



Dear Parents/Guardians

Re: Medical Information Document

This Medical information document contains all of the information you need to know about the Health Centre and should be carefully read and understood. The medical forms need to be completed and returned to the School as soon as possible so that your son or daughter's details can be entered into the School's Medical Records System before the start of term. These forms can be filled in on the computer and then signed, scanned and returned by email, or printed signed and returned by post. Please note it is very important that we have these forms back before the start of term.

The School has a Health Centre in the Senior Division and a Medical Room in the Preparatory Division, offering a wide range of primary care facilities and in-patient beds. It is staffed by registered Paramedics and an Emergency Medical Technician, two of whom are on call 24 hours a day for emergencies, and when boarding students need to be admitted overnight. There are also three counsellors available to students, two of whom are residents at the School.

The Health Centre is open from 8.00am to 6.00pm Monday through to Friday and the Preparatory Division Medical Room open from 8.00am to 5.30pm Monday to Friday, and is available to any student or member of staff needing medical advice or help. If your child is a day student and falls unwell during the school day we will contact the primary emergency contact and will care for your child until you are able to collect them from school.

Over-the-counter medication is held in the Health Centre and Medical Room, and emergency paramedic drug and defibrillators are available around the School if required.

There is daily access to a General Practitioner Surgery as well as a variety of NHS providers, including Physiotherapy, Emotional Wellbeing and Mental Health Services, dental and ophthalmic services. The School's General Practitioner visits twice weekly. The totality of care offered by the Health Centre can of course be complemented by private health services, such as referral to Physiotherapy or Specialist Consultant Care, including access to a Clinical Psychologist via General Practitioner referral.

On admission to the school, every overseas student is required to be registered with the School's General Practitioner.

If parents/guardians have any concerns about their son or daughter's health, the school medical team may be contacted at the Health Centre by telephone via 01245 467 588 extension 232 between 8.00am and 6.00pm Monday to Friday during term time.

What if your son/daughter is unwell?

Please do not send your son or daughter to school if they are unwell. If a student falls unwell they will be seen and assessed by their Housemaster/Mistress (HM), who are all trained in first aid.

In the case of a minor condition the HM's will keep your child in the boarding house. If the HMs are concerned that the illness needs medical attention, they will refer the student to the medical team to be assessed by the resident paramedic/EMT either in the Health Centre or at the boarding house. New Hall school Health Centre has a range of paramedic emergency drugs which are available if deemed necessary on primary survey.

Medication

Parents should not send students back to School with their own private stock of over-the-counter medications. Necessary prescription drugs should be handed to the Health Centre or the Medical Room.

The school Medical Officer can be contacted at:

Little Waltham & Great Notley Surgeries
30 Brook Hill
Little
Waltham
Chelmsford
CM3 3LL

The School General Practitioner visits Tuesday and Friday and can prescribe directly to the designated pharmacy where a member of the Health Centre team will collect the medication. Housemasters/mistresses can dispense daily or over-the-counter medication (e.g. Paracetamol). All medication is kept under lock and key.

Medical Questionnaire

Parents are required to complete the medical questionnaire and return it in confidence to the School.

This form must be submitted before the beginning of term. If your child is a full or weekly boarder, he/she will be given a medical examination by the Medical Officer (MO) during his/her first few weeks in the school.

If your child has a chronic medical condition the medical team will complete a health care plan. This is to ensure that relevant members of staff involved in your child's care are aware and informed of their condition.

All relevant medical notes will be entered on the school's Medical Records System (MRS) which is available to all boarding houses following this examination.

Minor procedures can be undertaken in the school Health Centre, including suturing and gluing (Senior Division only), injections and dressings.

X-rays can be arranged through referral from the school MO or at Broomfield Hospital.

If a pupil needs a specialist appointment, they can be referred to appropriate Consultants at hospitals as close to School as possible, or by arrangement with parents, to Hospitals closer to home. This may be more appropriate during holiday periods or in cases where the parents may have a preference regarding Specialists.

Medical staff will liaise with parents about any procedures or referrals necessary. Parents will be asked to liaise with their insurance company if necessary to obtain authorisation for the referral.

A copy of the referral letter will be provided for the pupils and sent to the relevant consultant. Confidentiality will be maintained at all times.

To ensure that House Staff have sufficient information to cover the interim between your son or daughter's arrival at the School and the Medical Officer's examination, before term begins please bring to the attention of the Housemaster/Mistress and the Health Centre any matters of immediate concern such as current medication, allergies, recent illness or indisposition etc which you feel that they should know.

The Health Centre has access to the normal range of primary care investigations through local hospitals and clinics.

Many emergency cases may require urgent operation (eg, acute appendicitis) and will of course need an anaesthetic. Younger students require either a parent or guardian's permission for this to be done. It is sometimes difficult in such a case to get in touch with parents quickly enough - your child's Housemaster/Mistress can act 'in loco parentis' and give permission, but most anaesthetists prefer to have the parent's permission. Included therefore is a 'Consent to Operation' form parents should complete and sign. In such an emergency, however, the School will make every effort to get in touch with you before any operation is performed.

If your child already has a relationship with a specialist service for an on-going problem, it is important that this relationship is maintained for continuity and the Health Centre will communicate with these services if possible when necessary.

Control of Infectious Diseases

One of the worries in caring for a community is the danger of infection - when established it can spread very rapidly.

If your son or daughter has any vomiting or diarrhoea, they should remain at home until 48 hours after the LAST episode of the diarrhoea or vomiting.

If necessary, if your child is a boarder, they will be admitted to the Health Centre unless we cannot arrange for them to be sent home or to their guardian. They will not arrive home later than 10.00pm. Every effort will be made to get your son or daughter back to you or their guardian.

With cases of chicken pox, which is very common in young people, or any other contagious condition with a longer recovery time, it would be expected that a parent or guardian is able to care for them during the duration of the condition.

Your own family GP will normally be happy to see your child as a 'Temporary Resident', should the symptoms be worrying or persistent.

Medical Treatment during the School Holidays

If a pupil requires medical treatment during the holidays, your family's GP is obliged to provide treatment as a 'Temporary Resident'. If a pupil has been having any treatment from a Doctor or Specialist in the holidays, parents must ensure that the Health Centre is notified of this in order that treatment may be continued at School if needed and the information logged on the Schools Medical Records System.

It is School Policy not to allow pupils to self-medicate unless for diabetes, an inhaler for asthma

or an Epi-pen for allergies and we advise parents not to send students back to School with their own private stock of over the counter medications, other than necessary prescription drugs which should be handed in the Health Centre. The Health Centre can continue to prescribe regular medication once your child is at New Hall School and has been registered with the School GP.

Please note that we are unable to dispense medication to pupils that is not licensed in the United Kingdom. If necessary we can arrange for pupils to see a doctor to arrange alternative licenced medication.

Prevention of Influenza

We believe that in a closed community such as ours, annual immunisation against influenza offers a good chance of protection. However, protection depends to a considerable extent upon the number of pupils who receive such immunisation. The NHS will only fund certain 'at risk' groups, such as those with chronic conditions such as asthma. Students who do not meet these criteria can be vaccinated for a small charge. Please complete the immunisation form to request this if desired. Pupils in the Preparatory Division are eligible for the free nasal flu vaccine.

Cardiac Screening Programme

Approximately 0.7% of adolescents have a cardiac abnormality that can only be detected by performing an ECG, the result of which may necessitate further investigation or treatment in order to avoid the risk of sudden cardiac death. There is a Bi-annual screening programme operated by CRY (Cardiac Screening in the Young) an outside organisation arranged by the school to come and screen students that have been signed up by their parents. There is a fee for this service.

We would like to assure you that the health and wellbeing of your son or daughter is our primary concern.

Yours sincerely



Mr P Davey
HEALTH CENTRE MANAGER