



St Mary's School
CAMBRIDGE

Medical Centre Policy

The Medical Centre staff provide care for pupils during the hours of 08.00am -16.00pm. Outside these hours boarding pupils will be cared for by the boarding staff at the Elms or Mary Ward House. Boarding pupils who are not well enough to attend school will remain in the medical centre at Mary Ward House or at the senior school medical centre depending on the nature of the illness. In addition, boarding pupils will have access to the School Medical Officer at scheduled surgery times who can also be contacted at other times for advice or in the case of an emergency.

Confidentiality

Confidentiality is a fundamental part of the nurse patient relationship. The Nursing & Midwifery Council (NMC) is responsible for maintaining professional standards. A breach of confidence by a nurse may render them liable to disciplinary proceedings by the NMC. The medical centre staff are, however, aware of the need, on occasion, to share information provided by pupils in the interest of the pupil's (or their peer groups) own safety and wellbeing. Staff are aware of the circumstances in which information may need to be shared (e.g. a child protection issue) and of the manner in which this should be handled.

The medical centre staff work hard to ensure that pupils are aware of the confidentiality that is offered to them should they require to speak to them about any medical related matter/concern. It is the responsibility of the medical centre staff to make pupils aware that in some instances they may need to share information with others if this is considered by the them to be in the best interests of the pupil or if necessary, for the protection of the wider school community.

Pupils' health record forms are submitted to the medical centre directly and are stored on a confidential medical database. Until these health forms have been received pupils will not be able to attend the School. Information will be made available on a 'need-to-know' basis to relevant parties within the School i.e. form tutors, Boarding house staff, teaching staff or those teachers responsible for pupils on trips or sports functions.

Pupils should be able to visit the Medical Centre at any time without the knowledge of school staff. **However**, should a pupil wish to visit the Medical Centre without the knowledge of school staff then this should not take place at a time when they are expected elsewhere. If a pupil goes to the Medical Centre during lesson time, games etc. they should expect the boarding staff or teaching staff to be informed of their presence there **but not** the purpose of the visit.

Should boarding staff or teaching staff require confirmation of a pupil's attendance at the Medical Centre, (in receipt of an absence slip from lessons) they can call the Medical Centre for this. However, no details of the problem or treatment may be discussed by the medical centre staff unless specific consent from the pupil has been obtained

This policy is reviewed annually by the Nurses and will next be reviewed in July 2021