



Medical Conditions Policy

Hoyland Common Primary School
October 2014

Policy statement

Hoyland Common Primary School is an inclusive community that welcomes and supports pupils with medical conditions.

The school understands that it has a responsibility to make the school welcoming and supportive to pupils with medical conditions who currently attend and to those who may enrol in the future.

We aim to provide all children with all medical conditions the same opportunities as others at school. We will help to ensure they can:

- be healthy
- stay safe
- enjoy and achieve
- make a positive contribution
- achieve economic well-being.

The school ensures all staff understand their duty of care to children and young people in the event of an emergency. Staff have access to information to explain what to do in an emergency.

Hoyland Common Primary School understands that certain medical conditions are serious and can be potentially life-threatening, particularly if ill managed or misunderstood.

All staff have an understanding of the common medical conditions that may affect children at this school. Staff receive regular updates. The Headteacher is responsible for ensuring staff receive regular updates. The School Nursing Service can provide the updates if the School requests.

The medical conditions policy is understood and followed by the whole school and local health community. This policy follows the statutory guidance for governing bodies of maintained schools and proprietors of academies in England April 2014. The school recognised that duties in the Children and Families Act and the Equality Act relate to children with disability or medical conditions is anticipatory.

The named member of school staff responsible for this medical conditions policy is Tom Banham, Headteacher.

Policy Framework

1. The medical conditions policy is supported by a clear communication plan for staff, parents/carers and other key stakeholders to ensure its full implementation.

All stakeholders are informed of and reminded about the medical conditions policy through clear communication channels.

Information can be found on the school website, in the school office and in prominent staff areas at Hoyland Common Primary School.

Supply staff and temporary staff are informed of the policy and their responsibilities including who is the designated person, any medical needs or Individual Health Plans related to the children in their care and how to respond in emergencies.

All staff are made aware of Individual Health Plans as they relate to their teaching/supervision groups. This is a role for the designated person.

2. Staff understand and are updated in what to do in an emergency for the most common serious medical conditions at this school

Staff at this school are aware of the most common serious medical conditions at this school.

They understand their duty of care to pupils in the event of an emergency. In an emergency situation school staff are required under common law duty of care to act like any reasonably prudent parent/carer. This may include administering medication.

Staff receive updates at least once a year for relevant medical needs and know how to act in an emergency. Additional training is prioritized for key staff members who work with children who have specific medical conditions supported by an Individual Health Plan (IHP).

The action required for staff to take in an emergency for the common serious conditions at this school is displayed in prominent locations and electronically.

This school uses Individual Health Plans to inform the appropriate staff (including supply teachers and support staff) of pupils with complex health needs in their care who may need emergency help.

This school will ensure a copy of the pupil's Individual Health Plan is sent to an emergency care setting with the pupil. On occasions when this is not possible, the form is sent (or the information on it is communicated) to the hospital as soon as possible. Parental permission will be sought and recorded in the IHP for sharing the IHP within emergency care settings.

If a pupil needs to be taken to hospital, a member of staff will always accompany them and will stay with them until a parent arrives. This school will try to ensure that the staff member will be one the pupil knows. The staff member concerned should inform a member of the school's senior management team.

3. The school has clear guidance on the administration of medication at school

This school will seek to ensure that pupils with medical conditions have **easy access to their emergency medication**. This school understands the importance of medication being taken as prescribed and care being received as detailed in the pupil's IHP.

This school will ensure that all pupils understand the arrangements for members of staff to assist in helping them take their emergency medication safely. All use of medication is done under the appropriate supervision of a member of staff at this school unless there is an agreed plan for self-medication.

All school staff in this school have been informed through training that they are required, under common law duty of care, to act like any reasonably prudent parent in an emergency situation. This may include taking action such as assisting in administering medication or calling an ambulance.

Hoyland Common Primary School will not give medication (prescription or non-prescription) to a child under 16 without a parent's written permission.

Parents/carers at this school understand that if their child's medication changes or is discontinued, or the dose or administration method changes, that they should notify the school immediately. Parents/carers should provide the school with any guidance regarding the administration of medicines and/or treatment from the GP, clinics or hospital.

If a pupil at this school refuses their medication, staff will record this and follow the defined procedures. Parents/carers will be informed of this non-compliance as soon as possible.

All staff attending off-site visits are aware of any pupils on the visit who have medical conditions. They will receive information about the type of condition, what to do in an emergency and any other additional support necessary, including any additional medication or equipment needed. This is recorded on the Risk Assessment for off-site visits.

If a member of staff, who is usually responsible for administering medication, is not available this school makes alternative arrangements to provide the service. This is always addressed in the risk assessment for off-site activities.

If a pupil misuses medication, either their own or another pupil's, their parents/carers are informed as soon as possible. The school will seek medical advice by ringing emergency medical care if this situation arises. In such circumstances, pupils will be subject to the school's usual disciplinary procedures.

4. This school has clear guidance on the storage of medication at school

Emergency medication is readily available to pupils who require it at all times during the school day or at off-site activities. If the emergency medication is a controlled drug and needs to be locked up, the keys are readily available and not held personally by members of staff.

If the pupil concerned is involved in extended school services then specific arrangements and risk assessments should be agreed with the parent and appropriate staff involved.

All non-emergency medication is kept in a secure place, in a lockable cupboard in a cool dry place. Pupils with medical conditions know where their medication is stored and how to access it.

Staff ensure that medication is accessible only to those for whom it is prescribed.

This school has an identified member of staff/designated person who ensures the correct storage of medication at school. All controlled drugs are kept in a locked cupboard and only named staff have access.

The identified member of staff checks the expiry dates for all medication stored at school each term (i.e. three times a year).

The identified member of staff, along with the parents/carers of pupils with medical conditions, ensures that all emergency and non-emergency medication brought in to school is clearly labelled with the pupil's name, the name of the medication, route of administration, dose and frequency, an expiry date of the medication.

All medication is supplied and stored in its original containers. All medication is labelled with the pupil's name, the name of the medication, expiry date and the prescriber's instructions for administration, including dose and frequency. The exception to this is insulin, which though must be still in date, will generally be supplied by an injector pen or pump.

Medication is stored in accordance with the manufacturer's instructions, paying particular note to temperature. Some medication for pupils at this school may need to be refrigerated. All refrigerated medication is stored in an airtight container and is clearly labelled. Refrigerators used for the storage of medication are inaccessible to unsupervised pupils or lockable as appropriate.

All medication (including blue inhalers) is sent home with pupils at the end of the school term.

It is the parent/carer's responsibility to ensure new and in date medication comes into school with the appropriate instructions and ensures that the school receives this.

Parents/carers at this school are asked to collect out-of-date medication. If parents/carers do not pick up out-of-date medication, or at the end of the school year, medication is taken to a local pharmacy for safe disposal.

The school will dispose of needles and other sharps in line with local policies. Sharps boxes are kept securely in school and will accompany a child on off-site visits. They are collected and disposed of in line with local authority procedures.

5. This school has clear guidance about record keeping for pupils with medical conditions

Parents/carers at this school are asked if their child has any medical conditions on the enrolment form.

If a pupil has a short-term medical condition that requires medication during school hours (e.g. antibiotics to cover a chest infection), a medication form plus explanation is sent to the pupil's parents/carers to complete.

This school uses an Individual Health Plan for children with complex health needs to record important details about the individual children's medical needs at school, their triggers, signs, symptoms, medication and other treatments. Further documentation can be attached to the Individual Health Plan if required). The IHP is developed with the pupil (where appropriate), parent, school staff, school nurse, specialist nurse (where appropriate) and relevant health care services. The finalised plan will be given to parents/carers, school and school nurse.

The school keeps a centralised register of IHPs, and an identified member of staff has the responsibility for checking the register.

The school seeks permission from parents before sharing any medical information with any other party and ensures the pupil's confidentiality is protected.

The school meets with the pupil (where appropriate), parent, specialist nurse (where appropriate) and relevant health care services prior to any overnight or extended day visits to discuss any extra care plan requirements. This is recorded on the pupil's IHP which accompanies them on the visit.

The school keeps an accurate record of all medication administered, including the dose, time, date and supervising staff.

6. This school ensures that the whole school environment is inclusive and favourable to pupils with medical conditions. This includes the physical environment, as well as social, sporting and educational activities

Physical environment

This school is committed to providing a physical environment that is as accessible as possible to pupils with medical conditions.

Schools should be encouraged to meet the needs of pupils with medical conditions to ensure that the physical environment at this school is as accessible as possible.

This school's commitment to an accessible physical environment includes out-of-school visits. The school recognises that this may sometimes mean changing activities or locations.

Social interactions

This school ensures the needs of pupils with medical conditions are adequately considered to ensure their involvement in structured and unstructured social activities, including during breaks and before and after school.

This school ensures the needs of pupils with medical conditions are adequately considered to ensure they have access to extended school activities such as school discos, breakfast club, school productions, after school clubs and residential visits.

All staff at this school are aware of the potential social problems that pupils with medical conditions may experience. Staff use this knowledge to try to prevent and deal with problems in accordance with the school's anti-bullying and behaviour policies.

Staff use opportunities such as personal, social and health education (PSHE) lessons to raise awareness of medical conditions amongst pupils and to help create a positive social environment.

Exercise and physical activity

This school understands the importance of all pupils taking part in sports, games and activities.

This school seeks to ensure all classroom teachers, PE teachers and sports coaches make appropriate adjustments to sports, games and other activities to make physical activity accessible to all pupils.

This school seeks to ensure that all classroom teachers, PE teachers and sports coaches understand that if a pupil reports they are feeling unwell, the teacher should seek guidance before considering whether they should take part in an activity.

Teachers and sports coaches are aware of pupils in their care who have been advised, by a healthcare professional, to avoid or to take special precautions with particular activities.

This school ensures all PE teachers, classroom teachers and school sports coaches are aware of the potential triggers for pupils' medical conditions when exercising and how to minimise these triggers.

This school seeks to ensure that all pupils have the appropriate medication or food with them during physical activity and that pupils take them when needed.

This school ensures all pupils with medical conditions are actively encouraged to take part in out-of-school clubs and team sports.

Education and learning

This school ensures that pupils with medical conditions can participate fully in all aspects of the curriculum and ensures that appropriate adjustments and extra support are provided.

Teachers at this school are aware of the potential for pupils with medical conditions to have special educational needs (SEN). Pupils with medical conditions who are finding it difficult to keep up with their studies are referred to the SEN coordinator.

This school ensures that lessons about common medical conditions are incorporated into PSHE lessons and other parts of the curriculum.

Pupils at this school learn how to respond to common medical conditions.

Risk Assessments

Risk assessments are carried out by this school prior to any out-of-school visit or off site provision and medical conditions are considered during this process. This school considers: how all pupils will be able to access the activities proposed; how routine and emergency medication will be stored and administered, where help can be obtained in an emergency, and any other relevant matters.

This school understands that there may be additional medication, equipment or other factors to consider when planning residential visits or off site activities. This school considers additional medication and facilities that are normally available at school.

This school carries out risk assessments before pupils start any work experience or off-site educational placement. It is this school's responsibility to ensure that the placement is suitable, including travel to and from the venue for the pupil. Permission is sought from the pupil and their parents/carers before any medical information is shared with an employer or other education provider.

7. This school is aware of the triggers that can make medical conditions worse or can bring on an emergency. The school is actively working towards reducing these health and safety risks.

This school is committed to working towards reducing the likelihood of medical emergencies by identifying and reducing triggers both at school and on out-of-school visits.

School staff have been updated on medical conditions. This update includes information on how to avoid and reduce exposure to triggers for common medical conditions.

8. Referral to the Medical Needs Team

Children who will be absent from school for 15 working days trigger intervention.

Educational provision will be made in collaboration with the service providing alternative education. The school will hold, chair and document a planning meeting.

The designated school contact for pupils with medical needs will be responsible for:

- ensuring that Medical Needs referral forms are completed and passed to the relevant agencies as quickly as possible.
- drawing up a Support Plan and ensuring that the pupil is on School Support.
- arranging for a member of the school staff to attend an initial meeting with the Medical Needs team to plan a way forward.
- ensuring the prompt provision (as agreed with the Medical Needs Team) of information about a pupil's capabilities, programmes of work, and resources. Work provided by school will be relevant, appropriate and of comparable level to work being done in school by pupils in the same set/group.
- ensuring that pupils who are unable to attend school because of medical needs are kept informed about parents evening and are able to participate, for example, in homework clubs, study support and other activities.
- encouraging and facilitating liaison with peers - for example, through visits, emails, letter, telephone calls.
- ensuring that all pupils covered by this policy have access to public examinations and SATs, including guidance on the completion of appropriate coursework. The school will also be responsible for requesting special arrangements where necessary.

9. Each member of the school and health community knows their roles and responsibilities in maintaining an effective medical conditions policy

This school works in partnership with all interested and relevant parties including the school's governing body, school staff, and community healthcare professionals and any relevant emergency practitioners to ensure the policy is planned, implemented and maintained successfully.

The following roles and responsibilities are used for the medical conditions policy at this school. These roles are understood and communicated regularly.

Governors

have a responsibility to:

- + ensure the health and safety of their staff and anyone else on the premises or taking part in school activities (this includes all pupils). This responsibility extends to those staff and others leading activities taking place off-site, such as visits, outings or field trips
- + ensure the schools health and safety policies and risk assessments are inclusive of the needs of pupils with medical conditions and reviewed annually.
- + make sure the medical conditions policy is effectively implemented, monitored and evaluated and regularly updated
- + ensure that the school has robust systems for dealing with medical emergencies and critical incidents at any time when pupils are on site or on out of school activities.

Headteacher

has a responsibility to:

- + ensure the school is inclusive and welcoming and that the medical conditions policy is in line with local and national guidance and policy frameworks
- + ensure the policy is put into action, with good communication of the policy to all staff, parents/carers and governors
- + ensure every aspect of the policy is maintained
- + ensure that if the oversight of the policy is delegated to another senior member of staff ensure that the reporting process forms part of their regular supervision/reporting meetings
- + monitor and review the policy at regular intervals, with input from governors, parents/carers, staff and external stakeholders
- + report back to governors about implementation of the health and safety and medical conditions policy.
- + ensure through consultation with the governors that the policy is adopted and put into action.

All school staff

have a responsibility to:

- + be aware of the potential triggers, signs and symptoms of common medical conditions and know what to do in an emergency
- + call an ambulance in an emergency
- + understand the school's medical conditions policy
- + know which pupils in their care have a complex health need and be familiar with the content of the pupil's Individual Health Plan
- + know the schools registered first aiders and where assistance can be sought in the event of a medical emergency
- + know the members of the schools Critical Incident Team if there is a need to seek assistance in the event of an emergency.
- + maintain effective communication with parents/carers including informing them if their child has been unwell at school
- + ensure pupils who need medication have it when they go on a school visit or out of the classroom
- + be aware of pupils with medical conditions who may be experiencing bullying or need extra social support
- + understand the common medical conditions and the impact these can have on pupils.
- + ensure that all pupils with medical conditions are not excluded unnecessarily from activities they wish to take part in
- + ensure that pupils have the appropriate medication or food during any exercise and are allowed to take it when needed.
- + follow universal hygiene procedures if handling body fluids
- + ensure that pupils who present as unwell should be questioned about the nature of their illness, if anything in their medical history has contributed to their current feeling of being unwell, if they have felt unwell at any other point in the day, if they have an Individual Health Plan and if they have any medication. The member of staff must remember that while they can involve the pupil in discussions regarding their condition, they are in loco parentis and as such must be assured or seek further advice from a registered first aider if they are in doubt as to the child's health, rather than take the child's word that they feel better.

Teaching staff

have an additional responsibility to also:

- + ensure pupils who have been unwell have the opportunity to catch up on missed school work
- + be aware that medical conditions can affect a pupil's learning and provide extra help when pupils need it, in liaison with the SENCO.
- + liaise with parents/carers, special educational needs coordinator and welfare officers if a child is falling behind with their work because of their condition
- + use opportunities such as PSHE and other areas of the curriculum to raise pupil awareness about medical conditions

School nurse or healthcare professional

has a responsibility to:

- + help provide regular updates for school staff in managing the most common medical conditions at school at the schools request
- + provide information about where the school can access other specialist training.
- + update the Individual Health Plans in liaison with appropriate school staff and parents/carers

First aiders

have an additional responsibility to:

- + give immediate, appropriate help to casualties with injuries or illnesses
- + when necessary ensure that an ambulance is called.
- + ensure they are trained in their role as 1st aider

Special educational needs coordinators

have the additional responsibility to:

- +ensure teachers make the necessary arrangements if a pupil needs special consideration or access arrangements in exams or coursework.

Pupils

have a responsibility to:

- + treat other pupils with and without a medical condition equally
- + tell their parents/carers, teacher or nearest staff member when they are not feeling well
- + let a member of staff know if another pupil is feeling unwell
- + treat all medication with respect
- + know how to gain access to their medication in an emergency
- + ensure a member of staff is called in an emergency situation.

Parents/carers

have a responsibility to:

- + tell the school if their child has a medical condition or complex health need
- + ensure the school has a complete and up-to-date Individual Health Plan if their child has a complex health need
- + inform the school about the medication their child requires during school hours
- + inform the school/provider of any medication their child requires while taking part in visits, outings or field trips and other out-of-school activities
- + tell the school about any changes to their child's medication, what they take, when, and how much
- + inform the school of any changes to their child's condition
- + ensure their child's medication and medical devices are labelled with their child's full name
- +ensure that the school has full emergency contact details for them
- + provide the school with appropriate spare medication labelled with their child's name
- + ensure that their child's medication is within expiry dates
- + ensure their child has regular reviews about their condition with their doctor or

specialist healthcare professional

+ if the child has complex health needs, ensure their child has a written Individual Health Plan for school and if necessary an asthma management plan from their doctor or specialist healthcare professional to help their child manage their condition.

+ have completed/signed all relevant documentation and the Individual Health Plan if appropriate

10. The medical conditions policy is regularly reviewed evaluated and updated.

This school's medical condition policy is reviewed, evaluated and updated in line with the school's policy review timeline.

The views of pupils with various medical conditions are actively sought and considered central to the evaluation process.