



Statutory

SUPPORTING CHILDREN WITH MEDICAL CONDITIONS POLICY

Trinity School Belvedere

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 Trinitas Academy Trust 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.

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

Agreed by Trustees/ Governors: November 2019

Updated: September 2019

Review date: November 2020

Linked policies include: *Accessibility Policy, Adrenaline Auto Injector Policy, Asthma Policy, Attendance Policy, Complaints Policy, First Aid Policy, Health and Safety Policy, Intimate Care Policy, Risk Assessments Policy, Safeguarding and Pupil Protection Policy, SEN Policy*

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.

Safeguarding

The school has a duty of care and where it is believed that a pupil is suffering from, or is at risk of, significant harm, we will follow the procedures as outlined in the School's Safeguarding and Pupil Protection Policy.

In line with safeguarding duties, we do not have to accept a pupil in school at times where it would be detrimental to the health of that pupil or others to do so.

Roles and Responsibilities

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 Mr Heimsath (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.

Pastoral 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 PEEP's 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 pupil 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

Pupils can contact the school nursing service themselves which has a 'live chat' function and frequently asked questions tab. www.bexley0to19@nhs.net

Our vaccination programme is run by Hounslow and Richmond Community Healthcare NHS Trust, contact details as follows: HRCH.ImmunisationTeamBexleyMailbox@nhs.net Tel: 0203 903 3380 / 82

The **school nurse** is responsible for

- Notifying the school when a pupil has been identified as having a medical condition which will require support in school. Wherever possible this should be done before the pupil 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 pupil'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 pupil
- Where appropriate (for pupils with a medical condition that is long term and complex), an Individual Healthcare Plan will be drawn up.
- Where a pupil 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 pupil's needs have changed.

MEDICINES IN SCHOOL

At Trinity School, Belvedere medication can be administered by the pupil in front of the medical team.

- **Prescription medicines** must not be administered unless they have been prescribed for that particular pupil by a doctor, dentist, nurse or pharmacist.
- **Non- prescription medication**, such as paracetamol can only be given if parents have signed the parental agreement.
- Pain relief medication, should never be administered without first checking maximum dosages and when the previous dose was taken. Once a pupil has been given the medication the pupil must sign in the medical folder that they have taken medicine. ***Aspirin should never be given to a pupil under 16 years unless it has been prescribed by a doctor.***
- Providers must keep a written record each time a medicine is administered to a pupil, and inform the pupil's parents and/or carers on the same day, or as soon as reasonably practicable
- When medication is required it is the parents/carers responsibility to ensure that all medication held in school is well within the expiry date, labelled with the pupil's name, provided in the original container if prescribed.
- All medication in school must include instructions for administration, dosage and storage.

Individual Health Plans (IHPs)

When an Individual Health Care plan is written, it should include:

- Details of the pupil's condition, any triggers, exactly what care a pupil needs in school, when they need it and who is going to give it.
- Special requirements e.g. dietary needs
- Side effects of the medicines and information on the impact any health condition may have on a pupil's learning, behaviour or classroom performance.
- What constitutes an emergency
- What action to take in an emergency
- What not to do in the event of an emergency
- Who to contact in an emergency
- Parental permission for sharing the IHP within emergency care settings.

Contributors to the Health Care Plan could be the:

- Principal or Vice Principal
- parent or carer
- Healthcare professional, ideally a specialist if the pupil has one.
- Pupil (if appropriate)
- Teaching assistant (if applicable)
- Staff who are trained to administer the medicines
- Staff who are trained in emergency procedures.

Administering Medicines to Children with Chronic Medical Conditions

The person responsible for giving medicines will check:

- The pupil's name
- Prescribed dose
- Expiry date
- The written instructions provided by the prescriber on the label or container

The person responsible will record in writing:

- Name of pupil
- Name of medicine
- Dose
- Method of administration
- Time/frequency of administration
- Side effects
- Expiry date

If a pupil misuses their medication, or anyone else's, their parent is informed as soon as possible and the school's behaviour policy is followed as it is an offence to do so.

Asthma Pumps and Adrenaline Auto-Injector

- Parents/carers must ensure that the asthma pump or adrenaline auto-injector is available at the start of the new school year in September and keep the school office or pastoral support team updated if the pupil's dosage should change.
- All asthma pumps and adrenaline auto-injectors must be clearly labelled with the pupil's name. If a pupil suffers from asthma, an IHP should be completed and signed by a doctor or asthma nurse. An asthma card will be provided by the school and this will be updated as required.
- Children will carry their medication such as asthma inhalers with them, unless there is a reason for them not to.
- Pupils will take Asthma pumps and Adrenaline auto-injector on all school trips.

PLEASE NOTE: We do not require the brown asthma pumps to be held in school.

Universal Adrenaline auto-injector and Salbutamol Inhaler

Emergency Adrenaline Auto- Injector

Trinity School Belvedere is able to purchase adrenaline auto-injectors from community pharmacists without a prescription.

The emergency adrenaline auto-injector will only be used by children:

- Who have been diagnosed with an allergy that could bring on an anaphylactic shock and prescribed an auto-injector and for whom written parental consent for use of the emergency adrenaline auto injector has been given.

The name(s) of these pupils will be clearly written in our emergency kit(s). The parents/carers will always be informed in writing if their pupil has used the emergency adrenaline auto-injector, so that this information can also be passed onto the GP.

We will ensure that the emergency adrenaline auto-injector will only be used by children who have diagnosed allergies and who have been prescribed an adrenaline auto-injector and for whom written parental consent has been given, unless instructed to give the universal Adrenaline Auto- injector by a paramedic. Reference: Adrenaline auto-injector Policy.

We understand that to use adrenaline auto-injectors can have some adverse effects.

Emergency Salbutamol Inhaler

Trinity School Belvedere is able to purchase salbutamol inhalers and spacers from community pharmacists without a prescription.

The emergency salbutamol inhaler will only be used by children:

- Who have been diagnosed with asthma and prescribed a reliever inhaler OR who have been prescribed a reliever inhaler and for whom written parental consent for use of the emergency inhaler has been given.

The name(s) of these children will be clearly written in our emergency kit(s). The parents/carers will always be informed in writing if their pupil has used the emergency inhaler, so that this information can also be passed onto the GP.

We understand that salbutamol is a relatively safe medicine, particularly if inhaled, but all medicines can have some adverse effects. Those of inhaled salbutamol are well known, tend to be mild and temporary are not likely to cause serious harm. The pupil may feel a bit shaky or may tremble, or they may say that they feel their heart is beating faster.

We will ensure that the emergency salbutamol inhaler is only used by children who have asthma or who have been prescribed a reliever inhaler, and for whom written parental consent has been given. Reference: Asthma Policy.

Insulin

- Insulin must be in date but will generally be supplied in an insulin injector pen or a pump and will be administered by the pupil under supervision by a trained member of staff.
- Children that have diabetes have their own sharp box.
- Insulin will be kept in the school office.
- Children will have their blood glucose meter reading with them at all times.

Midazolam (for Epilepsy)

- Midazolam must be in date and supplied in a measured dosed syringe, which will be administered by a trained member of staff.
- A trained member of staff will keep the Midazolam with them at all times, together with the pupil's IHP and a mobile phone to communicate with the school office and call an ambulance if necessary.
- Midazolam cannot be administered if given in the last 24 hours and this must be checked.

In the event of a fire alarm sounding, pupils in the medical room are evacuated and any medication stored in the First Aid room must be taken to the assembly point in the main playground.

Dealing with medicines safely

- Staff can administer a controlled drug to a pupil only once they have had specialist training. Until this training is received, it is the parents' responsibility to organise the administration of the medication.
- Staff will not dispose of any medicines. Parents are responsible for ensuring that expired medicines are returned to a pharmacy for safe disposal.
- Staff administering medicines will have access to disposable gloves.

Record Keeping

- Medical information is also on the School's Information Management system (SIMs).
- Individual Health Care Plans give detailed information for a pupil's medical condition and what to do in an emergency
- The IHPs are reviewed at least every year or whenever the parent/carer informs us of a change in the pupil's needs.
- We seek permission from parents before sharing any medical information with any other party.
- Parents will be obliged to sign an initial permission form when medication needs to be administered.
- The school makes sure that all staff providing support to a pupil have received suitable training and ongoing support, to make sure that they have confidence to provide the necessary support and that they fulfil the requirements set out in the Medical Alert Handbook or pupil's IHP. This should be provided by the specialist nurse/school nurse/other suitably qualified healthcare professional.
- The first aid log book will be signed-off half termly by a member of SLT.

Action in Emergencies

- All staff receive training in what to do in an emergency and this is refreshed at least annually.
- A pupil's IHP should explain what help they need in an emergency. The IHP will accompany a pupil should they need to attend hospital. Parental permission will be sought and recorded in the IHP for sharing the IHP within emergency care settings.
- If a pupil needs to attend hospital, a member of staff (preferably known to the pupil) will stay with them until a parent/carer arrives, or accompany a pupil taken to hospital by ambulance. They will not take pupils to hospital in their own car.

Communication

All teachers and members of the Pastoral Team have mobile phones to make calls. If a classroom has a telephone staff can contact other staff members or the school office for assistance and the school also has a tannoy system

Defibrillator

- We have two defibrillators, one in the Sports Hall and another by Student Services.
- Key staff have received training, however, the defibrillator can be activated by anyone in the absence of a trained member of staff

Requesting an Ambulance

(A copy of this information will be displayed in the medical room and the school office).

Where possible for the sake of good information handling an ambulance should be called by staff in the school office. 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: Trinity School Erith Road, Belvedere, Kent DA17 6HT
4. Provide the name and approximate age of the pupil and a brief description of their symptoms or medical conditions
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 premises/office 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. pupil in care).
 - Contact the parents/carers to inform them of the situation.
 - A member of staff must meet the ambulance, organise parking and take the crew to the patient.
 - A member of staff must 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 pupil in the ambulance, and Reception must be informed which hospital the ambulance is going to.

Notification of Parent/Carer

The school will call an ambulance before contacting parents if a pupil becomes seriously ill or has a significant injury.

The school will arrange for a member of staff to travel to hospital in an ambulance and act *in loco parentis* until the parents arrive.

Our procedure for notifying parents will be to use all telephone numbers available to contact them and leave a message should the parents not be contactable

In the event that parents cannot be contacted and a message has been left, our policy will be to continue to attempt to make contact with the parents. In the interim we will ensure that the qualified first aider or another member of staff remains with the pupil until the parents can be contacted and arrive (as required). A member of staff will accompany the pupil to hospital and remain with them until the parents arrive. In the event that the pupil requires hospital treatment and the parents cannot be contacted prior to attendance, the member of staff *in loco parentis* will have the right to sanction emergency procedures as advised by medical staff in the ambulance or at the hospital.

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 pupil 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 pupil should be assessed at either Urgent Care Unit or A &E. If parents are not available, a delegated member of staff acting *in loco parentis* will, with one other member of staff escort the pupil to either an Urgent Care Unit or A & E. The member of staff acting *in loco parentis* will stay with the pupil until the parents/carers arrive.

INCLUSION

- This school ensures that the whole school environment is inclusive and favourable to pupils with medical conditions.
- This school will not penalise pupils for their attendance record if their absences relate to their medical condition.
- If necessary, the school will provide a *Personal Support Plan* to assist the pupil with a weekly alternative curriculum if they are too ill to attend school. This contract must be agreed and signed by the parent and Principal.
- This school is committed to providing a physical environment accessible to pupils with medical conditions and pupils are consulted to ensure this accessibility.
- This school is also committed to an accessible physical environment for out-of-school activities and makes sure that Personal Emergency Evacuation Plans are produced before any out-of-school visits. 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.
- The needs of pupils with medical conditions are considered during this process and plans are put in place for any additional medication, equipment or support that may be required.
- When writing Personal Emergency Evacuation Plans, parents/carers, pupils and the school nurse will be consulted where appropriate.
- All staff are aware of the potential social problems that pupils with medical conditions may experience and use this knowledge, alongside the school's behaviour policy, to help prevent and deal with any problems. They use opportunities such as PSHE and science lessons to raise awareness of medical conditions to help promote a positive environment.
- The school understands the importance of all pupils taking part in physical activity and that all relevant staff make appropriate adjustments to physical activity sessions to make sure they are accessible to all pupils. This includes out-of-school clubs and team sports.
- The school understands that all relevant staff are aware that pupils should not be forced to take part in activities if they are unwell. They should also be aware of pupils who have been advised to avoid/take special precautions during activity, and the potential triggers for a pupil's medical condition when exercising and how to minimise these.
- The school makes sure that pupils have the appropriate medication/equipment/food with them during physical activity.

- The school makes sure that pupils with medical conditions can participate fully in all aspects of the curriculum and enjoy the same opportunities at school as any other pupil, and that appropriate adjustments and extra support are provided.
- All school staff understand that frequent absences, or symptoms, such as limited concentration and frequent tiredness, may be due to a pupil's medical condition.
- Pupil will be given easy access to the toilet, food and drink if it is necessary in order to manage a medical condition effectively.
- This school will refer pupils with medical conditions who are finding it difficult to keep up educationally to the SENCO who will liaise with the pupil (where appropriate), parent and the pupil's healthcare professionals.
- Pupils at this school learn what to do in an emergency in relation to their medical condition.

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 pupil.
- If a parent/carer does not arrive before the pupil is transported to hospital, a member of staff must accompany the pupil in the ambulance, and Reception must be informed which hospital the ambulance is going to.

COMPLAINTS

An individual wishing to make a complaint about actions regarding the school's actions in supporting a pupil 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.