

PROCEDURE FOR LOOKING AFTER BOARDERS WHO ARE UNWELL BUT NOT DISPLAYING SYMPTOMS OF COVID – 19 (if student is displaying symptoms of Covid-19 refer to Covid-19 policy)

Last reviewed:	August 2020
Next review due:	August 2021
Reviewed by:	School Nurse Head of Residential Boarding Head of Non-residential Boarding

In a Boarding House

If a student is not feeling well they should tell a member of staff as soon as possible. If a student becomes very ill during the night they should call the member of the Boarding Team on duty on the house telephone number which is made known to students via the handbook and noticeboards.

If they feel that they are not well enough to go to school 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. The member of staff will inform school if the student is going to be absent from class.

If a 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 well.

The member of staff would monitor the student throughout the day and make sure the student has food and drink available. If the student needed anything urgently during the day they would call the member of staff on duty on the house telephone number. Staff can administer Paracetamol, Ibuprofen, Strepisils, Chlorphenamine, Cough syrup, or Savlon cream as long as parents gave consent for these medications when they completed the Enrolment Form. This can be checked on PASS. (See Administration of Medication Policy available on school website)

The member of staff would also check the student's temperature and make an appointment with the general practitioner or the school nurse if necessary. These actions would be recorded in the school's record system.

If the illness continues for more than a day or so and/or requires more comprehensive level of supervision and support then the school will arrange to be collected by Guardian or Parent(s).

If there were serious concerns about the student's health they would be taken to the John Radcliffe Hospital by a member of the Boarding Team or senior staff. In a medical Emergency an Ambulance would be called. Parents and/or Guardians would be contacted and asked to come to school and manage the ongoing care until the student was well enough to return to the Boarding House and resume the usual House and school activities unaided.

The telephone numbers for the office at each Boarding House are listed below.

Sixth Form houses:

Islip House	01865 688480
St Aldate's	01865 688626
Wychwood Flats (Kidlington)	tbc

International School houses:

Hayfield House	01865 688490
Nash House	01865 688495
Wyvill Court House	01865 688540
Blenheim House (St Philip's)	01865 688712
Marlborough House (St Philip's)	01865 688666

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 class.

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, Savlon, Strepisils or Chlorphenamine (Piriton) can be given to ease the student symptoms if required, as long as the parents provided consent for these medications when they completed the Enrolment form. They cannot 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 school emergency mobile number (found at the front of the handbook and made known to students via noticeboards and other communications) 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. The School Nurse will then arrange a video call with the student via Microsoft Teams to complete a medical/welfare check. The School Nurse 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.