



Woodseats Primary School

Medical Conditions Policy

Designated Member of Staff: Karen Dunning

Designated Governor: Amanda Towers/ Eileen Cross

(adopted)

Signed: Sinead Fox

Signed: Sarah Hall

Policy statement

Woodseats Primary School is an inclusive community that aims to support and welcome pupils with medical conditions. We aim to provide all pupils with medical conditions the same opportunities as others at school and achieve this by ensuring that:

- Staff understand their duty of care to children and young people in the event of an emergency.
- Staff feel confident in knowing what to do in an emergency.
- The school understands that certain medical conditions are serious and can be potentially life threatening, particularly if ill managed or misunderstood.
- The school understands the importance of medication being taken as prescribed.
- Staff understand the common medical conditions that affect children at this school.
- This school allows adequate time for staff to receive training on the impact medical conditions can have on pupils.
- Staff receive additional training about any children they may be working with who have complex health needs supported by an Individual Health Plan (IHP) (Appendix 1 - form 1).

This policy is followed and understood by our school community.

Guidelines

This school is an inclusive community that aims to support and welcome pupils with medical conditions.

- This school is welcoming and supportive of pupils with medical conditions. It provides children with medical conditions with the same opportunities and access to activities as other pupils.
- The school will actively listen to the views of parents and pupils.
- Pupils and parents should feel confident in the care they receive from this school and that the level of care meets their needs.
- Staff understand the medical conditions of pupils and that they may become 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 know what to do in the event of an emergency.
- The whole school and health community understand and support the policy.
- This school understands that all children with the same medical condition will not necessarily have the same needs.

- The school recognises that the duties in the Children and families Act, the equality Act relate to children with a disability or medical conditions is anticipatory.

The school's medical conditions policy is drawn up in consultation with a range of key stakeholders within both the school and health settings.

- Stakeholders include pupils, parents, school nursing service school staff, governors and relevant local health care services.

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

- Pupils, parents, relevant local healthcare staff, and other external stakeholders are informed of and reminded about the medical conditions policy through clear communication channels.

All staff understand and are trained in what to do in an emergency for children with medical conditions at this school.

- All staff, including temporary staff are aware of the medical conditions in school and understand their duty of care of pupils in an emergency.
- All staff receive training in what to do in an emergency and this refreshed annually.
- Additional training is prioritized for key staff members who work with children who have specific medical conditions supported by an Individual Health Plan (IHP).
- 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.

All staff understand and are trained in the schools general emergency procedures.

- All staff know what action to take in an emergency and receive updates as appropriate.
- 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 the child in their own car.

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

- This school understands the importance of medication being taken and care received as detailed in the pupils IHP.
- This school will ensure that a number of staff members have been trained to administer the medication and meet the needs of an individual child. This will ensure that there are sufficient numbers of staff trained to cover any absences, staff turnover or other contingencies. The school's governing Body will ensure there is the appropriate level of insurance and liability cover in place.
- This school will not give medication (prescribed or not) to a child without a parent's written consent.

- 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. Staff should be aware 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 A+E if this situation arises. In such circumstances, pupils will be subject to the school's usual disciplinary procedures.
- This school will ensure that a trained member of staff is available to accompany a pupil with a medical condition on an off site visit including over night stays.
- 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.

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

- This school ensures that staff understands what constitutes an emergency for an individual child and makes sure that emergency medication/equipment is readily available whenever the child is in school and on off site activities, and is not locked away. Pupils may carry their emergency medication with them if this is agreed and appropriate.
- Pupils should know exactly where their emergency medication is located.
- This school will keep controlled drugs stored securely, but accessibly with named staff having access. Staff at this school can administer a controlled drug once they have had training.
- This school will store medication that is in date and labelled and in its original container where possible, in accordance with its instructions. The exception to this is insulin which is generally supplied in a pump or pen.
- Parents will be asked to collect all medications at the end of the school term/year and to provide new and in date medication at the start of each term/year.
- The school disposes of needles and other sharps in line with local policies and procedures.

This school has clear guidance about record keeping.

- Parents are asked if their child has any medical conditions on their enrolment form
- This school uses 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, and an identified member of staff has the responsibility for this register.
- IHPs are reviewed regularly, at least once a year or whenever the pupils need change.
- The pupil (where appropriate), parent, 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.

- This school makes sure that the pupil's confidentiality is protected.
- The school will seek permission from parents before sharing any medical information with another party.
- This school meets with the pupil (where appropriate), parent, school staff, specialist nurse (where appropriate) and relevant healthcare services prior to any overnight stay and make a plan for any extra care requirements that may be needed. This is recorded in the pupils IHP which accompanies them on the visit.
- This school keeps an accurate record of all medication administered, including the dose, time, date and supervising staff.
- This 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 IHP. This should be provided by specialist nursing or other suitably qualified healthcare professional and/or the parent. The school will keep an up to date record of all training undertaken and by whom.

The school ensures that the whole school environment is inclusive to pupils with medical conditions. This includes, where possible the physical environment, alongside social and physical education activities.

- This school is committed to providing a physical environment which is where possible accessible to pupils with medical conditions and pupils are consulted to ensure this accessibility.
- This 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.
- Staff are aware of the potential social problems that pupils with medical conditions may experience and use this knowledge, alongside the schools bullying policy, to help prevent and deal with any problems. Staff will use opportunities such as PSHCE, circle times and science lessons to raise awareness of medical conditions to support a positive environment.
- The school understands the importance of all pupils taking part in physical activity and that relevant staff make adjustments to physical activity sessions to ensure accessibility for all pupils. This includes out of school clubs and team sports
- This school understands and all 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 care during activity, and the potential triggers for a pupil's medical condition when exercising and how to minimise these.
- This school ensures that pupils have the appropriate medication/food with them during physical activity.
- This school makes every effort to ensure that pupils with medical conditions can participate fully in all aspects of the curriculum and enjoy the same opportunities as

any other child, and that appropriate and reasonable adjustments are made and extra support provided when required.

- Staff understand the frequent absences, or symptoms such as limited concentration and frequent tiredness may be due to a pupil's medical condition.
- Pupils with medical conditions who are finding it difficult to keep up educationally will involve the SENco who will liaise with the pupil (where appropriate) parent and relevant health care professionals.
- This school will always undertake a risk assessment before any out of school visit. The pupil's needs with medical conditions are considered during this process and any support required is put in place.

The school is aware of common triggers that can make common medical conditions worse or can bring on an emergency.

- This school is committed to identifying and reducing triggers both in 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 in this school and actively seeks to reduce /eliminate these health risks.
- The IHP details an individual pupil's triggers and details how to ensure the pupils kept safe throughout the school day
- The school reviews all medical emergencies and incidents to see how they could have been avoided, and changes school policy accordingly.

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, the school's governing body, school staff and healthcare professionals to ensure the policy is planned, implemented and maintained successfully.

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

- In evaluating the policy this school seeks feedback from key stakeholders including pupils, parents, healthcare professionals, school staff, and governors. The views of pupils with medical conditions are central to the evaluation process.

Complaints

Parents/carers' concerns about the support provided for their child with a medical condition should be directed, in the first instance, to the designated lead for supporting pupils with medical conditions, Mrs Clair Morton. Where parents/carers feel their concerns have not been

addressed, they should contact Mrs Karen Dunning (Assistant Headteacher) or Mrs Sinead Fox (Headteacher). If, for whatever reason, this does not resolve the issue, they may make a formal complaint via the school's complaint procedure. (See website for details)

This policy will be reviewed annually.

This policy takes into account the following:

Equality Act 2010

SEN Code of Practice Sept 2014

SEN Local Offer

Supporting Children at school with Medical Conditions-DfE Sept 2014

September 2016

Appendices:

- (1) Health care Plan
- (2) Parental agreement to administer medicine short term
- (3) Parental agreement to administer medicine long term

Other relevant forms can be found in the appendices of *Managing Medicines at Woodseats School Policy*

Health Care Plan (this should be regularly reviewed)

Name of school/setting

--

Child's name

--

Group/class/form

--

Date of birth

/ /

Child's address

--

Medical diagnosis or condition

--

Date

/ /

Review date

/ /

Family Contact Information

Name

--

Phone no. (work)

--

(home)

--

(mobile)

--

Name

--

Phone no. (work)

--

(home)

--

(mobile)

--

Clinic/Hospital Contact

Name

--

Phone no.

--

G.P.

Name

--

Phone no.

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Parental agreement for school/setting to administer medicine (short-term)

The school/setting will not give your child medicine unless you complete and sign this form, and the school or setting has a policy that the staff can administer medicine. You are also agreeing to other appropriate employees of the Local Authority (such as Home-School transport staff) to administer medicine if authorised to do so by the school/setting.

Name of school/setting	
Name of child	
Date of birth	/ /
Group/class/form	
Medical condition or illness	

Medicine

Name/type of medicine <i>(as described on the container)</i>	
Date dispensed	/ /
Expiry date	/ /
Agreed review date to be initiated by	[name of member of staff]
Dosage and method	
Timing	
Special precautions	
Are there any side effects that the school/setting needs to know about?	
Self administration	Yes/No
Procedures to take in an emergency	

Contact Details

Name	
Daytime telephone no.	
Relationship to child	
Address	
I understand that I must deliver the medicine personally to	[agreed member of staff]

I accept that this is a service that the school/setting is not obliged to undertake.

I understand that I must notify the school/setting of any changes in writing.

I understand that a non-medical professional will administer my child's medication, as defined by the prescribing professional only.

Date Signature(s)

FORM 3B

Parental agreement for school/setting to administer medicine (long-term)

The school/setting will not give your child medicine unless you complete and sign this form, and the school or setting has a policy that the staff can administer medicine. You are also agreeing to other appropriate employees of the Local Authority (such as Home-School transport staff) to administer medicine if authorised to do so by the school/setting.

Name of school/setting	
Date	/ /
Child's name	
Group/class/form	
Name and strength of medicine	
Expiry date	/ /
How much to give (<i>i.e. dose to be given</i>)	
When to be given	
Any other instructions	
Number of tablets/quantity to be given to school/setting	

Note: Medicines must be in the original container as dispensed by the pharmacy

Daytime phone no. of parent/carer or adult contact	
Name and phone no. of GP	
Agreed review date to be initiated by	[name of member of staff]

The above information is, to the best of my knowledge, accurate at the time of writing and I give consent to school/setting and other authorised staff administering medicine in accordance with the school/setting policy. I will inform the school/setting immediately, in writing, if there is any change in dosage or frequency of the medication or if the medicine is stopped.

I understand that a non-medical professional will administer my child's medication, as defined by the prescribing professional only

Parent/carer's signature _____

Print name _____

Date _____