



# Millhouse

Primary School and Nursery

Supporting Pupils with Medical Conditions

To be reviewed: Autumn Term 2023

*Inspiring tomorrow's generation, today.*

## **Policy Statement**

**Our school is an inclusive community that welcomes and supports pupils with medical conditions.**

**Our school provides all pupils with any medical condition the same opportunities as others at school.**

- The school makes sure all staff understand their duty of care to children and young people in the event of an emergency.
- This school will make sure all our staff feel confident in knowing what to do in an emergency.
- Our school understands that certain medical conditions are serious and potentially life threatening, particularly if poorly managed or misunderstood.
- This school understands the importance of medication and care being taken as directed by healthcare professionals and parents.
- All our staff understand the medical conditions that affect pupils at this school. Staff receive training on the impact medical conditions can have on pupils.
- The named members of school staff responsible for this medical conditions policy and making sure it's carried out are:

Mrs Jenny Haken – Deputy Headteacher

## **Our Medical Conditions Policy**

- Our school is an inclusive community that supports and welcomes pupils with medical conditions.
- We provide children with medical conditions with the same opportunities and access to activities (both school based and out-of-school) as other pupils.
- This school will listen to the views of pupils and parents.
- Pupils and parents should feel confident in the care we provide and that the level of that care meets their needs.
- Staff understand the medical conditions of pupils at this 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 young people and know what to do in an emergency.
- The whole school and local health community understand and support the medical conditions policy.
- This school understands that all children with the same medical condition will not have the same needs.
- As a school in England, we will meet the duties in the Children and Families Act and the Equality Act relating to children with disability or medical conditions.

## **Communication & Procedures**

- The medical conditions policy is supported by a clear communication plan for staff, parents and others to make sure it's carried out fully.
- Pupils, parents and relevant local healthcare staff 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 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.

- 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 it within emergency care 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 regularly.
- 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.

### **Care, support and administering medication at school**

- This school understands the importance of medication being taken and care received as detailed in the pupil's IHP.
- This school will make sure that there are several members of staff who've 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 make sure there are enough staff trained to cover any absences, staff turnover and other circumstances. This school's governing body has made sure that there is the appropriate level of insurance and liability cover in place.
- Medications can only be administered by the school if it is detailed on a child's IHP or is it has been prescribed by a medical professional for 4 times a day. Outside of this, medications must be administered by the parent.
- 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. Every effort will be made to encourage the pupil to involve their parent, while respecting their confidentiality.
- When giving medication, for example pain relief, this school will check the maximum dosage and when the 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 is informed as soon as possible and the school's disciplinary procedures are followed.

### **Storage of medication and equipment at school**

- This school makes sure that all staff understand what an emergency is for an individual child and makes sure that emergency medication or equipment is easily available wherever the child is in the school or on off-site activities, and is not locked away. Pupils may carry their emergency medication with them if it is detailed in their IHP.
- Only named staff should have access to controlled drugs. Only specially trained staff can give a controlled drug to a pupil.
- This school will make sure that all medication and equipment is stored safely, and that pupils with medical conditions know where it's stored and have immediate access to it at all times.
- 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 must still be in date, but will generally

be supplied in an insulin injector pen or a pump.

- Parents are asked to collect all medications and equipment at the end of the school term, and to provide new and in-date medication at the start of each term.
- This 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.

### **Record keeping**

- Parents are asked if their child has any medical conditions on the enrolment form.
- This school uses 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.
- This school has 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.
- The pupil's confidentiality is protected.
- The school seeks permission from parents before sharing any medical information with any other party.
- The 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 IHP which accompanies them on the visit.
- The school keeps an accurate record of all medication administered, including the dose, time, date and supervising staff.

### **Training and Support (staff and pupil)**

- Staff have the necessary training and 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 or other suitably qualified healthcare professional or the parent. The specialist nurse, school nurse or 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.
- The school makes sure the needs of pupils with medical conditions are adequately considered so they can take part 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 in lessons to raise awareness of medical conditions to help promote a positive environment.
- The 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.
- The 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, and the potential triggers for a pupil's medical condition when exercising and how to minimise these.
- The school makes sure that pupils have the appropriate medication, equipment and food with them during

physical activity.

- The 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.
- The school will not penalise pupils for their attendance if their absences relate to their medical condition.
- The school will refer pupils with medical conditions who are finding it difficult to keep up educationally to the school's Inclusion Team who will liaise with the pupil (where appropriate), parent and the pupil's healthcare professional.
- The 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.

### **Risks and potential triggers**

- The school will be aware of the common triggers that can make medical conditions worse or can bring on an emergency. This school is committed to identifying and reducing triggers both at school and on out-of-school visits.
- Relevant school staff have been given training and written information on medical conditions which includes avoiding or at least 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.
- This school reviews all medical emergencies and incidents to see how they could have been avoided, and changes school policy according to these reviews.

### **Policy Management and Review**

- The school works in partnership with all relevant parties including the pupil (where appropriate), parent, school's governing body, all school staff, employers and healthcare professionals to make sure that the policy is planned, carried out and maintained successfully.
- This policy is reviewed by the Governing Body every 3 years.