



**OXFORD
International
College**

A NORD ANGLIA EDUCATION SCHOOL

CARE OF BOARDERS WHO ARE UNWELL

POLICY INTENDED FOR:	All Students
CATEGORY:	Boarding
POLICY IMPLEMENTED BY:	Director Of Boarding
REVIEWED BY:	Director of Boarding
CONSULTATION WITH:	Senior Leadership Team
REVIEW DATE:	August 2024 August 2025 January 2026
FUTURE REVIEW:	January 2027

The Three Pillars

The three pillars of Oxford International College (OIC) are:

- Academic Excellence
- Personal Development
- Career and University Pathways

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INTRODUCTION

This policy has been written in line with Part C: Standard 7 (Health & Wellbeing) of the National Minimum Standards (NMS) for Boarding Schools (September 2022).

Oxford International College has effective, clear and appropriate procedures for the care of boarders who are unwell and ensures that the physical, mental health, and emotional wellbeing of boarders is promoted. These include our team of nurses, first aid, care of those with chronic conditions and disabilities, dealing with medical emergencies, and the administration of prescribed and non-prescribed medications. Boarding staff are also supported by the SEN and Counselling team.

All students reside in well-maintained, modern, single occupancy accommodation, which includes ensuite toilet and washing facilities, which more than caters for the needs of boarding pupils who are sick or injured. In addition to this the nurses have the use of two purposely defined medical rooms which are well stocked and equipped to cater for high standards of medical care at Thames Street and London Place. Students (and their boarding staff on their behalf) can book appointments when required as well as attend widely advertised drop-in clinics. All boarding houses have suitably stocked first aid, eye wash, biohazard, burns kit and emergency medication kits. There is provision to isolate students, should it be required, in our boarding accommodation as students are in single occupancy rooms.

In addition to the provision on site, boarders are supported with access to local medical, dental, optician and other specialist services or provision as necessary. All medication is stored safely and securely in designated medical cabinets, including suitable storage for controlled medication and drugs as well as medical fridges. Proper records are kept of its administration as per the administration of medicine policy. Prescribed medicines are given only to the boarders to whom they are prescribed. Boarders allowed to self-medicate are assessed as sufficiently responsible to do so by the nurse.

The confidentiality and rights of boarders as patients are respected. This includes the right of a boarder deemed to be "Gillick Competent" to give or withhold consent for their own treatment.

NURSE RESPONSIBILITIES

Our nurse team oversees the medical provision at the College. This includes supporting the writing and implementation of our policies for:

- Administration of medication.
- Care of boarders who are unwell.

The nursing team supports and trains the boarding staff with medical, physical and emotional care for students. This includes being available to assess children who are unwell, supervising unwell students during the day, training the boarding staff and contacting parents.

The nurses train and advise boarding staff on best practice and take responsibility for our medical provisions. The Director of Boarding, Assistant Director of Boarding and nurse team ultimately decides if a student is too unwell for school and requires rest beyond an initial rest period which the house parents can

authorise using their professional judgement. All staff are aware the attendance team must be informed in the event of absence due to illness.

BOARDING STAFF RESPONSIBILITIES

All boarding staff are responsible for supporting students with the emotional, physical and mental health of our boarders. All boarding houses have at least one qualified first aider on site when students are in residence. These records are audited and kept up to date on a regular basis by the Assistance Director of Boarding.

As part of their role and responsibilities, boarding staff must familiarise themselves with our medical procedures and be confident to deal with medical situations. This includes assessing, caring for, and referring students who are unwell to the nurse. Boarding staff are there to ensure the level of medical care for each student is of a similar level or indeed exceeding that which they would receive at home.

REST AND RECOVERY

When students are deemed too unwell to attend College, boarders will be permitted to rest in house or in one of our medical rooms to recover from illness.

One Day Absence: Boarding House staff are advised to use their professional judgement to authorise absence from school in the first instance. This is then approved by the assistant Director of Boarding, boarding manager or director of boarding up to **one day**.

Two Days or More: Should the illness require more than one day of absence from school, an appointment and/or the advice of nurses should be sought for further treatment and authorisation for further absence from the school.

In all cases of absence due to illness, the attendance officers must be informed of the absence by no later than 08.30am. The attendance officer will ensure that this is accurately recorded on ISAMs.

It is our policy that outstanding and diligent provision is made to ensure unwell students are closely monitored during their recovery, with regular checks by the nurse team or boarding staff as per the guidance set out by the nurses. This is a minimum of every two hours when students are resting in house, and a clear record is kept of these check ins. Parents or Guardians should also be informed and kept up to date.

Provision is also made to ensure these students still receive their regular meals and suitable drinking water. Meals can be adapted where applicable in line with the medical requirements of each individual case which includes but is not limited to plain meals, soft foods, soups and BRAT etc.

Medical handovers are completed as staff come on and off shift to ensure a continuity of medical care whilst the students recover.

It is our policy for serious or long term illnesses; students are asked to recover at a parent, guardian or authorised host family's address. The nurses and boarding leadership will make this decision and will

communicate with the parents and guardians to arrange this in a timely manner.

Students who require short or medium-term access arrangements due to illness or injury such as a broken or sprained leg, will be assessed and supported as far as reasonably possible with crutches or transport arrangements. This will include a care plan including PEEP and/or risk assessment.

If a boarder has an infectious illness and requires isolation, provision will be made to keep the broader community safe. Staff supporting these boarders will be provided with the appropriate PPE advice and training as required. These instances will be led by the nurse team in conjunction with the Director of Boarding.

PRE-ARRIVAL SCREENING

As part of the induction process, parents are asked to complete a medical screening section of the pre-arrival form. Parents are asked to inform us of:

- Medical History
- Any diagnosed medical conditions
- Any prescribed medications
- Any non-prescribed medications that students may take including supplements
- Permission for the College to administer medication for their child

All staff who work closely with the student are informed of any relevant medical information from this screening, in order for them to be able to suitably support the students in their care.

Upon arrival, students are informed that all medications should be handed over to house staff for safe storage. House staff also remain vigilant during daily room checks for any students who may have kept medication in their rooms without permission to self-administer by the nurse.

All students are also registered with a GP as part of their induction; this is done by the nursing team.

Based on pre-arrival screening information, the nurses assess the need for Health Care Plans (HCP) and will write and distribute these to all relevant supporting staff. Parents or Guardians will also be asked to sign these off.

PRESCRIBED AND NON-PRESCRIBED MEDICATION

Prescribed medication is issued by a GP or medical professional. A large stock of non-prescribed medications such as pain relief, vapour rubs **and** antihistamines is also stocked in the houses to support our boarders.

All medications are carefully administered and recorded as per the **Administration and Storage of Medicines/Medical Care policy**.

If medication is wrongly administered in any way, it is essential that 111 is called immediately for advice. This must be reported Director of Boarding and Designated Safeguarding lead, as part of your safeguarding duty.

There are daily audit checks of our medication in line with the relevant recommended guidance.

MEDICAL EMERGENCIES

Boarding staff are thoroughly trained in the medical emergency procedures, with regular supervision and guidance from the nurse team and boarding leadership. There is also a clear prompt sheet in each house to remind and support staff should an emergency arrive.

For the avoidance of doubt:

In the event of life-threatening emergency **999** should be called.

111 can be called for non-urgent situations, when the nurse is unavailable.

If hospital treatment is deemed to be required, arrangements will be made efficiently and quickly with the on-duty Nurse, Boarding Manager or Director of Boarding.

In the above scenario, the Principal, Designated Safeguarding lead, nurse team and Director of Boarding should be informed via email with all key details and information. This is to ensure that the relevant parties can be supported and suitably informed.

FIRST AID

Our aim is for all boarding staff to have in date first aid training, and the Boarding Leadership ensure that there is at least one first aid trained member of staff available, at all times, for the boarders in our care.

The nurse ensures that first aid kits are regularly checked and kept fully stocked. If boarding staff notice kit stocks running low, it is their duty to inform the nurse immediately.

Regular weekly audits ensure these first aid kits and other emergency equipment are kept both fully stocked and in date.

CHRONIC CONDITIONS AND DISABILITIES

Parents and guardians are responsible for ensuring the College is made aware of any pupils with chronic conditions or disabilities. This should include all details of their treatment, requirements, medication and support required whilst in our care.

Upon arrival, the nurse will meet with these students and put together a health care plan. Boarding and relevant teaching and support staff will be informed of the care plan and if required, training will be given for the student's specific needs.

A risk assessment may be required, depending on the condition or illness to ensure that the boarder's needs are met in line with Health and Safety law. A Personal Emergency Evacuation Plan (PEEP) may be required in some instances or adaptations to accommodation. All of which will be assessed and managed by the Nurse, Director of Boarding and Designated Safeguarding Lead.

FURTHER INFORMATION

For further information about the Care of Boarders Who are Unwell at OIC please speak with the nurse team or the Director of Boarding.

Please also see:

First Aid Policy
Medical Care - Administration and storage of Medicines

contact@oxcoll.com

Director of Boarding
Oxford International College
1 London Place
OX4 1BD