



Policy for Standards of the Management of Confidential Information in the College Medical Centre

Policy Consultation and Review

This policy is available on the Wymondham College website and the Wymondham College Prep School website and is available on request from either school.

It is for use in the Wymondham College Medical Centre by School Nurses, Medical Assistants, Matrons and House staff.

This policy will be reviewed in full by both Trustees every two years. This policy was last reviewed in May 2026 and is due for review during May 2028.

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V2	09/06/2025	Laura May / Sarah Cunningham	Annual review and update
V3	13/05/2026	Kirsten Mead	Annual review and update

Objectives

To provide a clear outline of the expectations of staff working within the Medical Centre in relation to the sharing of medical information. This will also ensure a consistent process of information sharing within the school.

Rationale

Respecting patient confidentiality is an essential part of good care; this applies when the patient is a **child** or **young person** as well as when he or she is an **adult**. Without the trust that confidentiality brings, children and young people might not seek medical care and advice, or they might not state all the facts needed to provide good care.

Processes to be followed

Doctors and nurses have a **legal duty of confidentiality** to their patients and although this is not absolute, within the school setting they should follow these principles:

- Pupils should always be **asked for consent** before sharing information, making it clear with whom the information is being shared and how that information will be used.
- All children **over 16 years** are deemed to be “**competent**” i.e. they have capacity to consent.
- Children **under 16 years may be able to consent** and the medical team will assess this using GMC and/or NMC Guidelines (in line with Gillick competency).
- Children are encouraged to **discuss health issues** with their **parents** and to involve them in decisions about treatment even if they have capacity to consent by themselves.
- The medical team should also consider **involvement** of members of the **school safeguarding team** if this will assist in the care of the pupil.
- The medical team may need to **share information without consent** in certain circumstances, for instance if there is concern about a safeguarding issue, but the pupil will always be made aware that this is being done.
- Any medical information shared **should not** be disseminated further without discussion and agreement with the medical team.

Medical information may be **gathered** in the following ways: -

- **Preadmission medical information completed by the parents/legal guardians on the school application form.**
- **Information from the health history form completed by the parents/legal guardians on acceptance to the school.**

Once a child is attending school

During term time children may attend the Medical Centre for consultations with school health professionals (General Practitioner, Nurse Practitioner, Practice Nurse, School nurse).

Initially children will present to the school nurse in the Medical Centre. They will make a detailed assessment of the child's presenting complaint. They will then plan for how to proceed with caring for the child.

This may include-

- One off treatment delivered by the school nursing team.
- Booked to see the GP within an appropriate clinic (there may be a delay to wait for this).
- Booked to see the GP the same day- for students under 16 unless the parents live nearby usually a member of the medical team will take the child for Secondary School and preferably house staff for Prep School (although the medical centre staff can assist in taking Prep School students if no house staff are available).
- A+E urgent review. For students under 16 parents will be informed their child is being taken to A+E (see emergency transport procedure).

During all consultations (GP or A+E) for students under 16 a medical centre nurse will be present. For Prep School students a member of house staff should attend the clinic appointment. A pupil/parents/carer however should be allowed to be involved in the consultation. If they are unable to attend the appointment provision will be made for them to be spoken to over the phone during the consultation.

For children seeing the school nursing team for a one-off treatment the nurse will judge whether the parents need to be informed. It is likely house staff will be informed unless the consultation pertains to contraception/sexual health.

Following all consultations with a GP for children under 16 parents/guardians will be informed along with house staff. There may be individual exceptions to this such as appointments around contraception/sexual health.

Many secondary school pupils should be able to collect and administer medications themselves (except for controlled drugs and anti-depressive medications). With the exception of contraception however, house staff require knowledge of which students are on medications (as per School house Medication Policy- self-medication).

All prep school medications will be collected by house staff and will be administered by house staff with the exception of emergency Ventolin inhalers and specific

medications such as diabetes medication which will be detailed on the child's individual health care plan.

Letters received from outside medical agencies (eg A&E departments, outpatient consultations)

- These should be delivered unopened to the College Medical centre and become part of the pupil's primary care record.
- For students under the age of 16 parents should be emailed a copy of any medical letters.
- For students over the age of 16 medical letters are sent directly to the student via the college medical centre.

Care plans

- It is considered good practice for all pupils with **long term health conditions** (including mental health problems) to have a **care plan** drawn up in consultation with all parties relevant to their care.
- Care plans are shared with house staff and are uploaded to Brom com for both Secondary and Primary School. Children with allergies carry a copy of their care plan with their emergency AAls (see supporting students with medical needs policy).
- If there is a safeguarding or child protection concern, this should also be **shared** with the **Safeguarding team via MyConcern for the Secondary School, and with Mr Simon Underhill, Headteacher for Prep School students** with the pupil's and parents' consent (unless there is risk of harm).

Computerised record systems

- All **clinical records**, including appointment details, should be **considered medically confidential** and must not be shared, held or accessed by **non-clinical staff** without the explicit consent of the pupils to whom the records apply (or their parents if the pupil is not deemed competent).
- **No NHS clinical records should be held on a non-NHS school computer system.**
- Clinical staff using any NHS electronic system (or GP paper notes) must all be trained in current **NHS Information Governance** policy
- and be kept updated.

Safeguarding and child protection issues

- If a health professional feels that a safeguarding issue is brought up during a consultation, they should make sure the pupil is aware of their concern.
- They should make sure that the pupil understands that this information needs to be shared and request consent to do so.
- If the pupil does not consent to sharing the information, the health professional should bear in mind the legal GMC/NMC principles outlined above and refer to the procedures in the school's Child Protection and Safeguarding Policy.
- If the professional really does feel that the information must be shared, then they should inform the pupil that they are doing this, whom they are informing, why they are doing so and what will happen next.
- It is advisable that the health professional discusses this action with the lead nurse although sharing the information should not be delayed in an emergency situation.

References

"0-18 years: guidance for all doctors" published by the GMC October 2007: –

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"Working with young people" published by the NMC December 2013: -[Adolescence: boundaries and connections An RCN guide for working with young people](#)

Find the Information Governance Toolkit at: - [Information Governance Toolkit Dept of Health](#)

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