



## PROCEDURE FOR LOOKING AFTER BOARDERS WHO ARE UNWELL

Last reviewed:	February 2023
Next review due:	February 2024
Reviewed by:	School Nurse Head of Boarding Head of Non-residential Boarding

### 1. In a Boarding House

If a student is not feeling well, they should tell a member of staff as soon as possible.

If they become 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 they feel 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 complete an assessment and help the student decide 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, Strepisils, Cetirizine (for hayfever), cough syrup, Bisodol and Dioralyte as 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.

#### 1.1 International School

If a boarder at the International School becomes unwell with a bad cold or other ailment that cannot be adequately treated with over-the counter remedies and which requires time away from school, they should inform a member of staff and arrangements will be made, where possible, to be collected by their parent/guardian. Alternatively, students will be accommodated within a Sixth Form Boarding House. The Sixth Form Boarding team will check with the School Nurse or Boarding emergency when the student is well enough to return to school/own boarding house.

#### 1.2 Sixth Form

If a Sixth Form student returns to the 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.

If there are serious concerns about the student's health the school will arrange for them to be taken to the John Radcliffe Hospital by staff. In a medical emergency an ambulance will be called. Parents and/or guardians 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 Boarding House and school.

The contact telephone numbers for each Boarding House are:

Sixth Form boarding houses:

Islip House	01865 688480/07500 849498
St Aldates House	01865 688626/07818 494696
Westway	07990 076289

International School boarding houses:

Hayfield House	01865 688490/07990 076289
Nash House	01865 688495/07990 076303
St Philips House	07818 490730
Wyvill Court	07570 693997

## **2. 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 can inform school that the student will be absent from lesson.

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, if the parents provided consent for these medications when they completed the Health and Medical form. 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. 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.

If there are serious concerns about the student's health the school will arrange for them to be taken to the John Radcliffe Hospital by a staff. In a medical emergency an ambulance will be called. Parents and/or guardians 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 Boarding House and school.