



**Hollybush Primary School**

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**S9d – MEDICAL CONDITIONS POLICY 2**

**Persons Responsible – HEADTEACHER & SENCO**

**Date of Policy: November 2015**

**Reviewed and amended by: AJM & SB**

**Next Review Due: January 2018**



## **MEDICAL CONDITIONS POLICY**

### **How we ensure an inclusive school environment for children with medical conditions.**

#### **Physical environment**

This school is committed to providing a physical environment that is accessible to pupils with medical conditions, this includes school trips and journeys.

#### **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 full 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 ensures all school staff and sports coaches make appropriate adjustments to sports, games and other activities to make physical activity accessible to all pupils.
- This school ensures all school staff and sports coaches understand that pupils should not be forced to take part in an activity if they feel unwell.
- School staff and sports coaches are aware of pupils in their care who have been advised to avoid or to take special precautions with particular activities.
- This school ensures all school staff and school sports coaches are aware of the potential triggers for pupils' medical conditions when exercising, and how to minimize these triggers.
- This school ensures 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.
- If a pupil is missing a lot of time at school, they have limited concentration or they are frequently tired, all teachers at this school understand that this may be due to their medical condition.
- 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 Inclusion Manager. The school's Inclusion Manager consults the pupil, parents and the pupil's healthcare professional to ensure the effect of the pupil's condition on their schoolwork is properly considered.

#### **Residential visits**

Risk assessments are carried out by this school prior to any out-of-school visit and medical conditions are considered during this process. Factors this school considers include: how all pupils will be able to access the activities proposed how routine and emergency medication will be stored and administered, and where help can be obtained in an emergency. This school understands that there may be additional medication, equipment or other factors to consider when planning residential visit

**Roles and Responsibilities**

This school works in partnership with all interested and relevant parties including the school's governing body, all school staff, parents, employers, community healthcare professionals and pupils 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.



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**Governors**

"Governing Bodies - must make arrangements to support pupils with medical conditions in school, including making sure that a policy for supporting pupils with medical conditions in school is developed and implemented. They should ensure that a pupil with medical conditions is supported to enable the fullest participation possible in all aspects of school life. Governing bodies should ensure that sufficient staff have received suitable training and are competent before they take on responsibility to support children with medical conditions.

Governors will receive annual updates as to the effective working of the policy, including numbers of pupils and key issues arising from school health care plans and training provided.

**Headteacher /Leadership team**

This school's head teacher 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
- ensure every aspect of the policy is maintained
- ensure pupil confidentiality
- assess the training and development needs of staff and arrange for them to be met
- ensure all supply teachers ,teaching students and new staff know the medical conditions policy
- delegate a staff member to check the expiry date of medicines kept at school and maintain the school medical conditions register

**All school staff**

All staff at this school 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
- understand the school's medical conditions policy
- know which pupils in their care have a medical condition and be familiar with the content of the pupil's Healthcare Plan
- allow all pupils to have immediate access to their emergency medication
- maintain effective communication with parents including informing them if their child has been unwell at school
- ensure pupils who carry their medication with them 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 it can have on pupils (pupils should not be forced to take part in any activity if they feel unwell)
- ensure all pupils with medical conditions are not excluded unnecessarily from activities they wish to take part in
- ensure pupils have the appropriate medication or food with them during any exercise and are allowed to take it when needed.
- must not be given prescription medication or undertake a medical procedure without appropriate training / updated to reflect the individual care plan.

**Teaching staff**

Teachers at this school have a responsibility to:

- ensure pupils who have been unwell for a significant period are given the opportunity to catch up with missed school work .
- be aware that medical conditions can affect a pupil's learning and provide extra help when pupils need it.
- liaise with parents, the pupil's healthcare professionals, Inclusion Manager 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.



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### School nurse or school healthcare professional

School Nursing will not necessarily be aware of all pupils' medical conditions, but there is a clear expectation from the school that the school nursing services will be involved in the care plan process, as appropriate, including the following:

- Initiating and updating health care plans, regularly
- Informing the school of pupils in need for a health care plan
- Helping update the school's medical conditions policy, including recommending training
- Helping to provide regular training for school staff in managing the most common medical conditions at school and advising training on less common conditions
- Collating relevant health information to support pupil, family and school to inform the health care plan.
- Providing information about where the school can access other specialist training.
- Ensuring health care plans are designed to maximise attendance at school and engagement with learning, including effective reintegration to schools.
- The School Nurse will seek permission from the parent/s of children who have or require a health care plan

### First aider

First aiders at this school have a responsibility to:

- give immediate help to casualties with common injuries or illnesses and those arising from specific hazards with the school
- when necessary, ensure that an ambulance or other professional medical help is called.

### Inclusion Manager

The Inclusion Manager at this school will have the responsibility to:

- update the school's Medical Condition Policy
- know which pupils have a medical condition and which have special educational needs because of their condition
- ensure teachers make the necessary arrangements if a pupil needs special consideration or access arrangements in tests
- liaise between interested parties including pupils, school staff, special educational needs coordinators, pastoral support/welfare officers, teaching assistants, school nurses, parents, governors, the school health service, the local authority transport service, and local emergency care services
- ensure that information held by the school is accurate and up to date and that there are good information sharing systems in place using pupils' Healthcare Plans
- monitor and review the policy at least once a year, with input from pupils, parents, staff and external stakeholders and update if required, according to review recommendations and recent local and national guidance and legislation

### Pupils

The pupils at this school have a responsibility to:

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

### Parents\*

The parents of a child at this school have a responsibility to:

- tell the school if their child has a medical condition
- ensure the school has a complete and up-to-date Healthcare Plan for their child
- inform the school about the medication their child requires during school hours
- inform the school of any medication their child requires while taking part in visits, outings or field trips and other out-of-school activities



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- 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
- provide the school with appropriate spare medication labelled with their child’s name
- ensure that their child’s medication is within expiry dates
- keep their child at home if they are not well enough to attend school
- ensure their child catches up on any school work they have missed
- ensure their child has regular reviews about their condition with their doctor or specialist healthcare professional
- Ensure their child has a written care/self-management plan from their doctor or specialist healthcare professional to help their child manage their condition.

\*The term ‘parent’ implies any person or body with parental responsibility such as foster parent, carer, guardian or local authority.