

Medical Conditions in School Policy

1. Policy Statement

The Mission of Bramcote Hills Primary School is to be:

- A Learning School
- An Inclusive School
- An Open School
- A Happy & Healthy School
- A Supportive School
- A Sustainable School
- An Effective School

In order to further our Mission, particularly to be inclusive, happy and healthy, we are committed to supporting and welcoming pupils with medical conditions. We aim to provide all pupils with all medical conditions the same opportunities as others at school.

We will aim to ensure all staff:

- understand their duty of care to children in the event of an emergency.
- feel confident in knowing what to do in an emergency.
- understand that certain medical conditions are serious and can be potentially life threatening, particularly if ill managed or misunderstood.
- understand the importance of medication being taken as prescribed.
- understand the common medical conditions that affect children at this school.
- receive information on the impact medical conditions can have on pupils.

2. Bramcote Hills Primary School is an inclusive community that aims to support and welcome pupils with medical conditions

This school understands that it has a responsibility to make the school welcoming and supportive to pupils with medical conditions who currently attend and to those who may enroll in the future and undertake to:

- 2.1 provide all children, regardless of medical condition, the same opportunities as others at school.
- 2.2 encourage pupils with medical conditions to take control of their condition and to help them feel confident in the support they receive from the school.
- 2.3 include all pupils with medical conditions in all school activities whenever possible.
- 2.4 help parents/carers of pupils with medical conditions feel secure in the care their children receive at this school.
- 2.5 ensure all staff understand their duty of care to children with medical conditions and feel confident in knowing what to do in an emergency.
- 2.6 ensure all staff understand that certain medical conditions are serious and can be potentially life-threatening, particularly if ill managed or misunderstood.
- 2.7 ensure all staff understand the medical conditions that affect children at this school and receive training on the impact this can have on pupils.
- 2.8 ensure the Medical Conditions Policy is understood and supported by the whole school and local health community.
- 2.9 recognize that all children with the same medical condition will not have the same needs.

3. This school's medical conditions policy has been drawn up in consultation with a wide range of local key stakeholders within both the school and health settings

Stakeholders include pupils, parents, school nurse, school staff, governors, the school employer and relevant local health services.

4. 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.

5. For children attending this school, all staff understand and are trained in managing relevant conditions and what to do in an emergency

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 managing conditions and in what to do in an emergency and this is refreshed at least once a year.

All children with a medical condition at this school have a Health Care Plan (HP), which explains what help they need on a daily basis and in an emergency. The HP will accompany a pupil should they need to attend hospital. Parental permission will be sought and recorded in the HP for sharing the HP within emergency care settings.

6. 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 parents will be notified immediately and a member of staff (preferably known to the pupil) will stay with them until a parent arrives, or accompany the child taken to hospital by ambulance.

Permission has usually been given by parents, on admission, for a child to be transported to hospital, a surgery or home in a staff member's car, if this is agreed to be the most suitable method. The child will always travel in the rear seats, using a school booster seat if necessary, and be accompanied by an additional member of staff.

7. The school has clear guidance on the administration of medication at school (See: Medicines in School Policy – Staff Handbook)

The school understands the importance of medication being taken and care received as detailed in the pupil's HP.

This school will make sure that there are several members of staff who have been trained to administer the medication and meet the care needs of an individual child. This includes escort staff for home to school transport if necessary. This school will ensure that there are sufficient numbers of staff trained to cover any absences, staff turnover and other contingencies. This school's governing body has made sure that there is the appropriate level of insurance and liability cover in place.

This school will not give medication (prescription or non-prescription) to a child under 16 without a parent's written consent except in exceptional circumstances, and every effort will be made to encourage the pupil to involve their parent, while respecting their confidentiality.

When administering medication, for example pain relief, this school will check the maximum dosage and when the **Medical Conditions at School policy**

previous dose was given. Parents will be informed. This school will not give a pupil under 16 aspirin unless prescribed by a doctor.

This 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.

Parents at this school understand that they should let the school know immediately if their child's needs change.

If a pupil misuses their medication, or anyone else's, their parent will be informed as soon as possible and the school's disciplinary procedures followed.

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

This 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, and is not locked away. Pupils may carry out their emergency medication with them if they wish/this is appropriate.

Pupils may carry their own medication/equipment, or they should know exactly where to access it.

Pupils can carry controlled drugs if they are competent, otherwise this school 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.

This 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.

This 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 also be supplied in an insulin injector pen or a pump with a shelf life of 28 days.

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 or as required.

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.

9. This 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 a HP to record the support an individual pupil needs around their medical condition. The HP is developed with the pupil (where appropriate), parent, school staff, specialist nurse (where appropriate) and relevant healthcare services.

This school has a centralized register of HPs, and an identified member of staff has the responsibility for this register.

HPs are regularly reviewed at least every year, or whenever the pupil's needs change, with input from parents and, where required, from a specialist nurse or relevant healthcare service.

The pupil (where appropriate), parents, specialist nurse (where appropriate) and relevant healthcare services hold a copy of the HP. Other school staff are made aware of and have access to the HP for the pupils in their care.

This school makes sure that the pupil's confidentiality is protected.

This school seeks permission from parents before sharing any medical information with any other party.

This 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 HP 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 they fulfill the requirements set out in the pupil's HP. 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.

10. This 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

This school is committed to providing a physical environment accessible to pupils with medical conditions and pupils are consulted to ensure this accessibility. This school is also committed to an accessible physical environment for out-of-school activities.

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.

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.

This 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. This includes out-of-school clubs and team sports.

This 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, the potential triggers for a pupil's medical condition when exercising and how to minimize these.

This school makes sure that pupils have the appropriate medication/equipment/food with them during physical activity.

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

This school 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 this school learn what to do in an emergency.

This school makes sure that a risk assessment is carried out before any out-of-school visit, including work experience and educational placements. 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.

11. This school is aware of the common triggers that can make 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

This 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, has a trigger reduction schedule and is actively working towards reducing/eliminating these health and safety risks.

The HP 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.

This school reviews all medical emergencies and incidents to see how they could have been avoided, and changes school policy to these reviews.

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

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

- **Governing Body has a responsibility to:**

- + ensure the health and safety of their employees and anyone else on the premises or taking part in school activities (this includes all pupils).
- + ensure health and safety policies and risk assessments are inclusive of the needs of pupils with medical conditions
- + make sure the medical conditions policy is effectively monitored and evaluated and regularly updated
- + provide indemnity for staff who volunteer to administer medication to pupils with medical conditions.

The 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
- + liaise between interested parties including pupils, school staff, parents and medical professionals
- + ensure the policy is put into action, with good communication of the policy to all
- + ensure every aspect of the policy is maintained

- + 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
- + ensure pupil confidentiality
- + assess the training and development needs of staff and arrange for them to be met
- + ensure all supply teachers 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
- + monitor and review the policy at least once a year, with input from pupils, parents, staff and external stakeholders
- + update the policy at least once a year according to review recommendations and recent local and national guidance and legislation
- + report back to all key stakeholders about implementation of the medical conditions policy.

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 and daily to prevent 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.

Teaching staff at this school have a responsibility to:

- + ensure pupils who have been unwell catch up on 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, special educational needs coordinator and welfare officers if a child is falling behind with their work because of their condition
- + use opportunities such as PSHCE and other areas of the curriculum to raise pupil awareness about medical conditions.

The school nurse at this school has a responsibility to:

- + help update the school's medical conditions policy
- + help provide regular training for school staff in managing the most common medical conditions at school
- + provide information about where the school can access other specialist training.

Special educational needs coordinators at this school have the responsibility to:

- + help 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 pupils who have been unwell catch up on missed schoolwork
- + ensure teachers make the necessary arrangements if a pupil needs special consideration or access arrangements in exams or course work.

Individual doctors and specialist healthcare professionals caring for pupils who attend this school, have a responsibility to:

- + complete the pupil's Healthcare Plans provided by parents
- + where possible, and without compromising the best interests of the child, try to prescribe medication that can be taken outside of school hours
- + offer every child or young person (and their parents) a written care/self-management plan to ensure children and young people know how to self-manage their condition
- + ensure the child or young person knows how to take their medication effectively
- + ensure children and young people have regular reviews of their condition and their medication
- + provide the school with information and advice regarding individual children and young people with medical conditions (with the consent of the pupil and their parents)
- + understand and provide input in to the school's medical conditions policy.

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
- + 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 and Carers

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
- + 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.

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

This school's medical condition policy is reviewed, evaluated and updated regularly in line with the school's policy review timeline.

In evaluating the policy, this school seeks feedback on the effectiveness and acceptability of the medical conditions policy with a wide-range of key stakeholders within the school and health settings.

The views of pupils with various medical conditions are actively sought and considered central to the evaluation process.

Further advice and resources

The Anaphylaxis Campaign

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Phone 01252 546100
Fax 01252 377140
info@anaphylaxis.org.uk
www.anaphylaxis.org.uk

Asthma UK

Summit House
70 Wilson Street
London EC2A 2DB
Phone 020 7786 4900
Fax 020 7256 6075
info@asthma.org.uk
www.asthma.org.uk

Diabetes UK

Macleod House
10 Parkway
London NW1 7AA
Phone 020 7424 1000
Fax 020 7424 1001
info@diabetes.org.uk
www.diabetes.org.uk

Epilepsy Action

New Anstey House
Gate Way Drive
Yeadon
Leeds LS19 7XY
Phone 0113 210 8800
Fax 0113 391 0300
epilepsy@epilepsy.org.uk
www.epilepsy.org.uk

Long-Term

Conditions Alliance
202 Hatton Square
16 Baldwins Gardens
London EC1N 7RJ
Phone 020 7813 3637
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info@ltca.org.uk
www.ltca.org.uk

Council for Disabled Children

National Children's Bureau
8 Wakley Street
London EC1V 7QE
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National Children's Bureau

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