



RYDAL PENRHOS SCHOOL

THE HEALTH CENTRE

THE HEALTH CENTRE

Glan Aber, Pwllcrochan Avenue, Colwyn Bay. LL29 7DA.

Telephone & Fax: 01492 539729

E-mail: healthcentre@rydal-penrhos.com

THE HEALTH CENTRE TEAM

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| Medical Officers | Doctors Murphy, Weis, Griffiths and Newton Rysseldene Surgery , 98 Conwy Road, Colwyn Bay. LL29 7LE. <i>Telephone: 08444 778 574</i> |
| Sister in Charge | Peta Stevens RGN |
| Nursing Assistant | Irene Hyland |
| Health Centre Administrator | Deborah Ramanaden |

The Health Centre is a specifically designated, fully equipped health care facility situated opposite the Senior School on the junction of Landsdown Road and Pwllcrochan Avenue. The Health Centre is staffed by qualified and dedicated nurses who available to provide twenty-four hour advice and care as required.

MISSION STATEMENT

'Healthy children get the most out of their education'

Our aim is to enhance the educational potential of all pupils by promoting wellness and addressing any health issues which may create barriers to learning. In collaboration with parents, teachers and community resources such as the National Healthy Schools Programme (NHSP) we aim to encourage pupils to develop positive attitudes to health, promote the development of healthy life choices and ultimately give our pupils the necessary tools for a happy, healthy life.

INFORMATION RELEVANT TO ALL PUPILS

Medical Information

The school is required by UK law to hold medical information including emergency contact details for all our pupils. **A completed health questionnaire is a mandatory requirement for your child's entry to the school.** Please complete the Health Questionnaire enclosed and return it in the envelope provided.

HEALTH QUESTIONNAIRES MUST BE COMPLETED IN FULL AND RETURNED AT LEAST TWO WEEKS PRIOR TO YOUR CHILD'S FIRST DAY AT THE SCHOOL. IN THE INTEREST OF YOUR CHILD'S SAFETY WE REGRET THAT HE/SHE MAY NOT BE PERMITTED TO START AT THE SCHOOL UNTIL WE ARE IN RECEIPT OF THIS DOCUMENT.

In order that we can provide the best care for your child you may be sent a Health Information Update form as required. It is imperative that **all** forms be returned as consents previously given are deemed to be invalid after a few months.

If your child suffers from any significant illness or receives any vaccinations or other medical treatment during the school holidays, please keep us informed and pass on any recommendations that have been made. Please telephone the Health Centre on 01492 539729 if you are in any doubt as to whether your child is fit enough to return to school.

Confidentiality

All medical information will remain confidential unless it is in the interest of your child for specific relevant details to be disclosed to appropriate members of staff. Teachers will be made aware of conditions that may have implications for your child in School, for example asthma, epilepsy, diabetes, vision, hearing problems or significant allergies.

Parent Liaison

Every effort will be made to inform you of the medical progress of your child. Parents and guardians are also welcome to telephone or visit the Health Centre.

Pastoral Care

The nursing staff work in close partnership with the School's pastoral team to ensure that all aspects of each child's individual needs are recognised. As with all those involved in pastoral care, the nursing staff provide non-judgmental support and comfort for any child who presents with a worry or personal problem.

Infectious Illness

In accordance with the Department of Public Health guidelines, the School reserves the right to send home for a period of exclusion any child with an infectious illness. Please refer to Incubation and Exclusion Period information sheet enclosed.

School Health Schedule

The School Health Centre Team work in partnership with the local NHS Child Health Service to ensure that your child benefits from all the services on offer to them. At certain times throughout your child's school life, nurses from NHS attend the School to do routine health checks. This may include vision and hearing tests and height/weight checks. You will always be informed if a problem is identified. If your child is due a health check you may be sent a NHS medical questionnaire and/or a consent form, this must be completed in addition to the medical questionnaire requested by the School.

In order to provide the best possible care for your child and to identify and address any health problems throughout your child's time at the school, **all boarding pupils** are registered with the School Medical Officers at Rysseldene Surgery. To complete this registration, which entitles your child to full NHS care, **all new boarders** will undergo a compulsory medical assessment which may include a blood pressure check and urinalysis. If a health problem is detected you will be informed at the earliest opportunity and involved in any decision about the most appropriate action to be taken.

Off Games/Activities

Day Pupils who need to be excused from games or activities due to illness or injury are required to give the Physical Education Department a signed and dated parental letter, indicating why they are unable to participate and for how long they need to be excused. Please include doctor's recommendations if applicable.

Boarders who need to be off games or activities will be assessed by their Houseparent, Matron or the School Nurse and issued with an 'Off Games' card as appropriate.

Sports/Soft Tissue Injuries

Mr Philip Mather, a member of the Senior School Academic staff, who is a qualified Sports Therapist, is available as required to provide support and advice to the nursing staff in the care or long term management of sports injuries.

Hospital Care

If your child has an accident or emergency that requires urgent hospital treatment, **every possible effort will be made to contact you**. It is essential, therefore, that the School has at least **three** current contact phone numbers. Please be sure to inform the School immediately if there are any changes to the contact details. However, in extreme cases, your child may be taken to hospital to receive the appropriate emergency medical treatment before we are able to contact you.

Dental Care

The School provides optional cover with the Denplan for Schools Accident and Emergency Dental Plan. This plan offers worldwide comprehensive dental accident and emergency cover 24 hours a day, 365 days a year at a preferential rate. For further information call: **0800 214357**.

For Denplan 24 hour emergency helpline/claims phone: UK: 0800 844999. Overseas: 0044 1962 844999.

In order to reduce the risk of dental injuries during sport, **please ensure that your child has a well fitting mouth guard. Mouth guards are compulsory for all contact sports.**

NB. DENPLAN AND MOST OTHER DENTAL INSURANCES ARE INVALIDATED FOR INJURIES SUSTAINED IN CONTACT SPORT IF NOT WEARING A MOUTH GUARD

Opro mouth guard impressions are taken on site by a qualified dentist at the start of every new school year. If you would like your child to be included please place your order online at www.opro.com at least two weeks before the start of the new school year. Alternatively your child's own dentist can assist/advise you.

Routine Dental Care – Boarders only

Due to a shortage of NHS Dentists, we recommend that your child continues to receive routine dental care at home during the school holidays. If your child is undergoing orthodontic treatment which needs to continue during term time please contact the Health Centre to discuss arrangements for this to continue after your child has joined the school.

Registration with the School Medical Officer – Boarders only

In order to provide full medical care for your child it is essential that he/she is registered as an NHS patient of the School Medical Officer. Please complete and return the **BOARDERS REGISTRATION WITH THE SCHOOL MEDICAL OFFICER** form enclosed. Alternatively, if your child is or has previously been registered with a UK doctor you may send his/her **NHS MEDICAL CARD**.

Note It takes several months to transfer notes between doctors. Once your child's records have been received here, they should stay here until he or she leaves the School. If your child needs medical attention during the school holidays, he/she can usually be seen by a family doctor as a **temporary resident**. **PLEASE DO NOT RE-REGISTER AS A PERMANENT RESIDENT AS THIS CAUSES CONFUSION AND CAN LEAD TO NOTES BEING LOST.**

PUPILS WHO NEED TO TAKE MEDICINES IN SCHOOL

School Homely Remedies (non-prescription medicines)

The School Health Centre can provide single doses of non-prescription medicines (e.g. Paracetamol, cold remedies etc) to **senior day and all boarding pupils** whose parents have given their consent. The School Homely Remedies list is available on request from the Health Centre.

Pupils Own Medicines

For the safety of all pupils **THE SCHOOL DOES NOT ALLOW ANY MEDICINES INCLUDING HOMEOPATHIC, HERBAL OR ORIENTAL REMEDIES IN SCHOOL OR IN THE BOARDING HOUSES** without informing the Health Centre staff and following the instructions as listed below.

PUPILS MUST NOT UNDER ANY CIRCUMSTANCES SHARE/SWAP OR TRADE THEIR MEDICINE WITH ANY OTHER PUPIL.

NB. Administration of all medicines sent in from home is at the discretion of the member of staff to whom the request is made. Every effort will be made to fulfil your requirements. However, please note that neither the member of staff nor Rydal Penrhos accept responsibility for failure to do so.

- **All** medicines (including inhalers and epipens) brought into School **must** be in the original packaging and clearly labelled with the pupil's name, dose to be given and frequency of administration. Doctors instructions to be included if appropriate.
- A **REQUEST FOR MEDICINES TO BE ADMINISTERED** form (yellow) enclosed at the back of this booklet **must** be completed for **each** medicine that is brought into School (this form may be photocopied). Please complete **side 1** if you require School staff to administer the medicine or **side 2** if you would like your child to carry his/her own medicine (including inhalers and epipens). We regret that medicines cannot be administered/carried unless we are in receipt of a completed request form.
- Failure to complete a **REQUEST FOR MEDICINES TO BE ADMINISTERED** form will result in you being telephoned to come into School to complete the form or the medicine being returned home without being administered to your child.
- If you do not have a form or are unable to accompany your child into School please email, fax or telephone the School Health Centre on 01492 539729.

Pre-Preparatory and Preparatory Pupils

- All **MEDICINE REQUEST** forms and medicines **must** be handed directly to Reception or your child's form tutor at the Prep school. (Please do not send the medicine in your child's bag unless you have made an arrangement to do this with your child's tutor)

Senior Day Pupils

- **Must** report to the Health Centre immediately after registration at 8.25am if they bring any medicines into School, including non-prescription or homeopathic remedies (i.e. Paracetamol, cold remedies, hayfever remedies etc). The nurse on duty will undertake a brief risk assessment for pupils who wish to self administer during the School day.

Boarding Pupils

- **BOARDING PUPILS ARE NOT PERMITTED TO KEEP ANY MEDICINES, HOMEOPATHIC, HERBAL OR ORIENTAL REMEDIES IN THEIR ROOM** without undergoing a risk assessment by the School Nurse.
- Boarders **must** report to the Health Centre with their medication the morning after they bring any medicine into the boarding house.
- If your child needs to bring his/her own medicine into School please ensure that they have a small secure lockable case/box in which to safely store their medicine.
- All boarding houses have a supply of non-prescription medicines (e.g. Paracetamol, cold remedies etc) which are available to boarders as required.

WHAT HAPPENS IF YOUR CHILD IS ILL OR INJURED IN SCHOOL?

Pre-Preparatory Pupils

If your child has a minor illness or injury during the School day he/she will generally be cared for by the first aid trained Pre-Prep staff and you will be informed as soon as possible. If the illness or injury is more significant a nurse will attend to give advice or care for your child until you arrive.

Preparatory Day Pupils

Children who are ill or injured whilst in School will be cared for by a qualified first aider or the nurse on duty. If necessary your child may be taken to the School Health Centre where the nursing staff can care for them until he or she feels well enough to return to School or until you can be contacted to either take your child home or to the Hospital Accident & Emergency Department.

All Senior Pupils & Preparatory Boarders

If your child is ill during the School day he/she may be cared for in the School Health Centre until he/she feels well enough to return to lessons or until arrangements can be made for him/her to go home. If you have consented to your child receiving non-prescription medicines (*homey remedies*), the lowest possible dose will be administered taking into account any pre-existing medical conditions including allergies that your child may have.

Children who suffer minor injuries may be treated in the Health Centre by the nursing staff. If your child's injury requires hospital treatment you will be contacted by telephone so that you can accompany your child to the hospital. Boarders whose parents or guardians live outside the UK or a considerable distance away from the School will be escorted to hospital by a member of School staff and you will be notified as soon as possible.

Medical Appointments

Pupils who need to attend medical or dental appointments will be escorted by one of the School's approved chaperones who are all CRB (Criminal Records Bureau) checked. Charges will be made in accordance to the distance and duration of the appointment and will be added to your School bill. A list of charges is available from the Health Centre on request. Alternatively if you wish to make your own arrangements please inform the Health Centre.

All Pupils

WHAT HAPPENS IF YOUR CHILD NEEDS TO GO HOME DUE TO ILLNESS OR INJURY?

In the interest of protecting your children, **pupils are not permitted to make their own arrangements to go home**. If your child telephones you to request that you collect him/her because he/she is unwell/injured, please advise him/her to report to the Health Centre or his/her House Parent so that we can contact you to confirm arrangements. Boarding pupils who are unable to go home may be admitted to the Health Centre as required and cared for until they recover.