



MEDICAL CARE POLICY – TRENT COLLEGE AND THE ELMS

Date of Policy:	June 2025
Policy Approved By:	Child Protection Welfare & Board Committee
Policy Owner:	Deputy Head, Pastoral
Next Policy Review:	June 2026
Review Frequency:	Annual
Previous Versions:	May 2024
Governor Committee(s):	CPWB Committee

We are committed to promoting and supporting positive pupil mental health and wellbeing through our policies and practice. Our first consideration, as professional, adult practitioners, will be how our actions support and promote the wellbeing of every child.

We aim to provide the highest standard of medical care within our school community so we do all we can to support the well-being of our pupils and our staff.

Trent College and The Elms has a Medical Centre staffed by a full time Nursing Sister, who is assisted by one professionally qualified nurse . There is also a school doctor, with whom full boarders are registered. Other boarders (who live locally) are also encouraged to register. For all our day pupils, the school can provide limited medical care, including administration of first aid, emergency care and supervision of the administration of prescription and non-prescription medicines. Surgery times are Monday – Saturday: 0800 – 1700.

For boarders, care is more extensive and includes hospital booking, doctors, and non-routine dentist or ophthalmic appointments.

Within the Medical Centre there are two bedrooms, each with two beds. Also, one shower room with toilet, a downstairs toilet and a staff toilet. Depending on the condition of the pupil, the nurse on duty may advise that they rest within the medical centre (in the case of emergencies this will be until the time that they are taken to hospital), that they return to their boarding house to rest under the supervision of their matron or that they are collected by their parents/authorised adults.

Medical Care of Boarders

- All full and weekly boarders should register with the Overdale Medical Practice which enables the student to have access to the School Doctor and associated NHS services
- Except in genuine emergencies, or planned appointments, students should only visit the medical centre during breaks and lunch time, they should not visit during lessons or study periods unless urgent treatment is required.
- Pupils have access to both male and female doctors. Appointments are made via the medical centre nurses. Both on the day and pre-bookable appointments can be made dependent on the needs of the individual.
- All students have the right to confidentiality, and this will be respected at all times. Boarders who are deemed to be "Gillick competent" have the right to give or withhold consent for

their information to be shared and /or treatment. A child protection concern can provide reasonable grounds to breach confidentiality. Before doing so, advice will be taken from an appropriately qualified practitioner (e.g. GP or Designated Safeguarding Lead).

- Should a boarder be taken ill after 17:00, a tutor on duty in the boarding house, or the Houseparent must be alerted and they will liaise with the Medical Centre, a qualified First Aider or call emergency services as required.
- For Full Boarders, medical and dental appointments will be made by Sister in charge of the Medical Centre or Boarding Matrons. In exceptional circumstances, Houseparents or a member of staff advised by the Medical Centre will make appointments as required. Arrangements for weekly and flexi boarders will be discussed and agreed with parents as required. Typically, parents will be responsible for booking appointments for flexi and weekly boarders.
- Unforeseen Dentist's and Ophthalmic appointments must be made by Sister in charge of Medical Centre or her nominated deputy.
- All medication is securely stored and records kept of its administration.
- Nursing Staff in the Medical Centre will decide if a pupil or student is too ill to continue with the school day, and according to their condition will arrange admission to hospital, rest them within the Medical Centre, return them to their boarding house to rest or arrange for them to be collected from school by parents or guardians. Medical Centre Staff will inform parents and/or Houseparents of the decision.
- Those pupils and students in need of specialist medical care will usually be sent to hospital. If a parent is willing to pay a fee to the specialist for private consultation, this can be arranged by contacting the medical centre.
- In matters of routine investigation, such as X-rays, blood and urine testing, parents will be informed of the results (subject to confidentiality/consent).
- Whenever possible, parents can expect to be consulted but, in the event of an emergency, the school does require parents to consent to giving the school the authority to take necessary medical action. This is provided on a Medical Consent Form.
- Parents who are concerned about any of the above arrangements and who wish to have special provision made should contact Sister in charge of Medical Centre to discuss their wishes.
- With the first school account, parents will be sent particulars of an insurance scheme to cover the cost of private treatment and loss of fees occasioned by absence from school for medical reasons.

Routine Ophthalmic and Dental Appointments

- Except in emergencies, ophthalmic and dental appointments should be made during school holidays and not during the working day of term time. N.B. Those who wear spectacles or contact lenses should possess a second pair to cover loss or repairs to their first pair.

Emergency Medical Care of Day Pupils

- Except in genuine emergencies, during lessons, students should not visit the Medical Centre unless they have permission to do so from an appropriate member of staff.
- Usually this will be from: Reception staff; the School Secretary or Wortley Resource Manager
- It may also, for convenience, be from another member of staff (who then assumes responsibility for communicating their whereabouts)
- Trent students may attend as a "drop in" during break or lunch times.
- Pupils from the Nursery to Year 4 at The Elms are escorted and supervised by an Elms staff member when visiting the Medical Centre. Pupils in Year 5 and Year 6 can be escorted to the Medical Centre by a friend, depending on the severity of the injury and permission being granted by an Elms member of staff. Regardless of age, if the pupil is upset or distressed, a member of Elms staff will remain with the child until parents arrive. Should the pupil be required to remain in the medical centre for a prolonged period of time and they seem comfortable and stable The Elms staff member will return to their normal duties and the school nurse will keep the child's class teacher up to date on the pupil's care and collection.
- Any Trent day student requiring medication whilst in school (such as antibiotics) should bring them to the Medical Centre where they will be securely stored for the duration of the time required. The student will be advised when to come over to the Medical Centre to take their required dose. At The Elms, prescribed medication is securely stored at Reception and

administered by a member of staff at the appropriate times. This is documented and communicated to parents. Some medication (eg: controlled drugs), will be required to be held within the medical centre and administered by the duty nurse.

- Day Students treated by the medical staff will be given a notification chart to give to their parents/guardians explaining what treatment has been given.
- After administration of First Aid, it may be necessary to refer a student to hospital, if this is the case parents will be informed as soon as possible so that they can accompany their child or can go to the hospital to relieve the responsible adult who did accompany the child.

Maintaining Medical Records

The School Nurse is responsible for maintaining comprehensive and accurate medical records and for circulating relevant medical advice within the school community so staff are aware of any medical special circumstances for pupils they teach or take on trips or activities. This includes protocols on a range of conditions [eg: diabetes, asthma, anaphylaxis and epilepsy]. Medical guidance will be given with reference to DfE publication: Supporting pupils at school with medical conditions, (Aug 2017).

School Trips

The trip lead is responsible for liaising with the medical centre no less than 2 weeks prior to travel. Specific medical care, policies and medication will be discussed with the lead at an agreed date, any training updates will be given as required i.e. AAI training.

At least one member of the trip leadership team, must have completed appropriate training on the administration of medication prior to departure.

Linked Policies

- Care of an Ill Boarder
- Disposing of Bodily Fluids
- First Aid
- Provision of Prescription Medicines
- Provision of Non-Prescription Medicines