

Pastoral/Medical Office – myth buster

Here to help.

But not here to disrupt your learning!

Mrs Nolan-Ford



First Aid



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Learning Mentor



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Pastoral Manager

'Going to pastoral' 'Going to medical'

- We want to be clear with students, teacher and parents as to what the pastoral and medical offices are for.
- We are here to **support your learning!**
- If you have issues emotional or medical that are getting in the way of your learning **we will help to resolve these issues**, or find you someone who can, **so that you can get on with your learning.**
- A few students have fallen into bad habits and come to pastoral too often. The problem for these students is that 'pastoral' and 'medical' is stopping them from learning as they are spending too long there.

Reasons to visit the medical room during a lesson

- ✓ Nosebleed happening now
- ✓ Cut that has just happened
- ✓ Suddenly feeling very sick/high temperature
- ✓ Just had an accident at school
- ✓ Having an asthma attack/finding it hard to breath
- ✓ Just received a burn
- ✓ Any accident/injury/illness that requires FIRST AID



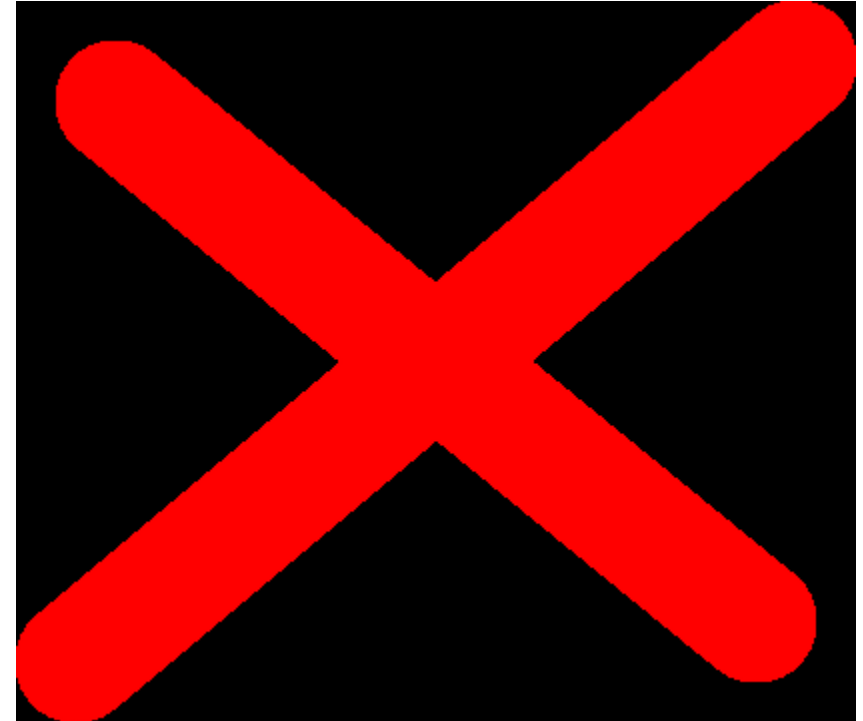
Reasons to visit pastoral during a lesson

- ✓ You have been issued with time out cards
- ✓ You have organised times to meet with Mrs Harwood ELSA mentor
- ✓ You have been asked to come to the pastoral office to see Mrs Edwards/Mrs Milsom



Reasons not acceptable to go to pastoral or medical

- ❖ To get a hot water bottle
- ❖ To get a drink
- ❖ To get a paracetamol
- ❖ To get some food
- ❖ To get a plaster for an old injury or blisters
- ❖ To work
- ❖ Because you don't want to be in a lesson



Reasons to come at break or lunchtime

- To get a new report card
- To reorganise detentions
- To discuss an issue
- To ask for some help

Please remember that the pastoral/medical office is very busy at break and lunch. Once you have discussed your issue you need to move on.

IT IS
 **TO ASK
FOR
HELP**

It is not a place to have lunch and chat to friends.

Pastoral and Medical offices

From Monday we will be recording when student drop in to pastoral and medical.

We will put onto **G4S** an **i0** code for **'Medical'** or **'Pastoral'**.

This is so that your parents will know that you have needed to get some extra support.

There will obviously be sometimes where we will not record this (safeguarding).

We will not record those students who have ELSA mentoring, time out cards or who come at break time.

I have a right to fill up my water bottle...

- You do not have a right to have a hot water bottle in school.
- There may be times where we are happy to let you fill one up as you are in a lot of pain – this will be in exceptional circumstances only.
- You may only fill up hot water bottles at the beginning of break and lunch with supervision from staff.



I need a drink...

- If you need a drink you can fill up your water bottle at the fountains in the café at break or lunch.
- If you don't have a bottle with you will have to ask a friend or wait until break/lunch.
- Pastoral do not give out cups for drinks.
- You don't need to come to pastoral/medical for this.



I need a plaster...

- If you have just cut yourself, you can leave a lesson to get medical attention and then return.
- If you need a new plaster for an old injury then go to pastoral at break or lunch.
- If you have blisters bring several plasters with you to school and change them at break/lunch.



I need paracetamol/I have a headache...

- We do not give out paracetamol/ibuprofen (any medication) to students as we are not allowed too by law.
- If you have ongoing medication that it has been arranged with the school first aider that you can take on site, then you can do this at break/lunch.
- You can bring in your own medication for your own consumption. 2-3 paracetamol is appropriate.
- You are not allowed to give medication to other students and if seen this will be treated very seriously.



I need a heat packs/cold packs...

- These are issued by first aiders if you have a swelling or an injury.
- These are not to be removed from the medical room.
- 15 have gone missing this year!
- After 10 minutes of applying a heat/cold pack it is ineffective medically. So you will be asked to return to your lesson.



I need to talk to someone...

- We do understand that you may have emotional things going on in your life.
- There is a right time to come and talk to staff in pastoral. **During lessons is NOT the right time.**
- Come at break/lunch. If you need longer book an appointment with the core or with Mrs Edwards/Mrs Milsom.
- We do want to know but we don't want to disrupt your learning.

I need time out...

- We do not offer a time out service.
- If you have time out cards then you may be allowed to come to the pastoral office. This will have been agreed with you when the time out cards were issued.
- If you feel like you need time out in the day you should come and speak to pastoral before school starts or your parents should contact us so we can decide if it is appropriate for you that day.



I need to get my report card signed...

- Report cards need checking at the start and end of the day only.
- If you lose your report card in the day you need to get a teacher to sign your planner instead.

I need to rearrange my detentions...

- If you need to discuss detentions then you should do this at break or lunch only.
- You have the choice to go on Tuesday, Wednesday or Thursday so you shouldn't really need to talk it through unless you have a commitment after school each day OR you have many detentions!

Medical Room



- This is for medical emergencies only. You cannot go in the room without supervision as there are many supplies in the room.
- It is not a GP surgery.
- It is not a counselling service.
- If you need to speak to someone about emotional issues you need to book an appointment with the core.
- If you have an ongoing medical condition and are unwell because of it we can send you home.
- You cannot complete your work in the medical room.

House rules for pastoral/medical offices

- Do not come out of lessons to pastoral/medical room unless it is an emergency.
- Do not come to pastoral/medical room to fill up a drink bottle. There are water fountains around school.
- Do not come out of lessons for a plaster. You can get a new dressing at break or lunch.
- Do not remove heat packs/cold packs from the medical room.
- Do not eat in the pastoral/medical offices.
- Do not go to pastoral/medical and ask for paracetamol. We are not allowed to give them to you.
- Do not go in the medical room unsupervised.
- Do not come to medical/pastoral and ask to work.
- Do not come to medical/pastoral to discuss detentions unless it is break or lunch.