

ANNEX D

CITY OF LONDON SCHOOL FOR GIRLS

MEDICAL QUESTIONNAIRE POLICY

POLICY FOR STAFF

City of London School for Girls takes its child protection, safeguarding and other legal responsibilities very seriously.

Any offer of appointment to a successful candidate will be conditional upon the satisfactory completion of those pre-appointment checks required by various regulations. Under DFE regulations, schools are required to establish the medical fitness of all staff before they start work.

The City of London Corporation is an equal opportunities employer and welcomes applications from all candidates. All our prospective employees are asked to complete a pre-employment medical questionnaire after they have accepted a conditional offer of employment at the school.

~~A copy of the confidential pre-employment questionnaire is attached to this document as an appendix.~~ All medical questionnaires are administered by the City of London's Occupational Health Service and are treated in accordance with strict medical standards of confidentiality.

POLICY FOR PUPILS

1. MEDICAL CARE

A fully qualified School Nurse is on site throughout the school day. As well as providing emergency medical cover, she has an in-put into the school's **PHSGEE PSHCE** programme and organises programmes of vaccination. She works closely with members of teaching staff and the school counsellors and attends meetings of the school's pastoral team.

CONFIDENTIALITY AND THE WORK OF THE SCHOOL NURSE:

As a qualified medical professional the School Nurse operates at a level of confidentiality informed by the legal principles of Gillick Competence and the Fraser Guidelines. These concepts arise from the judgements in the case of Gillick v West Norfolk and Wisbech Area Health Authority and another (1985). In summary, key principles are:

If the health-care professional cannot persuade the young person to inform her parents or to allow the health-care professional to inform her parents that she is seeking advice or treatment, it can be provided to a child under 16 without parental consent or knowledge provided that the health-care professional is satisfied the

young person has the emotional and intellectual maturity to understand the proposed treatment and its implications. Although the Gillick case was concerned with contraceptive advice and treatment for girls under 16, the principle that a child under 16 can consent to treatment on their own behalf has been extended to treatment and advice other than for contraception.

The service provided by the School Nurse is not intended to be a substitute for those provided to students by their GP. We hold medical information on all our pupils in order to ensure that we can provide appropriately for their needs, or look after them if they are injured or have an accident.

All parents are therefore required to fill in a full medical questionnaire when their daughter joins the school and to update the school immediately if there is any change to her medical condition, or if she is in touch with any communicable diseases.

In addition to the School Nurse, some members of the teaching and support staff are qualified First Aiders who can provide care for pupils when necessary and appropriate.

2. MEDICAL RECORDS

We keep records of all treatment and immunisations that ~~your daughter~~ a girl receives during her time at the school. We also record all accidents and injuries. ~~to your daughter.~~ Access to these records is restricted to the School Nurse. Accidents and “near misses” are reported to the City of London Corporation and to the HSE where appropriate.

Medical records are securely stored and destroyed in accordance with the School’s Pupil and Parent Data Protection Policy and the City of London’s Data Protection Policy.

3. ~~IF YOUR CHILD~~PROCEDURE IF A CHILD BECOMES UNWELL DURING THE SCHOOL DAY

~~We Parents~~ will always ~~be contacted~~ ~~contact you~~ if a girl suffers anything more than a trivial injury, or if she becomes unwell during school day, or if we have any worries or concerns about her health. ~~We may ask you~~ Parents may be asked to collect ~~your~~ ~~their~~ daughter if she becomes unwell during the school day, or by prior agreement, she may be permitted to travel home by taxi if in the professional opinion of the School Nurse it is not appropriate for her to travel home by public transport.

4. EMERGENCY MEDICAL TREATMENT

In accepting a place at the school, parents authorise the Headmistress, or other members of staff acting on her behalf, to consent on the advice of an appropriately qualified medical specialist to ~~you’re their~~ daughter receiving emergency medical treatment, including general anaesthetic and surgical procedures, if ~~we are unable to contact you in time.~~ parents cannot be contacted in time.

5. MEDICINES AND TREATMENTS BROUGHT TO SCHOOL BY PUPILS

Details of regulations regarding pupils taking medication or receiving other treatment in school are set out in the Parents' Handbook and the Prep Parents' Handbook.

~~Please advise the School Nurse in advance of any medication that your daughter may need to bring into school.~~ The School Nurse should be informed by parents about any medication which needs to be brought into school by their daughters.

6. MEDICAL QUESTIONNAIRE

~~Parents of new pupils are requested to complete and return a medical questionnaire to the School Nurse under confidential cover. A copy of the school's medical questionnaire is attached to this document as an appendix.~~

REFERENCES

- Parental Terms and Conditions
- The School and City of London Equal Opportunities Statements
- The School Health and Safety Policy
- The School SEND Policy
- The School Accessibility Plan
- School Nurse Guide Lines and Protocols
- The School First Aid Policy
- The School Policy on Supporting Pupils with Serious and/or Long Term Medical Conditions
- The Senior School Parents' Handbook
- The Prep Parents' Handbook
- The School's Pupil and Parent Data Protection Policy and the City of London's Data Protection Policy

APPENDIX 1

~~Copy of the City of London Staff Confidential Medical Form~~

APPENDIX 2

~~Copy of the Pupil Confidential Medical Questionnaire~~

Written: June 2014, updated June 2016, **January 2017**

Approved by Board of Governors: October 2014 – **revised version to be put before the board in February 2017**

To be reviewed by: **January 2020**