

# MEDICAL OFFICERS OF SCHOOLS ASSOCIATION



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## **Review of Medical Provision in a School Environment** **MOSA Consultancy Service**

MOSA was founded in 1884 in response to *“the need for the general adoption of more definite rules for guarding our great educational establishments from the outbreak and spread of preventable infectious disease”*

Nowadays we are a professional organisation concerned with the provision of medical care to mainly independent schools. Most of MOSA’s members are general practitioners who are medical officers to schools in their practice area or school nurses usually employed directly by their school.

MOSA can provide a review of Medical Care provided within a school environment. A review can be tailored to the school’s needs but tends to be one of 2 categories:

- a) General Review of the overall medical/nursing provision
- b) Review of a specific area of concern.

### Process

Initially there will be discussion between the MOSA Team Leader and the School Representative. At this stage it is vital to ensure there are no conflicts of interests, and the discussion should then allow the Terms of Reference to be drawn up.

### Terms of Reference (ToR)

These must be agreed at the outset of the investigation between the school and the MOSA team, and ideally agreed by the current Medical Team.

The ToR should define:

- The issues to be investigated
- Boundaries of the investigation
- Timescale for completion of the investigation and submission of a report

### Principles of an investigation.

Investigations should be:

- Fair
- Relevant
- Impartial
- Timely

MOSA will then provide the necessary team to perform the Investigation with the most suitably qualified professionals, and can draw from a pool of highly experienced School Doctors and Nurses.

The team will then visit the appropriate areas of the school and perform any interviews necessary. The team will want access to all school policies and procedures related to the review.

The MOSA team will then produce a formal report along the following framework:

- Introduction
- Background
- The Investigation
- Methods
- Findings
- Conclusion – including recommendations and examples of good practice
- Appendices

The Team would then be happy to present this to the School, and would encourage this to be shared with the current medical staff.

Should further help be required in implementing these recommendations then MOSA can also help with this.

MOSA would like to note that the process should not be seen as a disciplinary or threatening process. Any report generated will be an “internal” document, which will then be “owned” by the school. However, in the unlikely event that the review finds any risk to pupil safety then MOSA would be obliged to escalate this to the appropriate bodies.

MOSA council will use any themes arising to influence education programmes and further guidance to members.

#### Fees

Fees will be based on the time taken on the investigation, and vary from case to case. This time includes any preparatory work, travelling, visits to the school and report writing. The following may help give an indication:

£180 per hour plus reasonable travel expenses at 45p per mile by car or standard class train fare.

#### Cancellation fee

A school will be charged 25% of the pre-agreed fee if they cancel a proposed visit with less than 14 days' notice.

If you are interested in using this service please contact the Executive Secretary  
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