



# **CHANNING SCHOOL**

## **MEDICAL AND NURSING**

### **CONFIDENTIALITY POLICY**

**This policy applies to the whole School  
including the EYFS**

<b>Updated</b>	<b>Review Date</b>	<b>Version</b>
April 2024	April 2025	24.1

**Reviewed by:** Tas Franklin (School Nurse)

**Approved by:** Roy Hill (Bursar)

**Signed by:** Board of Governors (Estates Committee)

## MEDICAL POLICY

*This policy should be read in conjunction with the School's Safeguarding and Child Protection Policy, First Aid Policy, Medications Policy and Mental Health Policy*

### **Appendix A - Nursing Confidentiality**

Channing School recognises the link between good health and effective learning. For this reason, we have Medical Rooms with a bed in both the Senior and Junior Schools, and with 2 private consulting rooms in the Senior School. They are staffed by Registered Nurses and a Welfare Assistant, throughout the school day. Channing's ethos is to provide support for students so they are able to stay in school. We know that having a positive and trusting relationship with a School Nurse/ Welfare Assistant, means that students are more likely to share any physical or mental health concerns with them and seek support/ help and so we work hard to develop and maintain these relationships.

During the school day, pupils are offered first aid treatment plus immediate care and advice for any illness, together with support and guidance on the management of any chronic conditions. Emphasis is placed on health education and health promotion, and pupils in the senior school are encouraged to learn to identify and take responsibility for their own health care needs.

In the Junior School, pupils will be initially seen, assessed and treated (if appropriate) by their teacher / TA/ Welfare Assistant. The School Nurses are available to provide advice, support and further assessments/ treatment as required. .

Along with other members of the Pastoral Team, the Nurses/ Welfare Assistant will support any pupils with emotional or mental health problems.

All consultations adhere to our confidentiality policy (see Appendix A).

The Nurses/ Welfare Assistant will incorporate health promotion/ education into consultations as appropriate and also have suitable resources available if needed.

Parents are encouraged to contact the School Nurses to discuss any medical concerns they have about their child.

As an additional benefit for Channing staff, the Nurses are also available to assess and advise them with any medical concerns they may have.

Pre-employment and post job offer medical questionnaires are seen and reviewed by the School Nurses as an initial assessment of whether a further Occupational Health assessment

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is recommended, so the need for any reasonable adjustments can be evaluated.

## Medical Records

Electronic written medical records are kept confidentially and securely by the School Nurses on the Schoolbase system. The IT Manager/ Bursar is responsible for the safe and confidential storage of all electronic records.

Care plans/ medical information should be stored securely on teacher's electronic devices for trips rather than printed out. They must be deleted immediately after the trip.

## Parental Responsibility

It is the responsibility of parents:

- to ensure their child attends school if they are well;
- to keep their child off school if they may have an infectious illness;
- to keep their child off school for 48 hours from the last episode of any diarrhoea or vomiting;
- to complete the medical **conditions, vaccinations, consents** and contact section on Schoolbase prior to admission to the school, to keep it updated **at least on an annual basis**, and inform the School Nurses of any changes to their child's health or medications;
- to ensure their child carries with them their own emergency prescribed medications when at school (KS2 and above);
- **To provide any emergency or other prescribed medications which may need to be taken during the school day in their original containers with the prescription label attached, and a completed Administration Consent form (please see the Medications Policy for further details)**
- to provide an **annually** updated treatment care plan for any severe/ chronic conditions, **such as asthma or allergies**;
- To ensure they (or a nominated person) are contactable and available to collect their child within an hour, if they need to be sent home.

Parents will be informed and asked to collect their child if they become ill or sustain an injury and are unable to continue with lessons. Pupils may not go home unless they have been seen by a School Nurse and given permission to leave. The Head, Deputy Head, Head of JS and Head of Sixth form may give permission in the absence of the School Nurse. Any pupils in the Junior school with vomiting, diarrhoea or a high temperature may be sent home by a teacher/ Welfare Assistant, and the Nurses must be informed. For any other conditions/ injuries, the Welfare Assistant should liaise with the School Nurses before sending any pupils home.

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Pupils will not be sent home alone. This will only be waived in exceptional circumstances for 6th form students, if the School Nurse feels it is appropriate and also has their parent's permission.

The School Nurse can always be contacted via their mobile phone. The School Office will always be kept informed of the Nurse's whereabouts.

## **Appendix A**

### **Nursing Confidentiality**

The Medical Rooms provide a safe environment where the School Nurses/ Welfare Assistant can have private consultations with students and staff.

All consultations with the School Nurses/ Welfare Assistant are treated as confidential. All records both written and electronic are kept securely in accordance with GDPR and accessed by the School Nurses/ Welfare Assistant only. However, the School Nurse Administrator will be given access to some relevant medical information as required for their role. Some IT staff will also have access to confidential information. All staff that have access to medical information are bound by confidentiality and data protection laws. The Welfare Assistant is also bound by the same additional professional confidentiality requirements as the School Nurses.

There are occasions when other members of staff need to be aware of a student's medical condition, for example in cases of severe allergies or asthma. Staff will be given access to this information and any individual care plans via Schoolbase, and parents /students are informed. Care plans should be stored securely on electronic devices for trips rather than printed out.

In the senior school, if a pupil is sent home by the School Nurses, for safety reasons they must inform their HoY, form teacher, the office and any other relevant staff, but without divulging any confidential medical details. In the junior school, the Welfare Assistant will inform the form teacher, office staff and Deputy Head. If a member of staff is being sent home, the Head, Bursar and Deputy Heads (Pastoral and Academic) should be informed, as appropriate. If a member of staff or student is sent to A&E, the Head, Deputy Head, Senior School Nurse and Bursar should be informed as soon as possible.

For auditing purposes, some information may be shared with senior management, but without any personal or confidential medical information included.

The Senior Nurse will meet with the Wellbeing team in the senior school, and the Welfare Assistant attends weekly Welfare Meetings with SMT on a regular basis to discuss pastoral concerns of any pupils. School Nurses/ Welfare Assistant are still bound by their code of confidentiality, and must be mindful of this when sharing information.

If the School Nurses feel that a pupil has raised an issue where they would benefit from support from their teachers or parents, they will strongly encourage them to give consent to discuss it and also for the pupils themselves to be open with their parents, with support if necessary.

Any safeguarding concerns must be logged onto CPOMS or if urgent, discussed immediately

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with the DSL. Ideally, consent should be sought before sharing information, but in cases of safeguarding, it is not required, however it is good practice to inform the pupil prior to disclosing any confidential information. The School Nurses must be aware that they may need to justify any breaches of confidence at a later date to the NMC and/or a court of law.

School Nurses / Welfare Assistant must keep detailed, accurate and secure records of all consultations.

This policy is written with guidance from the Nursing and Midwifery Council (The Code, 2015 with updates in 2018), as well as DfE guidelines; Working Together to Safeguard Children (December 2023) and Keeping Children Safe in Education (KCSiE September 2023).