



Supporting Pupils with Medical Conditions Trinity C of E School TRINITAS ACADEMY TRUST

This policy supports the Trinitas Principles as outlined below;

We will share responsibility for all of the children in all of the schools.

We will recruit high quality staff because the quality of Trinity School is determined by the quality of those who work within it.

We will value our staff by respecting their professional competence, through robust monitoring, challenge, and support and by rewarding them for their contribution to Trinitas Academy Trust.

We will ensure outstanding achievement for children and staff by being strategic, aspirational and not afraid to innovate.

We will teach our children through a curriculum that engages and motivates them, celebrates success, meets their individual needs and prepares them for the future.

We will provide the best possible learning environment, which is inspiring for both pupils and staff.

We will ensure that the systems within the Trust and the organisation of the Trust are coherent, robust and offer best value for money.

We will be wholly committed to promoting the Anglican Ethos of the Trust by being distinctive yet inclusive.

We will hold true to our values and aspirations, without compromise.

Policy Owner: Principal

Audience: All staff who come into contact with children

Copies are available: from the school office or on the website

Date Agreed by Trustees/Governors: 22/1/2015

Review Date: July 2019



Statutory
**SUPPORTING CHILDREN WITH MEDICAL
CONDITIONS POLICY**

Trinity School Belvedere

TRINITAS ACADEMY TRUST

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Aim: This policy is intended to support all school staff in supporting all children with medical conditions, ensuring that all children achieve their potential.

Policy Owner: Principal and Trust Safeguarding Lead

Audience: All stakeholders

Copies are available: *Website and school office*

Date Agreed by Trustees/Governors: December 2017

Updated: December 2018

Latest update: September 2019

To be agreed by Trustees/ Governors:

LEGAL BASIS

The Children and Families Act 2014 includes a duty for schools to support children with medical conditions. Where children have a disability, the requirements of the Equality Act 2010 will also apply. Where children have an identified special need, the SEN Code of Practice will also apply. This policy should be read in conjunction with the Equality Act Statement

RESPONSIBILITY OF THE GOVERNORS

The Governors of Trinity School recognise that all children have a right to access the full curriculum, adapted to their medical needs and to receive the on-going support, medicines or care that they require at school to help them manage their condition and keep them well.

They recognise that medical conditions may impact social and emotional development as well as having educational implications.

They will ensure that the school builds relationships with healthcare professionals and other agencies in order to support effectively pupils with medical conditions.

SCHOOL ROLES AND RESPONSIBILITIES

The **Named Person** responsible for children with medical conditions is Miss Greene (AP)

This person is responsible for

- Informing relevant staff of medical conditions
- Arranging training for identified staff
- Ensuring that staff are aware of the need to communicate necessary information about medical conditions to supply staff and where appropriate, taking the lead in communicating this information.
- Assisting with risk assessment for school visits and other activities outside of the normal timetable.
- Developing, monitoring and reviewing Individual Healthcare Plans.
- Working together with parents, pupils, healthcare professionals and other agencies.

The **Principal** is responsible for

- Overseeing the management and provision of support for children with medical conditions.
- Ensuring that sufficient trained numbers of staff are available to implement the policy and deliver individual healthcare plans, including to cover absence and staff turnover.
- Ensuring that school staff are appropriately insured and are aware that they are insured.

Teachers and Support Staff are responsible for

- The day to day management of the medical conditions of children they work with, in line with training received.
- Working with the named person to ensure that risk assessments are carried out for school visits and other activities outside of the normal timetable.

- Providing information about medical conditions to supply staff who will be covering their role where the need for supply staff is known in advance.

NB. Any teacher or support staff member may be **asked** to provide support to a child with a medical condition, including administering medicines. However, no member of staff can be **required** to provide this support.

School Nurse Provision

Our named school nurse is Marie Rogan. She can be contacted via:

Bexley 0to19 Children's Public Health Service
Care Coordination Centre
Barnard Medical Centre
43 Granville Road
Sidcup
DA14 4TA

Tel: 0300 330 5777

www.bexley0to19@nhs.net

Pupils can contact the school nursing service themselves via www.bexley0to19.co.uk which has a 'live chat' function and frequently asked questions.

The **school nurse** is responsible for

- Notifying the school when a child has been identified as having a medical condition which will require support in school. Wherever possible this should be done before the child starts school. (This information is also collected as part of pre-admission visits by school staff to primary schools).
- Providing support for staff on implementing a child's individual healthcare plan and providing advice and liaison including with regard to training.

PROCEDURE WHEN NOTIFICATION IS RECEIVED THAT A PUPIL HAS A MEDICAL CONDITION

- The named person will liaise with relevant individuals, including as appropriate parents, the pupil, health professionals and other agencies to decide on the support to be provided to the child
- Where appropriate (for pupils with a medical condition that is long term and complex), an Individual Healthcare Plan will be drawn up.
- Where a child has SEN but does not have an EHC plan, their special educational needs will be mentioned in their IHP
- Plans will be reviewed annually, or earlier if evidence is provided that a child's needs have changed.

Our vaccination programme is run by Hounslow and Richmond Community Healthcare NHS Trust, contact details as follows:

Julie Dodson - Lead Immunisation Nurse for Bromley and Bexley

Eldred Drive Clinic
Eldred Drive
Orpington
Kent BR5 4PE

Mobile: 07741233459
Tel 020 8460 1825

ADMINISTERING MEDICINES

Written consent from parents must be received before administering any medicine to a child at school.

Medicines will only be accepted for administration if they are in-date, clearly labelled with the child's name and provided in the original container as dispensed by a pharmacist. The exception to this is insulin which must be in date but will generally be available inside an insulin pen or pump, rather than in its original container.

Paracetamol may be administered to pupils on request, providing written or verbal consent has been given by a parent (recorded in SIMS). Staff must ask if the pupil has taken any other medication, and note the dose given and time in the medical room log.

Medicines are stored in a lockable cupboard in Student Services, or in a fridge if appropriate. Children who are competent to self-medicate are aware of the location of their medicine and have unrestricted access to it during school hours.

Written records are kept of all medicines administered to children by staff.

Pupils who are competent to manage their own health needs and medicines, after discussion with parents/carers will be allowed to carry their own medicines and relevant devices or will be allowed to access their medicines for self-medication.

ACTION IN EMERGENCIES

First Aid

The Medical Room is situated in Student Services opposite the Staff Room. There is always a trained first aider on duty there. If a child becomes ill or has an accident, they should be sent to the medical room (if they are able to walk) accompanied by another pupil, or an adult if more appropriate.

Several staff are trained in first aid and may be contacted via Reception if it is not possible or safe to move a pupil.

Defibrillators

This is situated outside the Student Services (on the wall) for ease of access and there is a defibrillator in the Sports Hall. They may be operated by anyone.

Requesting an Ambulance

(A copy of this information will be displayed in the main Reception)

Where possible for the sake of good information handling an ambulance should be called by staff in the main Reception. Ambulance control may, however, need to speak to the member of staff who is with the patient.

Dial 999 and be ready with the information below. Speak slowly and clearly and be ready to repeat information if asked.

1. The school's telephone number: 01322 441371
 2. Your name
 3. Your location: Erith Road, Belvedere, DA17 6HT
 4. Provide the name and approximate age of the child and a brief description of their symptoms
 5. Inform ambulance control of the best entrance to use and where to park, and state that the crew will be met and taken to the patient.
- Contact Reception/premises staff to open relevant gates for entry.
 - Check pupil records to inform ambulance staff of any pre-existing medical conditions or family issues (e.g. child in care).
 - Contact the parents/cares to inform them of the situation.
 - A member of staff should meet the ambulance, organise parking and take the crew to the patient.
 - A member of staff should stay with the pupil until the parent/carer arrives.
 - If a parent/carer does not arrive before the pupil is transported to hospital, a member of staff must accompany the child in the ambulance, and Reception must be informed which hospital the ambulance is going to.

Notification of Parent/Carer

At times there may be a long delay before an ambulance arrives at school, if this is the case we will inform parent/carers of the expected time of arrival and will endeavour to keep the child as comfortable as possible.

If we are advised, when calling for emergency services, that an ambulance will not be attending or there is a delay in arrival, we will inform the parent/carer and either wait for their arrival and advise them that the child should be assessed at either Urgent Care Unit or A & E. If parents are not available, a delegated member of staff acting as loco parentis will with one other member of staff escort the child to either an Urgent Care Unit or A & E. The member of staff acting as loco parentis will stay with the child until the parents/carers arrive.

ACTIVITIES BEYOND THE USUAL CURRICULUM

Reasonable adjustments will be made to enable pupils with medical needs to participate fully and safely in day trips, residential visits, sporting activities and other activities beyond the usual curriculum.

When carrying out risk assessments, parents/carers, pupils and healthcare professionals will be consulted where appropriate.

GOOD PRACTICE

- children will be given easy access to their inhalers and medication and allowed to administer their medication when and where necessary.
- staff should try not to send children with medical needs home frequently, unless this is specified in their healthcare plans.
- children will not be penalised for poor attendance if their absences are related to their medical condition e.g. hospital appointments
- children will be given easy access to the toilet, food and drink if it is necessary in order to manage a medical condition effectively.

- children will not be prevented from participating in any aspect of school life, including school trips, e.g. by requiring parents to accompany the child.

COMPLAINTS

An individual wishing to make a complaint about actions regarding the school's actions in supporting a child with medical conditions should discuss this with the school in the first instance. If the issue is not resolved, then a formal complaint may be made, following the complaints procedure.