

PROCEDURE FOR LOOKING AFTER BOARDERS WHO ARE UNWELL

Last reviewed:	August 2026
Next review due:	August 2027
Reviewed by:	Lead Nurse Head of Boarding

1. Student feeling unwell in a Boarding House

During the day

If a student feels unwell while in a Boarding House, they should inform a member of the Boarding Team as soon as possible.

All boarding staff hold a three-day first aid qualification and are able to provide appropriate initial support and assessment.

Overnight

If a student becomes unwell during the night, they should contact the Boarding House duty mobile using the number provided to students on arrival. The duty mobile number is also available in the Boarding Handbook and on relevant noticeboards.

The member of staff on duty should assess the student and provide appropriate support.

2. Student feeling unwell in the morning

If a student feels unwell in the morning, they should speak to the member of the Boarding Team on duty at registration.

The member of staff will:

- Talk to the student about their symptoms and how they are feeling.
- On school days, discuss the student's condition with the Nurse on duty or out of hours or weekends to contact 111.
- Agree on the most appropriate course of action, which may include the student attending school as usual if symptoms are mild, such as a minor cold, or assessment at Islip Boarding House sick bay by the nurse, or stay in own Boarding House.
- Inform the school if the student is unable to attend lessons.

3. Administration of medication

Boarding staff may administer the following medications where parental consent has been provided on the student's Health & Medical Form:

- Paracetamol
- Ibuprofen

- Strepsils
- Cetirizine, for example for hay fever
- Cough syrup
- Dioralyte
- Buscoapan
- Difflam

Parental consent can be checked on iSAMS.

All medication must be administered in accordance with the school's **Administration of Medication Policy**. Any medication administered must be recorded by the Medical Centre on iSAMS.

4. Student unable to attend school

If a student is considered too unwell to attend school, they will be referred to the nursing team in Islip.

The nursing team will assess the student and determine whether:

- a) the student is well enough to remain in the Boarding and what treatment is required. If unwell they would stay in Islip sick bay and be looked after by nursing team or go back to own Boarding House
- b) the student needs to be collected by their parent/guardian.

The nursing team will work closely with the Boarding Team throughout this process.

Where the student is well enough to remain in the Boarding House, the nursing team will provide an appropriate handover to the Boarding Team, including any relevant information about the student's condition, care requirements and monitoring.

If the illness requires a more comprehensive level of supervision or support, the boarding or medical team will liaise with parents or guardians to arrange for the student to be collected.

5. Communication and record keeping

All relevant staff should be kept informed of a student's condition and any changes in their health.

Where appropriate:

- the school should be informed if a student is absent from lessons due to illness.
- the nursing team should be informed when a student requires medical assessment.
- medication administered must be recorded on iSAMS.
- any significant concerns, changes in condition or required follow-up should be communicated during handover between the nursing and Boarding Teams.
- parents/guardians should be contacted where the student's condition requires collection, further medical attention or where otherwise considered appropriate.

Boarding House contact numbers:

Islip House	+44 7500 849498
Nash House	+44 7990 076303
St Aldates	+44 7818 494696
Summerhill	+44 7990 076289
Boarding emergency phone	+44 7990 076248

6. Student feeling unwell in a Host Family

If a student is not feeling well they should tell their host family as soon as possible. If they are not well enough to go to school in the morning, they should tell their host family who will inform school that the student will be absent from lessons.

Host families should help students book a GP appointment if necessary. Students should be offered regular food and drink while they are unwell. Paracetamol, ibuprofen, Strepsils, Cetirizine (for hayfever), or cough syrup, can be given to ease the student symptoms if required, and if parents have provided consent for these medications when they completed the Health & Medical Form. The Head of Non-Residential Boarding is responsible for informing the host family in writing about the parental consent/s given/not given for these medications. Host families must not administer any other medication. Further details are provided in the handbook for host families.

In any kind of emergency if the host family is unavailable, students should call the boarding emergency mobile number (found at the front of the handbook and made known to students on arrival), or Reception at their teaching site.

If a student living in a host family contacts a member of staff themselves to say that they are unwell, the member of staff will alert the Nursing team. The nursing team/DoS will assess whether further medical or pastoral support is required and, if so, take the lead on arranging this. If the student is unwell for several days, the nurse can go to host family to assess them.

7. Serious concerns and medical emergencies

In the case of serious concerns about a student's health, the school will arrange for the student to be taken to the John Radcliffe Hospital by a member of staff. In a medical emergency an ambulance will be called. Parents and/or guardian will be contacted and asked to meet the member of staff at the hospital and manage the ongoing care until the student is well enough to return to the school and boarding.

8. Wellbeing and emergency services

Emergency: phone **999** for fire, ambulance, police

Non emergency medical advice: phone **111**

Nearest GP surgery (d'Overbroeck's boarding students are registered here):

- Banbury Road Medical Centre (0.5 mi) – 172 Banbury Road, OX2 7BT 01865 515731

Private health care (local options for private care, vaccination clinics, etc):

- Manor Hospital: [Oxford Hospital, Private Hospital in Oxfordshire | Nuffield Health](#)
- Mayfield clinic Oxford: [World-Class Private Healthcare | Mayfield Clinic](#) 3rd Floor, Mayfield House, 256 Banbury Rd, Summertown, Oxford OX2 7DE

Nearest hospital including Accident and Emergency Unit:

- John Radcliffe Hospital (3 mi) – Headley Way, Headington, Oxford OX3 9DU

Minor Injuries units:

- [Alternatives for non-emergency cases - Oxford University Hospitals \(ouh.nhs.uk\)](#)
- Witney Community Hospital: Welch Way, Witney OX28 6JJ
- Bicester Community Hospital: Piggy Lane, Bicester OX26 6HT

Nearest dentist:

- St John's Dental Practice, 25 St John Street, Oxford OX1 2LH 01865 515967

Nearest eye clinic services:

- John Radcliffe Hospital – Level LG1 John Radcliffe Hospital, Headley Way, Headington, Oxford OX3 9DU 01865 572467

Mental health provision for students

- Child and Adolescent Mental Health Services (CAMHS) [Child and Adolescent Mental Health Service Oxford Health CAMHS](#)
- In emergency, CAMHS crisis team via A&E assessment (John Radcliffe Hospital, as above) or via calling 999
- School counsellors: Kiki Glen, Charlie Morse-Brown and Hannah Barducci

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