

St Mary's C of E School

Supporting Children with Medical Conditions Policy



Date agreed:

Signed:

Head teacher:

Signed:

Chair of governors:

Date for review:

Rationale and commitment

- St Mary's C of E School is an inclusive community that welcomes and supports pupils with medical conditions.
- We provide all pupils with any medical condition the same opportunities as others at school. We will ensure they can fully access all learning opportunities, including extra-curricular opportunities and residential visits.
- We will ensure that the school environment is inclusive and favourable to pupils with medical conditions. This includes the physical environment, as well as social, sporting and educational activities.
- We will also ensure that the physical environment for out-of-school activities is accessible.
- We understand that certain medical conditions are serious and potentially life threatening, particularly if poorly managed or misunderstood.
- We understand the importance of medication and the need for care being taken as directed by healthcare professionals and parents.
- We fully understand the medical conditions of pupils at this school and that some conditions may be serious, adversely affect a child's quality of life and impact on their ability to learn.

The named member of school staff responsible for this medical conditions policy and its implementation is: Polly Taylor HLTA

The whole school and local health community understand and support this Medical Conditions policy.

Responsibilities

General:

- **All** staff have a duty of care to all children at St Mary's School. We ensure that with appropriate information sharing and training all staff feel confident in knowing what to do in an emergency.
- **All** staff understand the medical conditions that affect pupils at this school.
- We understand that all children with the same medical condition will not have the same needs.
- **All** staff receive training regular on the impact medical conditions can have on pupils
- We will listen to the views of pupils and parents.
- We aim for pupils and parents feel confident in the care they receive from this school and the level of that care meets their needs.
- **The school has consulted parents, school staff, governors and the school nurse and health visitors in compiling this policy.**
- **Pupils affected are also consulted.**

The school recognises that duties in the Children and Families Act (England only), the Equality Act (England, Wales and Scotland) and the Disability Discrimination Act (Northern Ireland only) relate to children with disability or medical conditions is anticipatory.

Equality of access:

No child will be denied admission or prevented from taking up a place at St Mary's C of E School because arrangements for their medical condition have not been made. **Parents are consulted to ensure this accessibility.**

Communication:

Pupils, parents, relevant local healthcare staff, and other external stakeholders are informed of and reminded about the medical conditions policy through clear communication. This policy is shared at staff and support staff meetings with all needing to sign to indicate the policy has been read. A copy of the policy is on the school website and in every classroom.

Staff training:

- All staff understand and are trained in what to do in an emergency for children with medical conditions at this school.
- All school staff, including temporary or supply staff, are aware of the pupil with medical conditions at this school and understand their duty of care to pupils in an emergency.
- All staff, including temporary supply staff, receive training in what to do in an emergency and this is refreshed at least once a year.
- All children with a medical condition at this school have an individual healthcare plan (IHP), which explains 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.

Attending hospital:

- If a pupil needs to attend hospital, a member of staff (preferably known to the pupil) will stay with them until a parent arrives, or accompany a child taken to hospital by ambulance. They will not take pupils to hospital in their own car. Every effort is made to contact parents/carers in the event of a child needing to attend hospital.

Administering medicines:

- There are clear guidance on providing care and support and administering medication. All staff are aware of these procedures (See Medicines in School section of Health and Safety Policy)

- We will not give medication (prescription or non-prescription) to a child under 16 without a parent's written consent except in exceptional circumstances, and every effort will be made to encourage the pupil to involve their parent, while respecting their confidentiality.
- When administering medication, for example pain relief, this school will check the maximum dosage and when the previous dose was given. Parents will be informed. This school will not give a pupil under 16 aspirin unless prescribed by a doctor.
- This school has clear guidance on the storage of medication and equipment at school. All medication is stored safely.
- Medication stored must be in date and labelled in its original container where possible, in accordance with its instructions.
- All medicines must be stored in the **locked** medicine cabinet in the head teacher's office. If required, medicines are stored in the fridge in the staff room.
- An accurate record of all medication administered, including the dose, time, date and supervising staff is kept on the form for administering medicines.
- Staff are able to administer a controlled drug to a pupil once they have had specialist training.
- **Pupils with medical conditions know where their medicine is at all times and have access to them immediately.**
- Parents are asked to collect all medications/equipment at the end of the school term, and to provide new and in-date medication at the start of each term.
- We will dispose of needles and other sharps in line with local policies. Sharps boxes will be kept securely at school and will accompany a child on off-site visits as needed. They are collected and disposed of in line with local authority procedures.

Children with medical conditions:

- The named member of staff keeps an up to date record of children in the school with medical conditions and this information is shared with all staff
- We complete an annual questionnaire with the School Nursing Service regarding pupils with medical conditions providing statistical data regarding children and their specific medical conditions and how they are managed.
- The school keeps an allergy register. Procedures are followed to share this information with our School Meal Provider Chartwells. Chartwells communicate and meet with the parents to discuss an appropriate menu for the child as required.
- The School keeps an asthma register and parental consent forms are obtained for administering asthma medication.

Children with Individual Health Plans (IHP):

- We understand the importance of medication being taken and care received as detailed in the pupil's IHP.
- We will make sure that there are several members of staff who have been trained to administer the medication and meet the care needs of an individual child.
- We will ensure that there are sufficient numbers of staff trained to cover any absences, staff turnover and other contingencies.
- Copies of Individual Health Plans are kept in each classroom for reference. **A full set is kept in the school office.**
- This school makes sure that all staff understand what constitutes an emergency for an individual child and makes sure that emergency medication/equipment is readily available wherever the child is in the school and on off-site activities, and is not locked away.
- Pupils may carry their emergency medication with them if they wish and this is appropriate.
- Where pupils cannot carry their own medication / equipment, they should know exactly where to access it.
- Pupils can carry controlled drugs if they are competent, otherwise this school will keep controlled drugs stored securely, but accessibly, with only named staff having access.

Governing body responsibilities:

- There is appropriate level of insurance and liability cover in place.
- This school will make sure that a trained member of staff is available to accompany a pupil with a medical condition on an off-site visit, including overnight stays.
- The governing body will be involved in evaluation of this policy.

Parent and carer responsibilities:

- Parents at this school are asked if their child has any medical conditions on the enrolment form
- Parents and carers must let the school know immediately if their child's needs change. This is vitally important.
- Parents and carers must inform the school immediately if their contact details change.

If a pupil misuses their medication, or anyone else's, their parent is informed as soon as possible and the school's disciplinary procedures are followed.

Individual Health Plans and Record keeping regarding medication:

- An Individual Health Plan is used to record the support an individual pupil needs around their medical condition. The IHP is developed with the pupil (where appropriate), parent, school staff, specialist nurse (where appropriate) and relevant healthcare services.
- We hold a centralised register of IHPs, and an identified member of staff has the responsibility for this register. The identified member of staff is Polly Taylor.
- IHPs are regularly reviewed, at least every year or whenever the pupil's needs change.
- The pupil (where appropriate) parents, specialist nurse (where appropriate) and relevant healthcare services hold a copy of the IHP.
- All other school staff are made aware of and have access to the IHP for the pupils in their care.

Confidentiality

- Pupil's confidentiality is protected at all times. Permission from parents will be sought before sharing any medical information with any other party.

Overnight residential trips

- Prior to the visit the school will meet with the pupil (where appropriate), parent, specialist nurse (where appropriate) and relevant healthcare services prior to any overnight or extended day visit to discuss and make a plan for any extra care requirements that may be needed. This is recorded in the pupil's IHP which accompanies them on the visit.
- All staff providing support to a pupil will 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 pupil's IHP.
- Training and support will be provided by the specialist nurse/school nurse/other suitably qualified healthcare professional and/or the parent. The specialist nurse/school nurse/other suitably qualified healthcare professional will confirm their competence, and this school keeps an up-to-date record of all training undertaken and by whom.

Curriculum support:

- All staff will make 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 child, and that appropriate adjustments and extra support are provided.
- All staff are aware of the potential social problems that pupils with medical conditions may experience and use this knowledge, alongside the school's anti-

bullying 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.

- We promote and understand the importance of all pupils taking part in physical activity. Relevant staff will adapt physical activity sessions to make sure they are accessible to all pupils. This includes out-of-school clubs and team sports.
- All relevant staff have thorough understanding of medical needs of pupils and that pupils with medical conditions 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.
- Staff taking classes that include pupils with medical conditions must ensure that the appropriate medication/equipment/food is accessible during physical activity.
- 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.
- We will review progress and attainment of pupils with medical conditions termly and if needed will involve the SENCO and Inclusion co-ordinator who will liaise with the pupil (where appropriate), parent, class teacher and the pupil's healthcare professional to review and improve provision to meet the needs of the child.

Managing risks:

- All pupils at St.Mary's will learn what to do in an emergency.
- Risk assessments are carried out on all out-of-school activities, taking into account the needs of pupils with medical needs. Plans are put in place for any additional medication, equipment or support that may be required.
- The IHP will identify any triggers and detail how to make sure the pupil remains safe throughout the whole school day and on out-of-school activities.
- We will review all medical emergencies and incidents to see how they could have been avoided, and changes school policy according to these reviews.

Day to day management of this policy:

- The head teacher, and in her absence the assistant head teacher, is responsible for the implementation of this policy.
- Day to day management is delegated to the lead member of staff responsible for Medical Conditions, Polly Taylor.

Evaluating and reviewing this policy:

- The medical conditions policy is regularly reviewed, evaluated and updated each year.
- In evaluating the policy, this school seeks feedback from key stakeholders including pupils, parents, school healthcare professionals, specialist nurses and other relevant healthcare professionals, school staff, local emergency care services, governors and the school employer.
- The views of pupils with medical conditions are central to the evaluation process.
- This school works in partnership with all relevant parties including the pupil (where appropriate), parent, school's governing body, all school staff, employers and healthcare professionals to ensure that the policy is planned, implemented and maintained successfully.