Drugs

The School has an 'Administration of Controlled Drugs' Protocol which is followed by Houses and is available on request.

When controlled drugs are needed at home over a school holiday they must be signed out of the boarding house record book by 2 adults (a staff member and parent/guardian/staff member).

Controlled drugs returned to the boarding house must be signed into the boarding house record book by 2 adults (a staff member and parent/guardian/staff member).

The quantity of medication returned must be documented accurately with two signatures.

6.2 Non-Prescribed Medication (over-the-counter medication)

Each House has a supply of Paracetamol, Ibuprofen, Cetirizine, Cough Linctus, Peptac, rehydration sachets and Strepsils which are supplied by the San Medical Centre.

These are kept in a locked cabinet in Matron's office and are available to boarding students and day students. list above.

6.3 Prescribed Medications

Medication prescribed by a doctor should be administered according to the instructions on the individual medication and only given to the named student to whom it has been prescribed. They should be kept in their original container. The original dispensing label must not be altered except by a Doctor.

Parents of day students who bring prescribed medication to School should give written instructions on when to administer.

Parents are not routinely informed by the San Medical Centre team about routine prescriptions. Students are encouraged, as appropriate, to keep their parents fully informed about their medical wellbeing, consultations and treatment.

When prescription drugs are needed at home over a school holiday they must be given to the parent/guardian and the amount given documented on the student's individual medical record. Parents/Guardians should be emailed in advance to inform them of how much medication the child is bringing home with them if they are travelling alone.

6.4 Medication brought into school by the students

A record will be kept of any medications that the students bring into school and medication should be handed in. It is the school's policy that the students do not have their own medications unless they are prescribed. If a student arrives at school with a non-prescribed medication given to them by their parents, (e.g. Lemsip, liquid paracetamol, liquid ibuprofen) Matron must be informed, the medication recorded and stored appropriately. An email must be sent by the parent confirming that they require their child to have this non prescribed medication.

There are risks that prescribed medications will interact with medications purchased over the counter and cause harm or that herbal or traditional medications could interact with prescribed or over the counter medications. Therefore, any medication brought into school must be declared and handed in.

Over the counter medication should never be given to a student who has taken his or her own medicine without further guidance from the School Doctor, nurse or a pharmacist.

6.5 Overseas students and medication

Overseas boarders are asked not to bring their own medication into School, unless prescribed. Where the prescribed drug is not available in this country parents are asked to give written consent to a prescription of a UK equivalent to be made available. Where this is not possible, a supply can be brought in by the child with an English instruction from the prescribing doctor including reason for administration, dose, regime, cautions etc. which the School doctor will check.

The medical team and the school reserve the right to refuse to prescribe or administer medication or treatment that is not in line with current UK guidelines.

Students with any complex physical or psychological health needs requiring medication may need a referral to a UK based specialist for care management while at school in the UK.

6.6 Self-administration of medications

Competent students are actively encouraged to take responsibility for the administration of their own prescription medications. Students assessed as competent to self-medicate must complete a self-administration form with House staff and may store their own individual medicines in their personal lockable storage. This applies to day students and boarders alike.

For emergency medication, such as adrenaline auto injectors and asthma inhalers, it is particularly beneficial for students to carry and administer their own medication. The student should be aware that they must keep their medicines in a secure place, and not give their medication to anyone else, even if they have the same symptoms. Students with anaphylaxis must carry 2 adrenaline autoinjectors with them at all times and students with asthma must always carry an inhaler with them at all times.

There are 9 allergy response kits located around the school in the event of an emergency containing spare adrenaline auto injectors and a salbutamol inhaler.

7.0 INDIVIDUAL CARE PLANS

Students with specific medical conditions or chronic conditions, e.g. diabetes, epilepsy, life-threatening allergies (anaphylaxis), severe asthma, have an individual care plan, a copy of which is kept in the House and the San Medical Centre. It is also uploaded to the students iSAMS record.

Each department is sent a list of students with anaphylaxis or significant medical conditions and all existing medical conditions are recorded on iSAMS.

Staff are updated by Heads of Department about students with specific medical needs.

Care plans are reviewed annually or sooner if any changes to care. These are shared with House staff and uploaded to iSAMS.

There is a specific policy for anaphylaxis and protocols for asthma and diabetes. Details of these can be found in the medical care protocols which are available on request.

8.0 CONSENT FOR TREATMENT

Parental consent is sought for specialist treatment (NHS and private), for emergency treatment, first aid, and any non-prescription medication deemed necessary from the approved House list. If any routine or travel immunisations are required parents are contacted to obtain consent.

Students may consent to his or her own medical treatment and/or to the administration of medication where medical staff consider they are sufficiently responsible and have sufficient understanding and intelligence to do so.

9.0 ACCIDENTS AND FIRST AID.

The School's First Aid Policy outlines the responsibility of the School to provide adequate and appropriate first aid to students, staff, parents and visitors; and the procedures in place to meet that responsibility, both on and off site. The School's Educational Visits Safety Manual also provides information about off site first aid cover and emergency procedures.

First aid boxes are located in every building of the School as well as on School minibuses. In addition medical bags are provided to sports staff for use in games practices and matches.

The School has staff who are trained in first aid who may treat a child for minor injuries or in an emergency. All teaching staff are trained to administer emergency allergy care. The School has external medics who provide first aid and emergency treatment on match days. Students and staff may also be seen in the San as necessary.

A record is kept of any accident or incident involving injury or requiring first aid (however minor), any significant illness or whenever medication or other treatment has been provided by the School. The Health and Safety Officer is responsible for reporting to HSE accidents/incidents that fall within the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013(RIDDOR).

10.0 INFECTION CONTROL

In order to avoid the risk of infection, those providing medical care or first aid should cover any cuts and grazes and use personal protective equipment (PPE)

Wherever splashing is possible, they should also use eye protection.

Use devices such as face shields when giving mouth to mouth resuscitation, where appropriate. Current guidelines on resuscitation are available from the Resuscitation Council UK

Staff should wash their hands regularly, before and after using PPE and after every procedure.

In the event of contact with blood or bodily fluids other than their own, staff should, without delay:-

- wash splashes off their skin with soap and running water
- wash splashes out of their eyes with tap water or an eye wash bottle
- wash splashes out of their nose or mouth with tap water, taking care not to swallow the water
- use spillage kits which can be found in the cleaning department.

They should then record details of the contamination and report the incident to the San Medical Centre and take medical advice if appropriate and report to the Health and Safety Officer.

All usual waste should be disposed of by 'double bagging' and place in normal refuse. Clinical waste should be disposed of using the clinical waste facilities operated by the San Medical Centre.

The UKHSA provide guidance on the management of infectious diseases in a school setting via the publication Health Protection in Schools. This document includes information on when and how long a student with an infectious disease needs to be kept away from school. The West Midlands UKHSA are accessed by The San Medical Team in the event of a significant outbreak of any infectious disease for help with management of the outbreak.

11.0 ALLERGIES

All students with an allergy have a care plan written. The Matron must inform the House catering staff of any student with a food allergy. The School's caterers are provided with an allergy list and follow their own protocols for managing a food allergy.

See the Rugby School Allergy Policy for further information.

12.0 HEALTHCARE ON EDUCATIONAL VISITS AND TRIPS

Staff taking students on trips must follow the guidance in the Educational Visits Manual and ensure they have checked iSAMS for medical conditions. Expedition leaders should be given any relevant up to date information from iSAMS or the Matron and provided with medication as necessary.

Staff taking students on trips who require medication during this time must follow the administration of medication protocol throughout the trip and must contact the San Medical Centre team for further advice and guidance before the trip.

13.0 DENTAL CARE

Routine dental treatment should be arranged at home. The NHS rarely covers emergency dental treatment but the San Medical Centre has a list of local dentists who will provide private emergency dental or orthodontic treatment. There is usually a cost for emergency dental care.

14.0 EYE CARE

Routine appointments with an optician should be arranged at home on an annual basis. In an emergency the medical team has a list of local opticians who can be accessed as needed.

15.0 PHYSIOTHERAPY

All students registered with the Revel Surgery can be referred to the NHS physiotherapy service if needed. This service is free but there is often a long waiting list. Matron or parents accompany students to appointments.

Rugby Physio Service provides private physiotherapy appointments at school with appointments to compliment the school day. The service is covered by most medical insurance companies or can be self-funded. Referrals are accepted from the school doctor, consultants and self-referrals, although most insurance companies require a referral from a doctor to meet their requirements.

The sports department employs a physiotherapist for sports scholars to access as part of their scholarship.

16.0 INTIMATE CARE

Rugby School is committed to ensuring that all staff responsible for the intimate care of children will always undertake their duties in a professional manner. The School recognises that there is a need to treat all children with respect when intimate care is given, and the child's welfare and dignity is of paramount importance. Safeguarding guidelines should be followed at all times.

Intimate care is defined as any care which may involve washing, touching or carrying out an invasive procedure to intimate personal areas. Where appropriate a second adult should be present or aware. It is essential to document occasions where intimate care has been provided.

In the San Medical Centre there are occasions when students need to be assessed by a doctor or nurse or health professional which might involve intimate examination. The San Medical Centre team are committed to putting students at ease whenever possible so a chaperone will always be offered before the examination and if a chaperone is required the examination will not continue until a chaperone is present.

17.0 CONCUSSION

All heads injuries may be treated as concussion, regardless of cause.

The School engages an external concussion specialist who oversees cases of concussion. Students follow the pathway below, following a diagnosed concussion head injury:

Time since injury (earliest day)	Activity Level
0-2 days	Relative rest
Medical Assessment <i>to confirm diagnosis and give recovery advice</i>	
3-7 days	Light activity Gentle walks etc. <i>Activity level shouldn't leave you breathless</i>
8 days onwards	Low risk exercise & training Gradual increase in self-directed exercise – running, stationary bike, swimming, supervised weight training etc. Focus on fitness Can introduce static training drills (eg passing/kicking). Only drills with NO predictable risk of head injury
R2P Doctor Assessment <i>to assess fitness to start a formal return to sport and advise on timeframes</i>	
15 days onwards	Gradual return to sports training Starting with non-contact and gradually building up complexity and intensity. Introduction of contact in the final stages
R2P Doctor Assessment <i>to assess fitness to return to unrestricted sport, including matches</i>	
Day 21 earliest	Earliest return to competitive sport/matches Only if symptom free at rest for at least 14 days and has completed gradual return to sports training without any recurrence in symptoms

18.0 COUNSELLING

In addition to the medical care services offered by the medical team, the School also has a term time Counselling Service, which is included as part of the pastoral care and therefore has no additional charge.

Contact details:

timetotalk@rugbyschool.net

Emotional Wellbeing Lead

Louise Ewer

Tel: 01788 556299

Mobile: 07584 481068

Counsellors

Erika Corcoran

Les Noble

Elaine Wright

Students can be referred to the School Counsellors through various routes:

- Self-referral via email to: timetotalk@rugbyschool.net
- Via medical team
- Via House staff eg. Matrons, Hms or Tutors
- Via Senior Management Team, in the case of behavioural discipline situations
- Via other students.
- Via parents.

There can be many reasons for a student referral for example: anxiety, low mood, sleep difficulties, home sickness, stress, bereavement, bullying, workload, relationship and family concerns. This list is not exhaustive.

Information about the counselling service is posted in the Houses on notice boards.

The counselling team will meet all new students, as part of the induction programme, they will explain the role and the reasons that a student may want to engage with counselling, together with information about how to access this confidential service.

Counselling team confidentiality

1. Confidentiality is vital to the good working of any counselling service. As with medical consultations, students/staff need to feel that anything they disclose will be treated in confidence otherwise faith in the service will be damaged and the operation rendered ineffective. The San Medical Centre is a confidential area for all the students. Information will be shared with other members of the medical team on a need to know basis. The Counselling team keep electronic records of all contact with students accessing the service on a secure, confidential database, Uniti. This is only accessible to the Counselling team.
2. Confidentiality does not extend to disclosures which reveal possible harm to the individual concerned or to others.
3. The Counsellors make the above policy clear to all students in a written statement which the student signs before commencing their initial session.
4. Where issues do not impinge on the day to day wellbeing of the student or on others in the School, the information will be treated in confidence. For example, a student with an eating disorder may well divulge personal information to the Counsellors. The Hm and designated

safeguarding leads need only know that the student is safe and that progress is being monitored.

5. Where the behaviour of a student is having an adverse effect on the community, in lessons, socially or in the House, information may be shared on a “need to know” basis. In these cases, conferences with parents may be arranged to discuss the background to the problems manifesting themselves at School. The Hm and other key pastoral staff as necessary will be party to these discussions and will therefore acquire information which needs to be treated in confidence.
6. Where possible, students should be informed of formal discussions taking place which concern them. Contact with parents will usually be made, with the permission of the student concerned, unless there is reason to assume that such information would have a significantly damaging effect. Internal pastoral meetings, however, may be convened in order to pool knowledge about an individual student and to guide those with care of the student in how to move forward. In these cases, students will not necessarily be informed.
7. In order to provide “joined up” care within the School, meetings are held once a term between the medical team, including School doctors, the senior nurse, the Counsellors, the Designated Safeguarding Lead (DSL). In addition, there is a weekly safeguarding meeting which includes the DSL, Deputy DSL’s, Senior Counsellor and Senior Nurse.. Sub sets of this group may meet at other times as appropriate. The DSL will record briefly agreed action plans and follow up to make sure that they have been put into effect.
8. The role of the Counsellors and San Medical Centre staff is not disciplinary, but circumstances may involve the Counsellor in helping to negotiate behavioural contracts with students and the Counsellor may be involved in meetings with parents and the student concerned to set behavioural parameters. Under such circumstances, the Counsellors should only divulge information as necessary and normally as agreed in advance with the student.
9. The school might recommend that a Clinical Psychologist/ psychiatrist assessment might be undertaken for particularly vulnerable students. General conclusions from such consultations should be discussed with the Counsellors and DSL, providing sufficient information to answer the School’s concerns. The information should not be divulged to parents without the permission of the student in question.
10. Safeguarding issues will be referred to Warwickshire Safeguarding as appropriate.

19.0 HEALTH EDUCATION

The nurse team assist the School in providing health education as part of its PSHE programme. The School also has a separate policy on Smoking, Alcohol and Drugs. The San Medical Centre provides a confidential Smoking Cessation Service.

The nurses and counselling team support the House team with the management of health conditions and House staff are asked to complete specific learning on health and emotional wellbeing including:

- Administration of Medication
- Concussion Awareness & return to play
- Understanding Anaphylaxis

- Medical update training is provided annually for all teaching and house staff.**

Authorised Compliance & Risk Committee:	January 2026
---	----------------------------