

WHITEHILLS PRIMARY SCHOOL

"...putting children first..."



MEDICAL CONDITIONS POLICY

Date reviewed: September 2021

Reviewed by: Alison Amos

Ratified by Governors: September 2021

MEDICAL CONDITIONS POLICY

Policy Statement

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

The school provides all pupils with any medical condition 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 wellbeing once they leave school.

The school makes sure all staff understand and are confident in their duty of care to children and young people in the event of an emergency.

The school understands that certain medical conditions are serious and potentially life threatening, particularly if poorly managed or misunderstood.

We understand the importance of medication and care being taken as directed by healthcare professionals and parents.¹

All staff understand the medical conditions that affect pupils at this school. Staff receive training on the impact medical conditions can have on pupils.

The named member of school staff responsible for this medical conditions policy and its implementation is: **Mrs Alison Amos.**

Policy framework

The policy framework describes the essential criteria for how Whitehills Primary School can meet the needs of children with long-term conditions including diabetes, epilepsy, anaphylaxis, HAE, cerebral palsy, Freidrick's Ataxia, cystic fibrosis and asthma and other illnesses and diseases.

Whitehills Primary wishes to ensure that pupils with medical conditions receive appropriate care and support at school. All pupils have an entitlement to a full-time curriculum or as much as their medical condition allows. This policy has been developed in line with the Department for Education's statutory guidance released in April 2014

¹ The term 'parent' implies any person or body with parental responsibility such as a foster parent, carer, guardian or local authority.

updated 11th December 2015 – “Supporting pupils at school with medical conditions” under a statutory duty form section 100 of the Children and Families Act 2014. The statutory duty came into force on 1st September 2014.

<https://www.gov.uk/government/publications/supporting-pupils-at-school-with-medical-conditions>

The school will have regard to the statutory guidance issued. We take account of it, carefully consider it and we make all efforts to comply.

For pupils who have medical conditions that require EHC plans, compliance with the SEND code of practice (part 3 of the Children and Families Act 2014) will ensure compliance with this guidance with respect to those children.

<https://www.gov.uk/government/publications/send-code-of-practice-0-to-25>

Ofsted places a clear emphasis on meeting the needs of pupils with SEN and disabilities, also including pupils with medical conditions.

Supporting children with medical conditions

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

- ♦ The school endeavours to ensure that children with medical conditions have the same opportunities and access to activities (both school based and out-of-school) as other pupils. No child will be denied admission or prevented from taking up a place in this school because arrangements for their medical condition have not been made.
- ♦ We will listen to the views of pupils and parents.
- ♦ We endeavour to help pupils and parents to feel confident in the care they receive from this school and the level of that care meets their needs.
- ♦ Staff understand the medical conditions of pupils at the school and that they may be serious, adversely affect a child’s quality of life and impact on their ability to learn.
- ♦ Staff understand their duty of care to children and young people and know what to do in the event of an emergency.
- ♦ The whole school and local health community understand and support the medical conditions policy.
- ♦ The school understands that all children with the same medical condition will not have the same needs.
- ♦ The school recognises that duties in the *Children and Families Act* and the *Equality Act* relate to children with disability or medical conditions are anticipatory.

The school’s Medical Conditions Policy / Healthcare plans are drawn up in consultation with a wide range of local key stakeholders within both the school and health settings and parents. Stakeholders should include pupils, parents, school nurse, school staff, governors, the school employer and relevant local health agencies.

Staff training and emergency procedures

Staff understand and are trained in what to do in an emergency for children with medical conditions.

- ♦ School staff are aware of the medical conditions and understand their duty of care to pupils in an emergency.
- ♦ Staff receive training in what to do in an emergency and this is refreshed once a year.
- ♦ All children with a medical condition at 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.
- ♦ Staff know what action to take in an emergency and receive updates at least yearly.
- ♦ 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.

Administering medication in school

The school has clear guidance on providing care and support and administering medication at school.

- ♦ We understand the importance of medication being taken and care received as detailed in the pupil's IHP.
- ♦ The school will make sure that there are several members of staff who have been trained to administer the medication and personal needs and meet the care needs of an individual child. This includes escort staff for home to school transport if necessary. We will ensure that there are sufficient numbers of staff trained to cover any absences, staff turnover and other contingencies. The school's governing body has made sure that there is the appropriate level of insurance and liability cover in place.
- ♦ The school will not give medication (prescription or non-prescription) without a parent's written consent except in exceptional circumstances.
- ♦ When administering medication, for example pain relief, we will check the maximum dosage and when the previous dose was given. Parents will be informed.
- ♦ The 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.
- ♦ It is the parents' responsibility to inform the school of any changes needed to their child's care.
- ♦ 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.

Storage of medication and equipment

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

- ♦ The 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. Pupils may carry their emergency medication with them if this is appropriate.

- ♦ Pupils can carry controlled drugs if they are competent, otherwise the school will keep controlled drugs stored securely, but accessibly, with only named staff having access. Staff can administer a controlled drug to a pupil once they have had specialist training.
- ♦ The school will make sure that all medication is stored safely, and that pupils with medical conditions know where they are at all times and have access to them immediately.
- ♦ The school will store medication that is in date and labelled in its original container where possible, in accordance with its instructions. The exception to this is insulin, which though must still be in date, will generally be supplied in an insulin injector pen or a pump.
- ♦ 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.
- ♦ The school disposes of needles and other sharps in line with local policies. Sharps boxes are kept securely at school and will accompany a child on off-site visits. They are collected and disposed of in line with local authority procedures.

Record-keeping

The school has clear guidance about record-keeping.

- ♦ Parents at this school are asked if their child has any medical conditions on the enrolment form.
- ♦ This school uses an IHP 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.
- ♦ This school has a centralised register of IHPs in the First Aid cupboard and an identified member of staff (Alison Amos) has the responsibility for this register.
- ♦ IHPs are regularly reviewed or whenever the pupil's needs change and are checked annually.
- ♦ The pupil (where appropriate) parents, specialist nurse (where appropriate) and relevant healthcare services hold a copy of the IHP. Other school staff are made aware of and have access to the IHP for the pupils in their care.
- ♦ The school makes sure that the pupil's confidentiality is protected.
- ♦ The school seeks permission from parents before sharing any medical information with any other party.
- ♦ The school meets 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.
- ♦ 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 pupil's IHP. This should 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 the school keeps an up-to-date record of all training undertaken and by whom.

Inclusion

Whitehills Primary 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.

- ♦ The school is committed to providing a physical environment accessible to pupils with medical conditions and pupils are consulted to ensure this accessibility. We are also committed to an accessible physical environment for out-of-school activities.
- ♦ The school makes sure the needs of pupils with medical conditions are adequately considered to ensure their involvement in structured and unstructured activities, extended school activities and residential visits.
- ♦ All staff are aware of the potential social problems that pupils with medical conditions may experience and use this knowledge, alongside the school's 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.
- ♦ 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.
- ♦ 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.
- ♦ This 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 child, 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. The school will not penalise pupils for their attendance if their absences relate to their medical condition.
- ♦ The school will refer pupils with medical conditions who are finding it difficult to keep up educationally to the SENCO/Special Educational Needs Advisor who will liaise with the pupil (where appropriate), parent and the pupil's healthcare professional.
- ♦ Pupils at this school are taught what to do in an emergency delivered through assemblies.
- ♦ The school makes sure that a risk assessment is carried out before any out-of-school visit. 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.

Common triggers

The school is aware of the common triggers that can make common medical conditions worse or can bring on an emergency. The school is actively working towards reducing or eliminating these health and safety risks and has a written schedule of reducing specific triggers to support this.

- ♦ The school is committed to identifying and reducing triggers both at school and on out-of-school visits.
- ♦ School staff have been given training and written information on medical conditions which includes avoiding/reducing exposure to common triggers. It has a list of the triggers for pupils with medical conditions at this school; a trigger reduction schedule; and is actively working towards reducing/eliminating these health and safety risks.
- ♦ The IHP details an individual pupil's triggers and details how to make sure the pupil remains safe throughout the whole school day and on out-of-school activities. Risk assessments are carried out on all out-of-school activities, taking into account the needs of pupils with medical needs.
- ♦ The school reviews all medical emergencies and incidents to see how they could have been avoided, and changes school policy according to these reviews.
- ♦ Some children may have to have an individual risk assessment compiled to ensure all staff are aware of any triggers/ dangers to health to ensure safety measures are in place and considered.

Roles and responsibilities

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

The 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.

The medical conditions policy is regularly reviewed, evaluated and updated. Updates are produced every year.

In evaluating the policy, the 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.