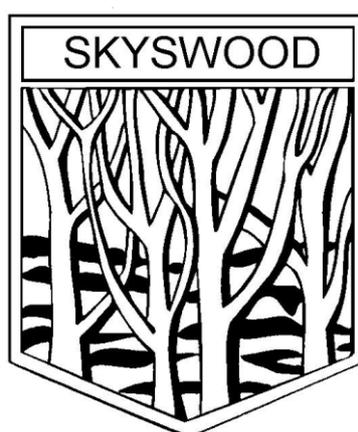


Skyswood Primary & Nursery School

Supporting Children with Medical Conditions Policy



March 2019

Review Date – March 2021

Skyswood Primary & Nursery School is an inclusive community that aims to support and welcome pupils with medical conditions.

- Skyswood Primary & Nursery School aims to provide all children with all medical conditions the same opportunities as others at the school.
- 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.
- The school will listen to the views of pupils and parents/carers to ensure that they feel confident in the care they receive from this school and 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 and confidence.
- All staff understand their duty of care to children and young people and know what to do in the event of an emergency.
- The whole school & local health community understand and support the medical conditions policy.
- The school understands that all children with the same medical condition will not necessarily have the same needs; our school will focus on the needs of each individual child.
- The school recognises its duties as detailed in Section 100 of the Children and Families Act 2014. (Other related legislation is referenced in DfE guidance p26). Some children with medical conditions may be considered to be disabled under the definition set out in the Equality Act 2010. Where this is the case, this school complies with their duties under that Act. Some may also have Special Educational Needs (SEN) and may have an Education, Health and Care (EHC) plan which brings together health and social care needs, as well as their special educational provision. For children with SEN, this policy should be read in conjunction with the Special Educational Needs and Disability (SEND) code of practice.

Skyswood Primary & Nursery School's medical conditions policy will give due consideration to the views of a wide range of local key stakeholders within both the school and health settings.

- Stakeholders include pupils, parent/carers, school nurse, school staff, governors, and relevant local health specialist services

The medical conditions policy is supported by a clear communication plan for staff, parent/carers, pupils and other key stakeholders to ensure its full implementation.

- The medical conditions policy is permanently available on the school's website. Pupils, parents/carers, relevant local healthcare staff, and other external stakeholders are also reminded about the policy both when a child with a medical condition is enrolled as a new pupil at this school, and when a pupil's Individual Healthcare Plan is being reviewed.

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.
- First Aid trained staff have their training refreshed every 3 years.
- School nurses will provide annual training, where appropriate, for common conditions eg asthma, allergies, epilepsy and diabetes.
- All children with medical conditions that are complex, long-term or where there is a high risk that emergency intervention will be required at this school have an Individual Health Care Plan (IHCP), which explains what help they need in an emergency. The IHCP will accompany a pupil should they need to attend hospital. Parental permission will be sought and recorded in the IHCP for sharing the IHCP within emergency care settings. (See Appendix 1).
- This school makes sure that all staff providing support to a pupil have received suitable training and ongoing support to ensure that they have confidence to provide the necessary support and that they fulfil the requirements set out in the pupil's IHCP. This should be provided by the specialist nurse/school nurse/other suitably qualified healthcare professional and/or parent/carer. 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.
- This school has chosen not to hold an emergency salbutamol inhaler for use by pupils.

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

- All staff, including temporary or supply staff should be aware of the content of this policy.
- All staff know what action to take in the event of a medical emergency including how to contact the emergency services and what information to give.
- All staff receive training in what to do in an emergency and this is refreshed at least once a year.
- If a pupil needs to attend hospital, a member of staff will stay with them until a parent/carer arrives, or accompany a child taken to hospital by ambulance. They will not take pupils to hospital in their own car.

Skyswood Primary & Nursery School has clear guidance on providing care and support and administering medication at school.

- We understand the importance of medication being taken and care received as detailed in the pupil's IHCP.
- Medication will only be administered when it would be detrimental to a child's health or school attendance not to do so.
- The school will make sure that there are sufficient 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. The school will ensure that there are sufficient numbers of staff trained to cover any absences, staff turnover and other contingencies. The school's governing body has made sure that there is the appropriate level of insurance and liability cover in place.
- All staff are aware that there is no legal or contractual duty for any member of staff to administer medication or supervise a pupil taking medication UNLESS they have been specifically contracted to do so OR the situation is an emergency and falls under their regular duty of care arrangements.
- The school will not give medication (prescription or non-prescription) to a child without a parent's written consent except in exceptional circumstances, and every effort will be made to encourage the pupil to involve their parent/carer, while respecting their confidentiality.
- When administering medication, for example pain relief, the school will check the maximum dosage and when the previous dose was given. Parents/carers will be informed.

- The 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/carers 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/carer will be informed as soon as possible and the school's disciplinary procedures will be followed.

Guidance on the storage of medication and equipment at school and its safe disposal.

- All staff understand what constitutes an emergency for an individual child and make sure that emergency medication/equipment, eg asthma inhalers, epi-pens etc. are readily available from the first aid room and on off-site activities, and are not locked away.
- Pupils may carry their own medication/equipment where appropriate and this will be identified and recorded through the pupil's IHCP in agreement with the parent/carer, OR they should know exactly where to access it.
- 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 easy access to them immediately with appropriate adult supervision. Under no circumstances will medication be stored in first aid boxes.
- This school will only accept medication that is in date, labelled and in its original container including prescribing instructions for administration. 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.
- Medication which requires refrigeration will be kept in an airtight, labelled container in the fridge in the staff room.
- It is ultimately the parent/carer's responsibility to keep a note of the expiry date of any medication that is handed into school and to ensure that new, replacement, in-date medication is provided to the school well before that expiry date.
- As a backup, office staff check the expiry dates of all medication stored at school termly and notify parents accordingly.
- Parents/carers are asked to collect all medications/equipment at the end of the school year, and to provide in-date medication on the first day of each new academic year.
- Parent/carers are asked to collect out of date medication for safe disposal.

- If parent/carers do not collect out of date medication then office staff will take it to the local pharmacy for safe disposal.
- This school disposes of needles and other sharps in line with local policies.

This school has clear guidance about record keeping.

- As part of the school's admissions process and annual data collection exercise parents/carers are asked if their child has any medical conditions. These procedures also cover transitional arrangements between schools.
- This school uses an IHCP to record the support an individual pupil needs around their medical condition. The IHCP is developed with the pupil (where appropriate), parent/carer, designated named member of school staff, specialist nurse (where appropriate) and relevant healthcare services. Where a child has SEND but does not have an EHC plan, their special educational needs are mentioned in their IHCP.
- This school has a centralised register of IHCPs, and an identified member of staff has the responsibility for this register.
- Posters of these children are displayed with their photograph and a summary of their condition and treatments in the first aid room and kitchen (if dietary related).
- IHCPs are regularly reviewed, at least every year or whenever the pupil's needs change.
- Parents/carers, specialist nurse (where appropriate) and relevant healthcare services hold a copy of the IHCP. Other school staff are made aware of and have access to the IHCP for the pupils in their care.
- This school makes sure that the pupil's confidentiality is protected.
- This school seeks permission from parents/carers before sharing any medical information with any other party.
- This school keeps an accurate record of all medication administered, including the dose, time, date and supervising staff.

Skyswood Primary & Nursery School aims to 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.

- The school is committed to providing a physical environment accessible to pupils with medical conditions and pupils are consulted to ensure this accessibility. The 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 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.
- The school understands the importance of all pupils taking part in off site visits and physical activity and that all relevant staff make reasonable and appropriate adjustments to such activities in order to make them accessible to all pupils. This includes out-of-school clubs and team sports. Risk assessments will be conducted as part of the planning process to take account of any additional controls required for individual pupil needs.
- This school understands that all relevant staff should be 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.

Skyswood Primary & Nursery School makes sure that pupils have the appropriate medication/equipment/food with them during physical activity and offsite visits.

- 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 SENDCO who will liaise with the parent/carer and the pupil's healthcare professional.
- Pupils at this school learn what to do in an emergency.
- The school makes sure that a risk assessment is carried out before any out-of-school visit, including work experience and educational placements, taking into account the needs of pupils with medical conditions and plans

are put in place for any additional medication, equipment or support that may be required.

Skyswood Primary & Nursery School is aware of the common triggers that can make common medical conditions worse or can bring on an emergency. The school is actively working towards reducing or eliminating these health and safety risks.

- The school is committed to identifying and reducing triggers both at school and on out-of-school visits.
- The IHCP 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.
- This school reviews all medical emergencies and incidents and uses these experiences to inform procedure and policy.

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

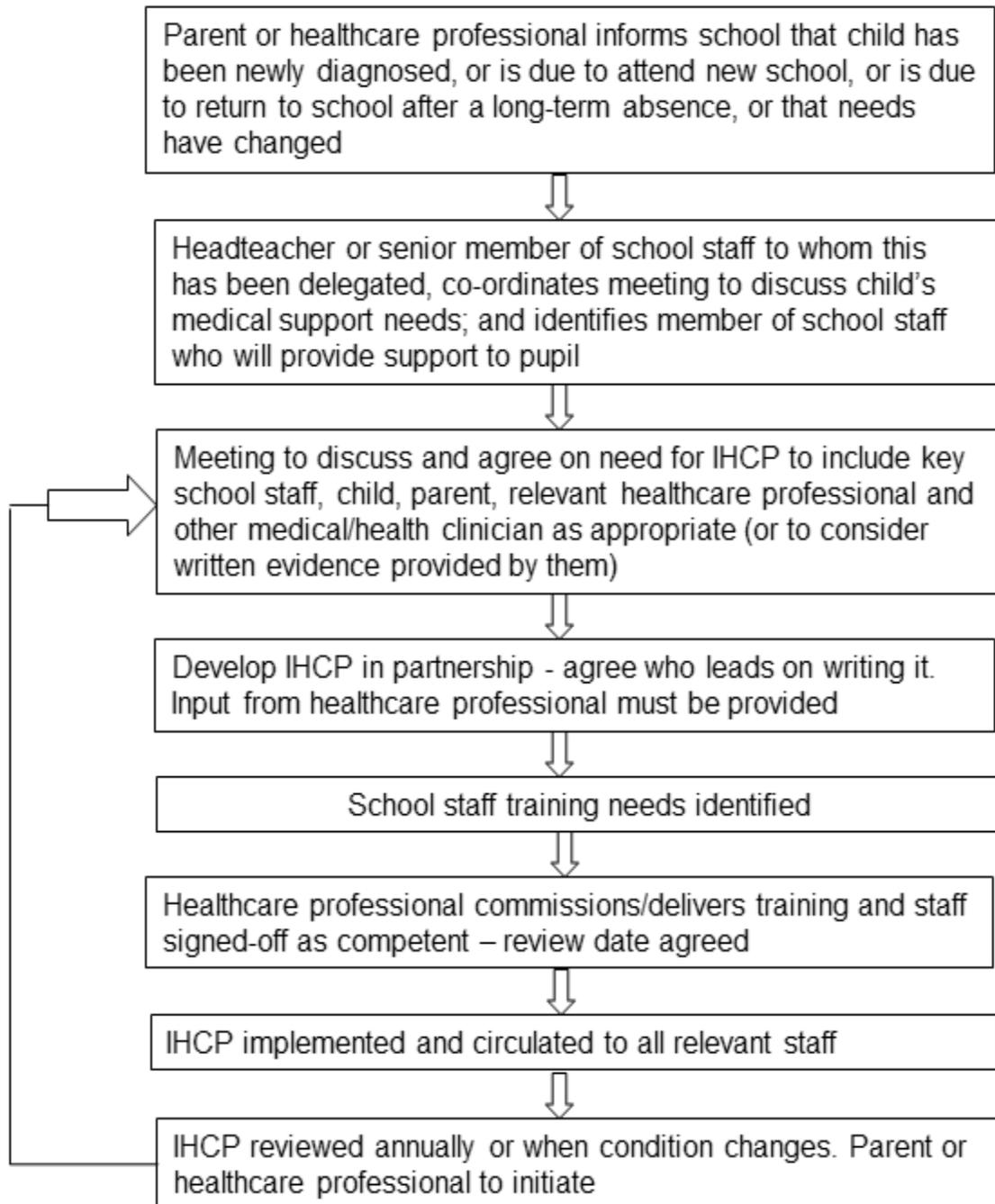
- The school works in partnership with all relevant parties including the pupil (where appropriate), parent/carer, school's governing body, all school staff, employers and healthcare professionals to ensure that the policy is planned, implemented and maintained successfully.
- Key roles and responsibilities are outlined in Appendix 2.

The medical conditions policy is reviewed, evaluated and updated every year.

- In evaluating the policy, the school seeks feedback from key stakeholders including pupils, parents/carers, school nurses, specialist nurses and other relevant healthcare professionals, school staff, local emergency care services and governors. The views of pupils with medical conditions are central to the evaluation process.
- Should parents and pupils be dissatisfied with the support provided they should discuss these concerns to the Headteacher.

Appendix 1

Model Process for Developing Individual Healthcare Plans



Appendix 2

Roles and Responsibilities

The Governing Body – 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 pupils with medical conditions are 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. They should also ensure that any members of school staff who provide support to pupils with medical conditions are able to access information and other teaching support materials as needed.

The Headteacher – should ensure that their school's policy is developed and effectively implemented with partners. This includes ensuring that all staff are aware of the policy for supporting pupils with medical conditions and understand their role in its implementation. Headteachers should ensure that all staff who need to know are aware of the child's condition. They should also ensure that sufficient trained numbers of staff are available to implement the policy and deliver against all Individual Healthcare Plans, including in contingency and emergency situations. Headteachers have overall responsibility for the development of Individual Healthcare Plans. They should also make sure that school staff are appropriately insured and are aware that they are insured to support pupils in this way. They should contact the school nursing service in the case of any child who has a medical condition that may require support at school, but who has not yet been brought to the attention of the school nurse.

School Staff – may be asked to provide support to pupils with medical conditions, including the administering of medicines, although they cannot be required to do so. Although administering medicines is not part of teachers' professional duties, they should take into account the needs of pupils with medical conditions that they teach. School staff should receive sufficient and suitable training and achieve the necessary level of competency before they take on responsibility to support children with medical conditions. Any member of school staff should know what to do and respond accordingly when they become aware that a pupil with a medical condition needs help.

The School Nurse – every school has access to school nursing services. They are responsible for notifying the school when a child has been identified as having a medical condition which will require support in school. Wherever possible, they will do this before the child starts at the school. They would not usually have an extensive role in ensuring that schools are taking appropriate steps to support children with medical conditions, but may support staff on implementing a child’s Individual Healthcare Plan and provide advice and liaison, for example on training. School nurses can liaise with lead clinicians locally on appropriate support for the child and associated staff training needs - for example, there are good models of local specialist nursing teams offering training to local school staff, hosted by a local school. Community nursing teams will also be a valuable potential resource for a school seeking advice and support in relation to children with a medical condition.

Other Healthcare Professionals - including GPs, paediatricians, nurse specialists/community paediatric nurses – should notify the school nurse and work jointly when a child has been identified as having a medical condition that will require support at school. They may provide advice on developing healthcare plans. Anyone dealing with the medical care of a pupil in school should contact the named school nurse for that school to ensure a coordinated approach.

Pupils – with medical conditions will often be best placed to provide information about how their condition affects them. They should be fully involved in discussions about their medical support needs and contribute as much as possible to the development of, and comply with, their Individual Healthcare Plan. Other pupils will often be sensitive to the needs of those with medical conditions.

Parents/Carers – should provide the school with sufficient and up-to-date information about their child’s medical needs. They may in some cases be the first to notify the school that their child has a medical condition. Parents/carers are key partners and should be involved in the development and review of their child’s Individual Healthcare Plan, and may be involved in its drafting. They should carry out any action they have agreed to as part of its implementation, eg provide medicines and equipment and ensure they or another nominated adult are contactable at all times.