



**St Albans  
High School  
for Girls**

## **STAHS Policies**

---

### **P02: Pupil Mental and Physical Health**

Author/s:	Rachel Parker/Judy Rowe	Date reviewed:	Lent 2021
Date ratified:	22 February 2021	Next review date:	Lent 2024
Committee:	Education		

## PRINCIPLES

St Albans High School for Girls is committed to ensuring the promotion of physical and mental health and wellbeing of pupils. We will ensure that all pupils with medical conditions can access and enjoy the same opportunities at STAHS as any other pupil. Furthermore, STAHS is committed to ensuring that all pupils are able to play a full and active role in school life, remain healthy, and achieve their academic and personal ambitions. Wellbeing is at the forefront of the PSHE programme at STAHS and promoting good mental health is priority.

The Medical Centre houses most of the pupil health services for the Senior School. Here, pupils can access the School Nurses and the School Chaplain. The School Counsellors are currently based in the Counselling Room at the top of Michael House and in the Pastoral Meeting Room (above the Dining Room) when both counsellors are on site. At Prep, the School Nurse is based in the Nurse's Bay and the School Counsellor visits on one afternoon per week.

## COMMUNICATION WITH PARENTS

### Medical Questionnaire

A medical questionnaire must be completed and returned to the School Nurse before a child joins STAHS. This ensures the health care needs of each pupil can be assessed and an Individual Healthcare Plan (IHP) can be drawn up if required. The medical questionnaire is included in the joining pack provided during the admissions process, and must be updated by parents whenever a pupil's medical situation changes. The medical questionnaire is also available via the Parent Portal.

### Consent to Treatment

STAHS presumes parental consent to their child being treated by the School Nurse or other trained staff at the point of need. If a pupil requires emergency treatment from outside medical professionals (i.e., emergency services), every effort will be made to obtain the prior consent of the parent or guardian. Should this be impossible in the time available, the Head, Deputy Head Pastoral, or other member of staff acting *in loco parentis*, is authorised to give valid consent to such treatment as may be recommended by the attending medical staff.

### Disclosure of Information

In general, the professional code of practice of doctors, nurses, counsellors and other health professional place a duty on them not to disclose information about individual patients (pupils) without their consent except in exceptional circumstances. The duty of confidentiality owed to a person under 16 years of age is the same as that owed to any other person. However, where a professional believes that the health, safety, or welfare of the patient (pupil) or others is at risk, there is a duty to share information between professionals, as stated in the DfE Child Protection Act. In the case of the School Nurse and School Counsellors, they may be required to share information with the Designated Safeguarding Lead, who may then need to share information with other members of staff, parents and/or outside agencies as appropriate.

## PHYSICAL HEALTH SERVICES – THE MEDICAL CENTRE

### Advice

Senior School pupils can self-refer to the School Nurse, School Counsellors or Chaplain by sending an email to the relevant member of the team. Information for how to do this is available online via the Student Dashboard. Once a referral is received, the appropriate member of the Medical Centre team will arrange an initial appointment with the pupil. Members of staff may also refer pupils to the School Nurse, School Counsellors or Chaplain. Should parents wish to refer their child to the School Nurse or School Counsellors, they should request this through their child's Tutor or Housemistress/Assistant Housemistress. In line with the 'Disclosure of Information' principles outlined above, pupils should expect that neither teaching staff nor parents will be notified that they are accessing services, nor will the information shared in these meetings be disclosed to teaching staff or parents. (Staff will be informed that a pupil has permission to attend an appointment, although they will not necessarily know which services are being accessed). Pupils under the age of 10 are referred to the School Nurse, School Counsellors or other services by teaching staff or parents, and parents are normally contacted by teachers and/or the Medical Centre staff with outcomes and further information as appropriate. Prep Pupils can be referred to the School Nurse by the parents. They should request this through their class teacher or directly with the school nurse. During the school day teachers can refer pupils to the school nurse and girls can ask class teachers if they feel they need to see the nurse.

### Admission to the Medical Centre

The Medical Centre is open on a drop-in basis for all Senior School students, throughout the school day. The Medical Centre is open before morning registration from 0815-0830, during morning break, lunch, and after school from 1600-1700. Senior School students who have an appointment to see the School Nurse, Counsellor or Chaplain during timetabled lessons or activities must seek the permission of the teacher in charge of the lesson or activity before excusing themselves to attend the appointment. Similarly, if a Senior School student needs to visit the Medical Centre without an appointment during a timetabled lesson or activity, they must first obtain permission from their teacher to miss all or part of the lesson or activity via a Nurse Pass. If a Senior School student feels unwell during the school day, they can report directly to the Medical Centre if they are not involved in timetabled lessons or activities. If a Senior School student feels unwell during timetabled lessons or activities, they should seek permission from their teacher to visit the Medical Centre via a Nurse Pass. Prep School pupils should always have the permission of a teacher to visit the School Nurse.

Upon presenting at the Medical Centre, the pupil will be assessed by the School Nurse (or, in their absence, an appropriate first aider) prior to treatment or being sent home. A record of medication, treatment and outcomes is kept in the medical database in Evolve Accident Book. Information may also be recorded on CPOMS where the School Nurse deems it appropriate to share this with the pastoral team. If a child is deemed too unwell to remain at school, parents or emergency contacts will be contacted by the School Nurse to arrange for collection of the child from school. Unless absolutely unavoidable (and only at the discretion of the School Nurse in consultation with parents and the pupil), unwell children will not be released to make their own way home, even if they normally travel to and from school unaccompanied. If a pupil needs to be kept in the clinic for a period of time during the school day, but is not considered unwell enough to be sent home, the School Nurse may inform parents by phone or email. The Attendance Officer is made aware of pupil presence at the Medical Centre so that the school information system can be updated accordingly;

this ensures that pupils' whereabouts are known. Not all visits to the Medical Centre will be reported to parents; such reporting is at the professional discretion of the School Nurse.

### **Return to School and Quarantine**

If a pupil has an operation, accident, severe illness, or anything that may affect their ability to fully participate in school life, parents must inform the School Nurse (this information is sometimes shared via Tutor/Housemistress/Assistant Housemistress). If a pupil has been exposed to anyone suffering from an infectious disease, they must not return to school until after the NHS recommended quarantine period has passed. If an infectious disease is suspected, the pupil may not return to school until permission from the Health Protection Agency or other appropriate health professional (e.g., GP) has been obtained. If after the pupil has returned to school, infectious illness breaks out in the pupil's home, parents must immediately notify the school. No pupil should be sent to school unwell with a viral sore throat or heavy cold. STAHS follows NHS guidance with respect to quarantine following any episode of vomiting or diarrhoea. If a pupil is unwell with gastrointestinal problems, they **must not be sent to school until 48 hours has passed since the last episode of vomiting or diarrhoea**. If a pupil is sick or has diarrhoea at school, parents will be contacted and asked to collect the child as soon as possible. The pupil will not be permitted to return to school until a minimum of 48 hours has passed since the last noted episode of sickness. Should the pupil return to school before this time, they should expect to be quarantined in the Medical Centre until a parent or emergency contact collects them from school; **they will not be permitted to attend lessons or activities**. Parents are expected to honour the School's request for quarantine periods, and persistent failure to adhere to the School Nurse's request for a possibly infectious child to remain away from school will be treated as a breach of contract between STAHS and the parents. Please see the related document on Infectious Diseases.

Whilst not under quarantine, any child with a suspected concussion will be required to undertake 48 hours of brain and body rest and will be asked to remain at home until 48 hours have passed without incident since the occurrence of a head injury as they will not be permitted to attend lessons or activities at school. Please see the related document on Head Injury.

### **Medical Conditions**

Many pupils have or develop chronic or short-term medical conditions or disabilities during their time at STAHS. The School Nurse is responsible for

- Keeping and monitoring medical records and information for all pupils.
- Developing and monitoring Individual Healthcare Plans (IHPs).
- Ensuring that sufficient numbers of staff are suitably trained and are able to access all relevant information and teaching support materials required to assist pupils with medical conditions.
- Ensuring that sufficient numbers of trained staff are available to support pupils' medical needs at all times whilst they are under the care of the school, including making contingency plans for staff absence and emergency situations.
- Ensuring that information regarding an individual pupil's medical condition is shared with appropriate staff (including supply teachers, visiting teachers, exam invigilators and others as required) on a need-to-know basis.
- Ensuring that risk assessments take into account the additional risks posed to individual pupils as a result of their medical conditions.

- Ensure that pupils are aware of procedures, contact details and where to report if in need of support during the school day

STAHs will focus on the needs of each individual pupil and how their medical condition impacts on their school life, including how the medical condition impacts on a pupil's ability to learn, and will take steps to help increase pupils' confidence and ability to self-care. Where a pupil has a long-term or complex medical condition or health needs, STAHs will, where appropriate, produce an IHP for that pupil. IHPs will be prepared by the School Nurse in consultation with parents, the pupil (where appropriate), members of the pastoral team and any other relevant healthcare professionals. Where appropriate, the IHP should be linked with a pupil's statement of Special Educational Needs and/or Education, Health and Care Plan (EHC). Where a pupil has a special educational need but does not have a statement or EHC, their SEN should be mentioned in their IHP. Once the IHP is approved by the School Nurse, parents, pupil (where appropriate) and the appropriate pastoral team member, the School Nurse will be responsible for its maintenance and implementation. The IHP will be reviewed at least annually or more frequently where a pupil's needs change. The School has guidance and protocols in place to deal with common medical conditions such as anaphylaxis, asthma, epilepsy and diabetes, which should be used to inform the IHPs for children with these conditions. These protocols are drafted by the School Nurse in line with current NHS advice, and are available as related documents alongside this policy.

### **Emergency Care**

Major and minor incidents can take many forms and can happen without warning. No plan can provide for every eventuality. The response to any incident is handled however, with a management framework which has been put in place for the day to day running of STAHs. In the event of an accident the pupils concerned should be taken to the School Nurse or in her absence to the relevant first aider (a list of first aiders in Reception). The Medical Centre can be contacted directly on ext 249 (Senior) on 606 (Prep). Reception has the emergency mobile number for the School Nurse. If contact cannot be made with the Medical Centre or the School Nurse, Reception should be the next point of contact to locate a trained first aider.

- If the School Nurse is present, they will determine whether the emergency services are required and will contact them directly. In other circumstances, one of the trained first aiders will decide if the emergency services are required and will contact them directly.
- In the unlikely event that there is no first aider available, and that an ambulance is required, there must be no delay in calling an ambulance by the most senior member of staff present. If back up is required, a member of the pastoral team should be alerted.
- The School Nurse or relevant first aider should be made available to meet the ambulance on Townsend Avenue and direct them to the most convenient parking place and escort the medical staff to the site of the emergency.
- If hospital or ambulance treatment is not deemed necessary, the School Nurse or relevant first aider will attend to the injury on site.
- Subsequently, the member of staff originally reporting the accident should fill out an accident report form and submit this to the member of staff on duty in the Medical Centre. The School Nurse will, in good time, provide copies of the accident report to the Compliance Team.

STAHs conform to the statutory requirements and will report to HSE in accordance to Reporting of Injuries, Diseases and Dangerous Occurrences Regulation 2013 (RIDDOR). In the event of any bodily fluids (blood, faeces, urine and vomit) needing to be cleaned, a member of the Maintenance Team should be informed immediately. Gloves should always be used when dealing with bodily

fluids, and waste should be disposed of in a clinical waste bin located in the Medical Centre. The fluids should not be left unattended whilst waiting to be cleaned.

Further information on the use of Automated External Defibrillators (AEDs) in an emergency, the use of emergency inhalers and emergency auto-injectors is available in the related documents (Asthma, Anaphylaxis, Epilepsy and Diabetes). School Nurses follow the Royal College of Nursing guidelines on Personal Protective Equipment (PPE) and Covid-19 and Out of Hospital Cardiac Arrest Guidance during Covid-19 (Coronavirus) Pandemic.

## MEDICATION

A small range of non-prescription ('over the counter') medicines is kept in the Medical Centre. These are supplied for occasional use by pupils in urgent cases only. The School Nurse will also administer prescription medicines, subject to the usual permissions, during the school day. All medication must be kept with the School Nurse – **pupils are not permitted to carry or self-administer prescription or non-prescription medication at school.** The only exceptions to this are reliever inhalers, epipens and insulin pens/pumps which may be carried or worn by pupils to whom they are prescribed, provided a Consent for the Administration of Medicines Form is on file for the pupil and the pupil's IHP states that this is appropriate. Unless otherwise stated on the pupil's IHP, it is the pupil's responsibility to report to the Medical Centre at agreed times to have medication dispensed. Non-attendance and non-compliance with taking prescribed medication will normally be reported to parents by the School Nurse. For those pupils requiring treatment or medication from a specialist consultant, an IHP must be in place detailing the treatment and medications necessary, as well as outlining procedures in the event of an emergency.

### Prescription Medicines

Prescription medication may be required on a regular basis or on an emergency or as-needed basis. All prescription medication to be taken during the school day must be administered by the School Nurse (or, in her absence, an appropriate first aider). The medication must be in the original packaging with the original pharmacy label containing the pupil's name, dosage and time to be given. Additional labels can be obtained from the dispensing pharmacy on request. Medications will be stored in a locked cupboard or secure refrigerator in the Medical Centre. It is the responsibility of the parents to keep the School informed about changes in pupils' medicinal needs.

### Non-Prescription Medicines

Consent for the giving of all non-prescription drugs must be obtained from the parent/guardian of all pupils. The medical questionnaire sent out on admission to STAHS contains simple 'yes/no' consent for basic non-prescription medications that are held in the Medical Centre. Parents may update the School Nurse by letter or email if they wish. Renewal of consent may be requested by the Medical Centre periodically. Non-prescription medications kept in the Medical Centre are: *paracetamol, ibuprofen, cetirizine, chlorphenamine maleate, throat lozenge, sterile saline eye wash, heat sprays, cold sprays, and antihistamine cream for insect bites and stings.*

Occasionally, a student may be required to have non-prescription medication administered during the school day. In this event, parents should discuss the treatment with the School Nurse, and if appropriate, a consent for the administration of medicines form must be completed by the parents.

## MENTAL HEALTH SERVICES

According to [the latest NHS data](#), one in six young people between the ages of 5 and 16 will have an identifiable mental health issue at any one time. By the time they reach university, this figure is as high as one in five. Around 75% of mental health disorders are diagnosed in adolescence. Further information on supporting pupils with anxiety, depression, eating disorders and self-harm are available in the Medical Centre. All pastoral staff are familiar with the risk factors and warning signs of anxiety, depression, eating disorders and self-harm. Procedures for staff who have a concern about a pupil are outlined in the STAHS Safeguarding Policy and its related documents.

### Counselling

STAHS has a number of counselling options available to pupils, from drop-in sessions to formal therapy depending on the need of the individual. Pupils may self-refer or be referred to counselling by STAHS staff or their parents (via Form Tutor or Housemistress/Assistant Housemistress). Pupils at Prep can ask for help from their form tutor. To see the School Counsellors or Chaplain referrals should come the Deputy Head Pastoral via the class teacher or direct from the parent. STAHS recognises the right of pupils to refuse counselling services, regardless of who referred them. Pupils self-refer via email (details available on the [Student Dashboard](#)). Once a referral email is received, pupils will be allocated a time with one of the Counsellors for an initial assessment. During this assessment, the level of need will be identified and, where appropriate, a further course of counselling sessions with an appropriate counsellor will be made available to the pupil. There are weekly break-time drop-in sessions available to pupils at times posted on the Student Dashboard. Drop-in sessions are available on a first-come, first-served basis, and depending on how busy the service is, pupils may be asked to complete a self-referral email to obtain an appointment or seek a different service, such as Peer Support (via House Officers or Prefects) or access to the School Chaplain.

### CAMHS

STAHS works closely with Children and Adolescent Mental Health Services (CAMHS), both in terms of referring children to CAMHS for further assessment or early intervention and in liaising with CAMHS professionals over the best provision of care for pupils. If a pupil is under CAMHS care following a referral from a GP or other health professional, it is important that this information is shared with the pastoral team at STAHS (through the Form Tutor, Housemistress/Assistant Housemistress, Deputy Head Pastoral or School Nurse) including contact details for the mental health professional(s) working with the child.

### Additional Services

STAHS works closely with Public Health Hertfordshire via the Health and Improvement Lead at Children and Young People's Services. Through this partnership, we are able to provide our pupils with additional off-site, online, and out-of-hours support for any aspect of emotional wellbeing, sexual health or drug and alcohol misuse. These additional services include:

- Access to Healthy Young Minds in Herts <https://www.healthyyoungmindsinherts.org.uk/>
- Access to Just Talk Herts <https://www.justtalkherts.org/just-talk-herts.aspx>
- Access to Kooth, a free, safe and anonymous online support, including live chat with qualified counsellors
- Access to <https://www.ychertfordshire.org/support-for-young-people/> and the Sexual Health texting service on 07860 057 369

Further information about all of these services is available on the [Student Dashboard](#)

## **ABSENCE FROM SCHOOL**

If a pupil is absent from school for any length of time then appropriate arrangements will be made to send work home. This may be in discussion with any medical professionals who may be treating the pupil. If STAHS considers that the presence of a pupil in school is having a detrimental effect on the wellbeing and/or safety of other members of the community or that a pupil's mental health concern cannot be managed effectively and safely within the school, the Head reserves the right to request that parents withdraw their child temporarily until appropriate reassurances have been met.

### **Reintegration**

Should a pupil require some time out of school due to injury or physical or mental ill-health, the school will be fully supportive of this and every step will be taken in order to ensure a smooth reintegration back into school when they are ready. The Deputy Head Pastoral will work alongside counsellors and/or other healthcare professionals, the School Nurse, relevant pastoral and academic staff, the pupil and parents to produce an appropriate IHP to support them in their return to school. If a phased return to school is deemed appropriate, this will be agreed with the parents and will be reflected in the IHP.



## POLICY INFORMATION

Policy and related documents	
Document title	Availability
Asthma	Y, P, S
Anaphylaxis	Y, P, S
Epilepsy and Non-Epileptic Seizures	Y, P, S
Diabetes	Y, P, S
Administration of Medicines	Y, P, S
Head Injury	Y, P, S
Infectious Disease	Y, P, S
Emotional Wellbeing	Y, P, S
Providing Sexual and Relationship Health Guidance to SS Pupils	Y, P, S
Mental and Physical Health Concerns flows	Y, P, S

Policies and related documents as indicated are available request via [info@stahs.org.uk](mailto:info@stahs.org.uk)  
 St Albans High School for Girls, 3 Townsend Avenue, St Albans AL1 3SJ. Tel: 01727 853 800

This policy can be made available in large print or other accessible format if required.