



Medical Conditions Policy Statement

(This Policy should be read in conjunction with Supporting Children with Medical Conditions Guidance - Incorporating the Medicine Policy)

Introduction

Brightlingsea Infant School and Nursery and Brightlingsea Junior school are inclusive community that welcomes and supports pupils with medical conditions. Our schools provide all pupils with any medical condition with the same opportunities as others at school.

Our schools make sure all staff understand their duty of care to children and in the event of an emergency. All staff need to feel confident in knowing what to do in an emergency. Our schools understand that certain medical conditions are debilitating and potentially life threatening, particularly if poorly managed or misunderstood.

Our schools understand the importance of medication and care being taken as directed by healthcare professionals and parents. All staff understand the medical conditions that affect pupils at our 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: Julia Hunt.

Our schools are an inclusive community that supports and welcomes pupils with medical conditions.

- Our schools provide children with medical conditions with 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.
- Our schools will listen to the views of pupils and parents.
- We want pupils and parents to feel confident in the care they receive from our schools and that the level of that care meets their needs.
- Staff understand the medical conditions of pupils at our school and that they may be serious, adversely affect a child's quality of life and impact on their ability to learn.
- All staff understand their duty of care to children and know what to do in the event of an emergency.
- Both schools and local health community understand and support the medical conditions policy.
- Our schools understand that all children with the same medical condition will not have the same needs.
- Our schools recognise that duties in the Children and Families Act and the Equality Act relate to children with a disability or medical conditions and are anticipatory.

The medical conditions policy is supported by a clear communication plan for staff, parents* and other key stakeholders 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 children with a medical condition should have an individual healthcare plan (IHP), asthma or allergy plan.**

- An IHP details exactly what care a child needs in school, when they need it and who is going to give it.
- It also includes information on the impact any health condition may have on a child's learning, behaviour or classroom performance.
- This will be drawn up with input from the child (if appropriate), their parent/carer, relevant school staff and healthcare professionals, ideally a specialist if the child has one.

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

- All school staff, including temporary or supply staff, are aware of the medical conditions at this school and understand their duty of care to pupils in an emergency.
- All staff receive training in what to do in an emergency and this is refreshed at least once a year.
- A child's IHP should explain 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 and school settings.

All staff understand and are trained in the school's general emergency procedures.

- All staff, including temporary or supply 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.

Our schools have clear guidance on providing care and support and administering medication at school.

- Our schools understand the importance of medication being taken and care received as detailed in the pupil's IHP.
- Our schools will make sure that there are more than at least three members of staff who have been trained to administer the medication and meet the care needs of an individual child.
- Our schools will ensure that there are sufficient numbers of staff trained to cover any absences, staff turnover and other contingencies.
- Our school's governing bodies have made sure that there is the appropriate level of insurance and liability cover in place.

- Our schools will only give medication to a child with a parent's written consent except in exceptional circumstances.
- Our schools will not give medication to a child that has not been prescribed by a medical professional.
- Our schools will make sure that a trained member of staff is available to accompany a pupil with a medical condition on an off-site visit.
- Parents at our schools understand that they should let the school know immediately if their child's needs change.

Our schools have clear guidance on the storage of medication and equipment at school.

- Our schools 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, and is not locked away. Pupils may carry their emergency medication with them if it is appropriate.
- Our schools will keep controlled drugs stored securely, but accessibly, with only named staff having access. Staff at this school can administer a controlled drug to a pupil once they have had specialist training.
- Our schools 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.
- Our schools 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 year, and to provide new and in-date medication before the expiry date.
- Our schools dispose 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.

Our schools have clear guidance about record keeping.

- Parents at our schools are asked if their child has any medical conditions on the enrolment form.
- Our schools use 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.
- Our schools have a centralised register of IHPs, and an identified member of staff has the responsibility for this register.
- IHPs are regularly reviewed, at least every year or whenever the pupil's needs change.
- 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.
- Our schools make sure that the pupil's confidentiality is protected.

- Our schools seek permission from parents before sharing any medical information with any other party and displaying information in the child's classroom and school office.

Our schools keep an accurate record of all medication administered, including the dose, time, date and supervising staff.

- Our schools makes sure that all staff providing support to a pupil and other relevant teams 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 this school keeps an up-to date record of all training undertaken and by whom.

Our schools ensure 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.

- Our schools are committed to providing a physical environment accessible to pupils with medical conditions and pupils are consulted to ensure this accessibility. Our schools are also committed to an accessible physical environment for out-of-school activities.
- Our schools make sure the needs of pupils with medical conditions are adequately considered to ensure their involvement in structured and unstructured activities and extended school activities.
- All staff are aware of the potential social problems that pupils with medical conditions may experience and use this knowledge, alongside our school's anti-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.

Our schools understand 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. This includes out-of-school clubs and Physical Education.

- Our schools understand 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.
- Our schools make sure that pupils have the appropriate medication/equipment/food with them during physical activity and outside at play and lunchtimes.
- Our schools make 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. This

school will not penalise pupils for their attendance if their absences relate to their medical condition.

- Our schools will refer pupils with medical conditions who are finding it difficult to keep up educationally to the SENCO who will liaise with the pupil (where appropriate), parent and the pupil's healthcare professional.
- Pupils at our schools learn what to do in an emergency.
- Our schools make 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.

Our schools are aware of the common triggers that can make common medical conditions worse or can bring on an emergency. Our school is actively working towards reducing or eliminating these health and safety risks.

- Our schools are 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.
- 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.
- Our school reviews all medical emergencies and incidents to see how they could have been avoided, and changes school policy according to these reviews.

Where a child is returning to school following a period of hospital education or alternative provision (including home tuition), our schools will work with the local authority and education provider to ensure that the child receives the support they need to reintegrate effectively.

- Our schools work in partnership with all relevant parties including the pupil (where appropriate), parent, school's governing body, all school staff, catering staff, employers and healthcare professionals to ensure that the policy is planned, implemented and maintained successfully.

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

- Our schools work in partnership with all relevant parties including the pupil (where appropriate), parent, school's governing body, all school staff, catering staff, employers and healthcare professionals to ensure that the policy is planned, implemented and maintained successfully.
- Our schools are committed to keeping in touch with a child when they are unable to attend school because of their condition.

The medical conditions policy statement is regularly reviewed, evaluated and updated. Updates are produced every three years or earlier if required.

- In evaluating the policy, our 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 our school employer. The views of pupils with medical conditions are central to the evaluation process.

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

**The term IHP will be used throughout this policy to refer to IHP, asthma or allergy plans.