



ST. ANDREW'S
COLLEGE
Cambridge

COLLEGE POLICY DOCUMENT

Boarding House – The care of boarders who are unwell

Issue No.: 01	Document Number: STAN0062011
Issue Date: December 13 th 2011	Originator: Wayne Marshall
Version: 07	Responsibility: Hanna Claydon
Reason for version change: Annual update	Dated: 14.7.17
Authorised by: Hanna Claydon Date: 14.7.17	Signature:

This policy has been drawn up to clarify and to give instruction to house managers on care of boarders who fall ill whilst in their care.

The procedure will be as follows:

1. Before arrival at the college, students will be asked to complete a form asking them for details of any illnesses or disabilities they have. This will be passed on to the house managers.
2. On arrival to the boarding house all students will be asked individually if they have any illnesses (chronic or otherwise) and / or disabilities that may impact their studies or day to day activities within the boarding house.
3. Where a house manager receives notification of an illness and / or disability they must inform Hanna Claydon, David McEwan Cox and Wayne Marshall so that the college is made aware of each individual situation. A note will be placed on the student file.
4. The house manager will then discuss with the individual student the illness and / or disability to ensure that every support and assistance can be given. The student will need to make the house manager aware of their medication if appropriate and any other special conditions that may apply.
5. It will then be the responsibility of the house manager to monitor the student on a daily and or weekly basis.

6. The house manager will be responsible for handing over all relevant information to any relief house manager (if applicable) for any student suffering from an illness and / or disability.
7. All house managers have completed a first aid course, which is updated every three years. This course will be organised by the college at a time convenient to all parties concerned. It is the responsibility of the house manager to display the certificate within the boarding house.
8. If a student falls ill and that illness is deemed to be beyond the skills of the house manager (as prescribed by their first aid training) then the house manager is to call the emergency services.
9. If the student is taken to hospital the house manager is to call the school or the emergency phone. If there is an adult trained in first aid and fire marshalling that can remain in the house to supervise the other students, the house manager can accompany the student to hospital. If the house manager is the only trained adult in the hall, he/ she should remain at the boarding house in order to supervise the remaining students.
10. The house manager is to contact David McEwan-Cox and inform him of the situation. He will then advise the senior management team of the situation.
11. David McEwan-Cox and the senior management team will make a decision whether to call the agent and / or parents. The minimum action required will be for the David McEwan-Cox to write a report for the student file.
12. The Medicines and Storage of Medicines Policies are to be followed with reference to the administration of all medicines, which will include the use of household remedies.

Review: 2012, 2013, 2014, 2015, 2016, 2017

Next review: July 2018