



Health Centre Handbook



CHELTENHAM
COLLEGE

CO-EDUCATION AGES 3-18

The Health Centre is located at the centre of the College campus, putting us at the heart of both The Prep and College. Our service was established to provide high quality, evidence-based healthcare with the aim of promoting lifelong physical and emotional well-being.

We take the responsibility of looking after your child very seriously, and recognise that it can be worrying if your child is unwell when they are away from home. Now more than ever as we transition out of the pandemic, we must be responsive and reactive to each individual situation.

We are open six days a week (excluding Sunday) between 8.00am and 6.00pm, and are trained to manage illness and injuries that may occur to pupils, staff, or visitors as well as to respond to emergency situations. This includes training in the use of Automated External Defibrillators (AEDs), of which there are seven across College premises.

The team offer a wide range of services

from managing acute medical problems to supporting pupils to manage their own chronic health conditions such as asthma, epilepsy, diabetes and allergies. We pride ourselves on also offering a safe space for pupils who want to drop in for support or a friendly chat.

Communication is key to supporting your child, so please ensure that your child's Health Certificate is completed with as much detail as possible. This should include details of any chronic conditions, any past or existing mental health concerns and details of treatments that have been, or are in place.

Our team is involved in both PHSE and the Floreat Programme, providing health promotion and education to pupils. This direct approach helps to establish better links with both House groups and individual pupils. The health and pastoral care teams work together to make sure that pupils are offered excellent health and wellbeing support where necessary, and appropriate referral to other services as required.

During the Rugby and Hockey seasons we employ external, qualified First Aiders, to provide pitch side support.



The Team & Services

The Health Centre works in partnership with Berkeley Place Surgery in Cheltenham. Dr Jim Ropner, Chief Medical Officer, oversees clinical practice and is a Council Member of the Medical Officers of Schools Association (MOSA), who meet regularly to develop and review best practise in the school setting. He has been involved in writing National Guidelines for the Management of Concussion in schools. Dr Georgia Woodburn works alternate days so that pupils have the option of seeing either a female or male GP.

Surgery is every week day morning 8.00am to 9.30am with clinics on Tuesday and Thursday afternoons. GPs are available for nursing staff to discuss any concerns throughout the day.

All boarding pupils are automatically registered with a College GP so that we can ensure we have a comprehensive overview of their health needs. It is on strong recommendation from the Department of Health and MOSA that pupils at boarding schools are registered at the school. Due to the amount of time they spend at College, seeing a GP at home can be challenging and it is

also crucial that we are able to access their medical records to be able to support them if they are unwell when at school. If your child is undergoing any kind of treatment or support from external services, either physical or emotional, please share this information with the Health Centre to enable us to coordinate with the appropriate teams at: nurses@cheltenhamcollege.org

Referrals to other specialists can generally be made on the NHS where needed, but unfortunately this is often not as prompt as we would like. Many parents choose to have private cover and the school offers a scheme through the Bursar's office if this is required.

You will be informed if your child is referred to a specialist. This may be done by the GP, nurses, or Matron who will also accompany pupils to any appointments and take notes. This information is then fed back to the Health Centre team. Please do contact us if you would like to discuss anything in greater detail.

The team of seven nurses are managed by Lead Nurse Fiona Parry and supported by two administrators. With backgrounds in the NHS, as well as school and overseas nursing, they have a



Dr Jim Ropner, Chief Medical Officer



Lead Nurse Fiona Parry

wealth of experience. Each Boarding House has a named Link Nurse who liaises with Matrons, monitors medicine usage, and delivers teaching sessions in House.

Nurses monitor childhood immunisations for the boarders and will contact you regarding any that are recommended for your child. We ask that your child be immunised according to the UK immunisation schedule so that we may protect the wider College community. For current recommendations, please visit the UK Government website.

Travel Vaccinations

We offer a comprehensive travel vaccine service to pupils who are registered with us, most of which incur a fee just as they would in a GP surgery, which is then added on to your school bill. Please contact us for current prices when required. There is a particularly large uptake of travel vaccines administered to Upper Sixth pupils in preparation for gap year travel.

We can advise on recommended vaccines and provide travel health advice for all pupils. Kindly

contact us a minimum of 8-12 weeks prior to travel so that we have time to vaccinate. Some of the vaccines require more than one dose. Each vaccination will require a separate signed consent form which we can email to you upon request.

For last minute travel it is always worth asking regarding the recommendations and we will do our best to vaccinate as far as possible.

Health Promotion

Our health promotion services cover a range of topics and age appropriate material, across both Cheltenham Prep and College. Topics covered include good hygiene, healthy eating, vaping, cancer awareness, pregnancy choices, consent and relationships. College takes a proactive approach to sexual health, and tries to empower pupils to make positive choices with our support. We are part of Gloucestershire's participation in the national C-Card Scheme. Details can be found on their website: <https://eddystone.org.uk/blogs/the-eddystone-trust/c-card> Parents are invited to contact the Health Centre at any time to discuss any aspects of the scheme or College's sexual education policy.



The Nurses also engage in First Aid training for staff and some pupils when the curriculum allows. This may include basic life support, sun safety, what to do in the event of an asthma attack or an epileptic fit. We are keen to develop this further and value the importance of instilling practical skills in pupils that may serve them, or indeed others, well in the future.

The Chadwick Programme at The Prep has a First Aid strand to it, and has given pupils confidence in helping with emergency situations.

Medicals

Your child will have the opportunity to visit The Health Centre within their first week at College. This is a getting to know you exercise. We get to know any medical problems or concerns that pupils may have and they become familiar with the Health Centre and staff. It serves as an opportunity for us to tell them about the services we offer and how we can help.

If your child has underlying health conditions we will arrange for a new pupil medical, which may include:

A brief medical examination: We pay particular attention to factors which are important to education, which may not have been examined in the past, particularly eye sight and hearing. Height, weight and body mass index (BMI) are measured, to get a baseline and thereafter done termly in House. This allows us to monitor any emerging trends. You will be contacted by the Lead Nurse in the first instance if we have any concerns regarding either a high or low BMI.

Consent

The law on this is quite straightforward from a medical point of view. Any child over the age of 16 is able to give consent for their own treatment. Any child under the age of 16, if thought to be mature enough, is also able to give consent. The duty of confidentiality owed to a person under 16 is as great as that owed to any other person.

We do however seek parental consent for College staff to administer prescribed and non-prescribed medicines and to give boarders immunisations as recommended by the



Department of Health. The consent form is found on the back page of the Health Certificate. Please be aware that in the absence of your consent we would not be legally permitted to administer medications. The Head, Health Centre Staff and Matrons can act in loco-parentis and will, in incredibly rare situations, consent for emergency treatment, operations etc. We will always endeavour to contact parents or guardians and gain consent verbally in such a situation.

Confidentiality

Most medical matters within the school do not need strict confidentiality, for example a child with a sore throat or sprained ankle would approach Matron. Matron will send the child to the Health Centre where treatment plans are made as appropriate. Most pupils are happy for this information to be relayed to House staff. For the vast majority of cases, it is in the pupil's best interest that Matron, teachers and sports staff know what is happening and there

are no difficulties regarding confidentiality. From a medical point of view there are very few instances when we would not strongly encourage a pupil to discuss all aspects of their medical care with their parents and this is something we would always encourage pupils to do. However, every patient's expectation of confidentiality must be respected and the law on confidentiality and consent is very clear.

On-Site Physiotherapy Services

Stuart and Sarah Fossella offer a comprehensive Musculoskeletal Physiotherapy service helping students to get back to sport and a pain free life as soon as is possible. They typically treat muscular and joint based injuries in pupils from The Prep through to Sixth Form students, in a well-equipped room within The Health Centre.

They have over 10 years experience as qualified Physiotherapists (Bsc Hons) and have



a background in private practice. Before this they both worked overseas and for the NHS. When they are not in clinic at College, they work at their own practice in Cheltenham. For any queries please contact:
physios@cheltenhamcollege.org

They work closely with the entire Health Centre team, rehab team, coaches and Matrons to keep everyone informed about injury progress and anticipated return to sport.

Local Hospitals

Cheltenham General Hospital (NHS) is extremely convenient and is our main local referral source, although for some procedures admission may be arranged at Gloucestershire Royal Hospital. There is a good local private hospital, the Nuffield Cheltenham Hospital to which most private referrals are made. There are times when it would be more appropriate to use hospitals (NHS or private) nearer a patient's home, for example towards the end of term,

and this is something that can quite easily be arranged. We ask that you attend to routine eye examinations and dental services during the holidays, although this can of course be arranged locally if required.

Student Support Services

It is entirely normal during the course of school life for a young person to have concerns that are troubling them. They know that their Housemaster or Housemistress, Matron, and Tutor are there to be able to talk things through with them and this is often the first point of call.

However, sometimes the pupil might want a more neutral place to think things through and this is where they can get help from the Student Support Service based in comfortable surroundings in the Health Centre.

This service is provided by Rachel Melville-Thomas and Stuart Hannah who are both Specialist Child and Adolescent



Psychotherapists. They trained within the NHS and are members of the Association of Child Psychotherapists. They both have many years of relevant mental health experience.

A student can ask for an appointment directly or may be referred by a member of staff, with their agreement. They can be offered up to eight sessions of individual counselling. If it is felt that the young person or child requires further support, this is available from the same therapist at a reduced rate paid to College.

This service is particularly valuable at the moment, as trying to access mental health support for adolescents is currently difficult via the NHS or privately.

In the Prep, the same service is called Pupil Support and is always accessed via either staff or parent referral. In this case, the therapists will always speak to parents first, ideally in a meeting or by telephone to discuss concerns and clarify the process of help, including feedback to parents. Working with younger children may involve, play, drawing, and story making. If you

would like to contact them directly please email in the first instance at: r.melville-thomas@cheltenhamcollege.org or s.hannah@cheltenhamcollege.org

In addition to counselling, Rachel Melville-Thomas can also offer mindfulness sessions within a small group setting. This practise helps us have a greater understanding of ourselves, and can help with the management of stress and anxiety. These are particularly useful during the run up to exam time.

Should you feel your child needs increased support on any given day, please contact the nurses on **01242 265 629** who will endeavour to help and provide support.

Unwell Pupils

We have three beds, including an isolation room, where pupils can rest and be monitored whilst waiting for collection or a treatment plan. Pupils are well cared for in House with many minor illnesses. However, if they have diarrhoea and vomiting our expectation is



that they are removed from College as soon as possible after they develop symptoms. This may mean that guardians have to collect pupils and care for them until well enough to return. Therefore, please ensure that guardians are aware of this and live within a reasonable radius of College. The unwell pupil will need to stay away from College until they have been clear of all symptoms for 48 hours. This is in accordance with Public Health England Recommendations and is aimed at preventing outbreaks of infectious diseases that can greatly affect a boarding community.

Communication

If two-way communication between home and school works well everything runs more smoothly. The obvious link in this chain is the pupil, but on occasions this is not as reliable as we would like and Matron should also be kept informed of changes to your child's health.

If you are sending an email regarding your child's health to Matron or their Housemaster or Housemistress, please copy to: **nurses@cheltenhamcollege.org**.

Holiday Treatment

If your child should need treatment during the holidays, this may be arranged with your family doctor as a 'temporary resident'. If your child has any operation, accident, severe illness or is given vaccinations, please notify the Matron on return to school and inform the Health Centre, preferably in writing. This is especially important to ensure that vaccinations are not duplicated, and to ensure that any medication is safely administered as intended. If your child returns to school with medication, please hand this to the Matron, who will dispense appropriately. We ask that all medication is signed in with Matron, in certain cases Self Medication Forms can be signed and the pupil can keep their own supply of medication. This needs to be authorised via the Health Centre. This is to protect both your child and others.



Contact Us

The team at the Health Centre recognise that it can be unsettling for both parents and pupils if they are unwell whilst in the school setting. Therefore we encourage you to call with any concerns, and we will do the same.

Cheltenham College Health Centre (term time only)

Telephone: 01242 265 629

General enquiries

healthcentre.admin@cheltenhamcollege.org

nurses@cheltenhamcollege.org

Fiona Parry, Lead Nurse

f.parry@cheltenhamcollege.org

Dr Jim Ropner

j.ropner@nhs.net or j.ropner@cheltenhamcollege.org

Dr Georgia Woodburn

georgia.woodburn@nhs.net

Rachel Melville-Thomas

r.melville-thomas@cheltenhamcollege.org

Stuart Hannah

s.hannah@cheltenhamcollege.org

If you would like to contact your House Nurse directly, please email nurses@cheltenhamcollege.org for the attention of:

Ashmead and Hazelwell - Kelly Matthews

Boyne House and Chandos - Cathy Barfoot

Leconfield and College Lawn - Liz Fisher

Christowe and Queen's - Lucy Stanway

Westal and Newick House - Sam Whitney

Southwood and The Prep - Kate McKeon

Out of term time please contact Berkeley Place Surgery for advice regarding any pupils that are registered with the surgery.

Berkeley Place Surgery

The Wilson Health Centre

236 Prestbury Road

Cheltenham

GL52 3EY

Telephone: 01242 513 975 or 01242 573 704





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