



Hollybush Primary School

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S09c – MEDICAL CONDITIONS POLICY

Persons Responsible – HEADTEACHER & SENCO

Date of Policy: November 2016

Reviewed and amended by: AJM & SB

Next Review Due: January 2018



MEDICAL CONDITIONS POLICY

Introduction

Hollybush Primary School is an inclusive community that aims to support and welcome pupils with medical conditions and aims to provide all pupils with medical conditions the same opportunities as others at school.

At Hollybush we understand that medical conditions should not be a barrier to learning, so we will ensure that all staff understand their duty of care to children and young people in the event of an emergency and feel confident in knowing what to do in an emergency.

Pupils with medical conditions are encouraged to take control of their condition and the school will make every effort to ensure that they are confident in the support they receive to help them do this. This school aims to include all pupils with medical conditions in all school activities and there will be an expectation that medical intervention in school time should be minimised to ensure full access to the curriculum.

This school understands that certain medical conditions are serious and can be potentially life-threatening, particularly if ill managed or misunderstood. Therefore, we will ensure that all staff understand the common medical conditions that affect children at this school and receive training on the impact this can have on pupils.

We recognise that duties in the Children and Families Act 2014 and the Equality Act 2010 relate to children with disability or medical conditions.

This policy is written to support those children with individual medical needs and ensure that their needs can be met.

The named member of our staff responsible for this medical condition policy and its implementation is Mrs Sarah Boag.

The policy will be reviewed, evaluated and updated every 2 years, taking into account any feedback received from pupils, parents and other stakeholders
New DFE and Dept of Health guidance will feed into the review.

Consultation

Our medical conditions policy has been agreed in consultation with pupils, parents, staff, governors, and relevant local health services. It is supported by a clear communication plan for staff, parents and other key stakeholders to ensure full implementation.

Staff awareness & training

- Staff are aware of the most common serious medical conditions at this school. The school keeps a record of children medical conditions on SIMS.
- Staff 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. This may include administering medication.
- Staff are aware that there is no legal or contractual duty to administer medication, or supervise a pupil taking medication, unless they have been specifically contracted to do so.
- Staff who work with groups of pupils at this school receive training and know what to do for the pupils in their care with medical conditions. Training is organised for staff who work with the children with medical needs at least once a year or if a pupil's medical condition changes.



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- Action for staff to take in an emergency, for the common serious conditions at this school, is displayed on the staff notice board and in the office.
- This school uses Healthcare Plans to inform the appropriate staff (including supply teachers and support staff) of pupils in their care who may need medical assistance.
- New staff and supply staff are inducted into school processes.

Reducing or eliminating common triggers that can exacerbate medical conditions

- This school is committed to reducing the likelihood of medical emergencies by identifying and reducing triggers both at school and on out-of-school visits.
- School are aware of the potential triggers for the common medical conditions at this school. Written information about how to avoid common triggers for medical conditions has been provided to all school staff.
- This school uses Healthcare Plans to identify individual pupils who are sensitive to particular triggers.
- The school reviews medical emergencies and incidents to see how they could have been avoided. Appropriate changes to this school's policy and procedures are implemented after each review.

General emergency procedures

The school will ensure that all staff know what action to take in the event of a medical emergency.

- Who to contact within the school (Nominated first aiders).
- Follow the emergency service procedure and know what information to give.
- If a pupil needs to be taken to hospital, and their parent or carer is not immediately available, a member of staff will accompany them and will stay with them until a parent/carer arrives. The school tries to ensure that the staff member will be one the pupil knows.
- This school has procedures in place so that a copy of the pupil's Healthcare Plan is sent to the emergency care setting with the pupil. When this is not possible, the form is sent (or the information on it is communicated) to the hospital as soon as possible.
- Staff should not take pupils to hospital in their own car.

Administering medication

- All pupils at this school with medical conditions have easy access to their medication. This will only be administered under the supervision of a named member of staff at the school - even if the pupil can administer the medication themselves (pupils will be encouraged to administer their own emergency medication when their parents and health specialists determine they are able to start taking responsibility for their condition).
- All staff understand the importance of medication being taken as prescribed and training will be given to staff members who administer medication to pupils.
- When a pupil is off-site their medication will be carried by a responsible adult, who will be available to administer the medicine and assist the pupil. All staff attending off-site visits are aware of any pupils with medical conditions on the visit. They 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 always addressed in the risk assessment for off-site activities.



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- Training is given to all staff members who agree to administer medication to pupils, where specific training is needed. If a trained member of staff, who is usually responsible for administering medication, is not available the school makes alternative arrangements to provide the service.
- Parents 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.
- If a pupil misuses medication, either theirs or another pupil’s, their parents are informed as soon as possible. These pupils are subject to the school’s usual disciplinary procedures.
- If a pupil at this school refuses their medication, staff record this and follow procedures. Parents are informed as soon as possible.

Consent to administer medicines

If a pupil requires regular prescribed or non-prescribed medication at school, parents are asked to provide consent, whether this is on a regular/daily basis or a short course of medicine. *Parents are asked to complete and sign the relevant consent form.*

Storing medicines at school

- All controlled drugs are kept in a secure cupboard in the school office and only named staff have access.
- The identified member of staff checks the expiry dates for all medication stored at school.
- All medication is supplied and stored, wherever possible, 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.
- 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 in a secure area, inaccessible to unsupervised pupils.
- All medication is sent home with pupils at the end of the school year. Medication is not stored during the summer holidays.
- It is the parent’s responsibility to ensure new and in date medication comes into school on the first day of the new academic year

Safe disposal

- Parents are notified when medication is out-of-date and asked to collect it and replace it if necessary.

Record keeping & Healthcare Plans Parents at this school are asked if their child has any health conditions or health issues on the enrolment form, which is filled out when they start at the school. Parents of new pupils starting at other times during the year are also asked to provide this information on enrolment forms.

Drawing up Healthcare Plans

This school uses a Healthcare Plan to record important details about individual children’s medical needs at school, e.g. their triggers, signs, symptoms, medication and other treatments.

If a pupil has a longer term medical condition that requires treatment or medication during school hours, the school, healthcare professional, parent and pupil with a medical condition (if appropriate), are asked to fill out the Healthcare Plan together.

If a pupil has a short-term medical condition that requires medication during school hours, a medication form plus explanation is sent to the pupil’s parents to complete.



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School Healthcare Plan register

Healthcare Plans are used to create a centralised register on SIMS of pupils with medical needs. An identified member of staff has responsibility for the register at this school. The responsible member of staff clarifies the details on a pupil's Healthcare Plan with the parents, if necessary.

Ongoing communication and review of Healthcare Plans

- Parents at this school are regularly reminded to update their child's Healthcare Plan, for example if their child has a medical emergency or if there have been changes to their symptoms, or their medication and treatments change.
- The school will contact parents to check that information held by the school on a pupil's condition is accurate and up to date.
- Every pupil with a Healthcare Plan at this school has their plan discussed and reviewed at least once a year.
- An anonymised overview of the report will be given to governors annually summarising key issues that have emerged for the plans.

Storage and access to Healthcare Plans

- Parents at this school are provided with a copy of the pupil's current agreed Healthcare Plan.
- Healthcare Plans are kept in a secure central location at school (Inclusion office and with class teacher).
- Apart from the central copy, specified members of staff usually the class teacher securely hold copies of pupils' Healthcare Plans. These copies are updated at the same time as the central copy.
- All members of staff who work with groups of pupils have access to the Healthcare Plans of pupils in their care.
- When a member of staff is new to a pupil group, for example due to staff absence, the school makes sure that they are made aware of (and have access to) the Healthcare Plans of pupils in their care.
- This school ensures that all staff protect pupil confidentiality.
- This school seeks permission from the parents before sharing any medical information with any other party.

Residential visits and School Trips

- Parents are sent a residential visit/school trips form to be completed and returned to school shortly before their child leaves for an overnight or extended day visit . This form requests up-to-date information about the pupil's current condition and their overall health. This provides essential and up-to-date information to relevant staff and school supervisors to help the pupil manage their condition while they are away. This includes information about medication not normally taken during school hours
- All parents of pupils with a medical condition attending a school trip or overnight visit are asked for consent, giving staff permission to administer medication at night or in the morning if required.
- If the form includes current issues of medication - a discussion is held with the parent about how the medical condition will be managed whilst on the trip



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- All residential visit forms are taken by the relevant staff member on residential visits and out-of-school hours activities where medication is required. These are accompanied by a copy of the pupil's Healthcare Plan

Other record keeping

This school keeps an accurate record of each occasion an individual pupil is given or supervised taking medication. Details of the supervising staff member, pupil, dose, date and time are recorded. If a pupil refuses to have medication administered, this is also recorded and parents are informed as soon as possible.

This school holds training on common and specific medical conditions, led by a healthcare professional. Staff attending receive a certificate confirming the type of training they have had. A log of the medical condition training is kept by the school and reviewed every 12 months to ensure staff are suitably trained.

This school considers it to be unacceptable practice to:

The DfE guidance 2014 lists the following unacceptable practices. This Guidance notes these issues and notes that it is important that there is a dialogue between school and parents so that the parent feels confident in the process.

- prevent children from easily accessing their inhalers and medication and administering their medication when and where necessary;
- assume that every child with the same condition requires the same treatment;
- ignore the views of the child or their parents; or ignore medical evidence or opinion, (although this may be challenged);
- send children with medical conditions home frequently or prevent them from staying for normal school activities, including lunch, unless this is specified in their individual healthcare plans;
- send children who have become ill to the school office or medical room unaccompanied, or with someone unsuitable;
- penalise children for their attendance record if their absences are related to their medical condition e.g. hospital appointments;
- prevent pupils from drinking, eating or taking toilet or other breaks whenever they need to in order to manage their medical condition effectively;
- require parents, or otherwise make them feel obliged, to attend school to administer medication or provide medical support to their child, including with toileting issues. No parent should have to give up working because the school is failing to support their child's medical needs; or
- prevent children from participating, or create unnecessary barriers to children participating in any aspect of school life, including school trips.

From: Supporting Pupils at School with Medical Conditions 2014

POLICY AGREED.....

Policy Review Date:.....