



## **PROCEDURE FOR LOOKING AFTER BOARDERS WHO ARE UNWELL**

Last reviewed:	June 2025
Next review due:	June 2026
Reviewed by:	School Nurse Head of Boarding Head of Non-residential Boarding

### **1. Student feeling unwell in a Boarding House**

If a student is not feeling well, they should tell a member of staff as soon as possible. All boarding staff have a three-day first aid qualification.

If a student becomes ill during the night, they should call the Boarding House duty mobile number which is made known to students on arrival and via the handbook and noticeboards.

If a student feels unwell in the morning, they should discuss this with the member of the Boarding Team who is on morning registration duty. This staff member will assess the student's symptoms and, with the student, decide on the best course of action – which may be to go to school as usual in the event of a mild cold, for example. Staff can administer paracetamol, ibuprofen, Strepsils, Cetirizine (for hayfever), cough syrup, Bisodol and Dioralyte so long as parents have given consent for these medications when they completed the Health & Medical Form. This can be checked on iSAMS (see Administration of Medication Policy available from the [school website](#).) Any administration of medicines will be noted in the Medical Centre on iSAMS.

The member of staff will inform school if the student is going to be absent from class.

The arrangements which follow vary slightly depending on the circumstances and whether the student lives in a boarding house for younger students (International section) or older (Sixth Form).

#### **International section**

Some of the boarding houses for the students at the International section are not accessible during the day. If a student from one of these houses is unwell, they will see the School Nurse on arrival at school. The School Nurse will assess the student's symptoms and decide whether the student should:

- a) rest in the sick bay, and be monitored until they are well enough to return to lessons;
- b) be looked after in a different boarding house (if possible); or
- c) be collected by a parent or guardian.

If a student is too unwell to be in school and needs to be looked after in a different Boarding House, parents/guardian will be informed, and care will be provided as for Sixth Form students (see below). The School Nurse and Head of Boarding/Head of House will liaise about when the student is well enough to return to school/their own Boarding House and parents/guardian will be kept updated. Likewise, if a student stays with parents/guardians while they are unwell, school staff will liaise with parents/guardian about when they are well enough to return to school and to boarding.

## Sixth Form

The boarding houses for Sixth Form students are staffed during the day. Therefore, if a student feels unwell in the morning, it is possible - with agreement from the member of staff on duty - for them to stay in the house to rest in their bedroom.

If a Sixth Form student returns to their Boarding House during the day because they feel unwell, they must ensure that the member of staff in the Boarding House knows that they have returned and that they are feeling unwell.

The member of staff will monitor the student throughout the day and make sure they have food and drink available. If the student needs anything urgently during the day, they should call the member of staff on duty on the House telephone number.

The member of staff will also check the student's temperature and make an appointment with the general practitioner or the School Nurse if necessary. These actions must be recorded on CPOMS and iSAMS.

If the illness requires a more comprehensive level of supervision and support, the school will arrange for the student to be collected by their parent/guardian.

The contact telephone numbers for each Boarding House are:

Hayfield House	+44 7990 076272
Islip House	+44 7500 849498
Nash House	+44 7990 076303
St Aldates House	+44 7818 494696
St Philips House	+44 7818 490730
Westway	+44 7990 076289
Boarding emergency phone	+44 7990 076248

## 2. 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 School Nurse or, in their absence, the student's Director of Studies (DoS). The School Nurse/DoS will then arrange a video call with the student via Microsoft Teams to complete a medical/welfare check. The School Nurse/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, this process will be repeated on each day. This should also be reported on CPOMS and iSAMS.

### **3. 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.

### **4. 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 and Charlie Morse-Brown

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