Windy Arbor Primary School



SUPPORTING PUPILS AT SCHOOL WITH MEDICAL CONDITIONS

Policy written/reviewed by:	SMBC/Fiona Edwards
Date:	7th November 2022
Ratified by Governors on:	
Signed:	
Date to be reviewed:	July 2023

WINDY ARBOR PRIMARY SCHOOL

Supporting Pupils with Medical Conditions in School

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

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

We will help to ensure they can Dream, Believe and Achieve alongside all their peers at Windy Arbor.

The school makes sure all staff understand their duty of care to children and young people in the event of an emergency and that all staff feel confident in knowing what to do in an emergency.

This 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 staff understand the medical conditions that affect pupils at this school. Staff receive training on the impact medical conditions can have on pupils where this is available. For rare conditions we rely on information supplied by carers from their medical specialists.

The named member of school staff responsible for this medical conditions policy and its implementation is:

Ms Fiona Edwards, supported by Julia Dewsberry.

This policy framework describes the essential criteria for how the school can meet the needs of children and young people with long-term conditions and short term medical needs. It has been adapted from a sample Medical Conditions Policy shared by Diabetes UK. It should be read alongside Solihull's 'The Administration of Medicines in Schools and Settings: A Policy Document (5th Edition)', 2013 and 'Supporting pupils at school with medical conditions: Statutory guidance for governing bodies of maintained schools and proprietors of academies in England', DfE 2014 (updated August 2017)

This policy will be reviewed every year and is next due to be reviewed in October 2023 .

It is available on the school website.

Complaints by parents or others should be discussed initially, as appropriate, with the class teacher or head teacher. It is desirable that complaints should be dealt with informally, but if that is not possible, then a written, formal complaint should be registered with the head teacher, unless it is a matter concerning the head teacher, when it should be directed to the chair of governors. Parents may request a copy of the full complaints procedure from the school reception desk.

1 This school is an inclusive community that supports and welcomes pupils with medical conditions.

- This school is welcoming and supportive of pupils with medical conditions. It provides 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.
- This school will listen to the views of pupils and parents.

- Pupils and parents 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 to learn.
- 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 and local health community understand and support the medical conditions policy.
- This school understands that all children with the same medical condition will not all have the same needs.
- The school recognises that duties in the Children and Families Act and the Equality Act relate to children with disability or medical conditions.

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

- Stakeholders include
  Staff, Governors, Local Authority advisers, Health professionals

3 The medical conditions policy is supported by a clear communication plan for staff, parents/carers 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 for example the school website .

4 All staff understand and are trained in what to do in an emergency for children with medical conditions at this school.

- All school staff are aware of the medical conditions at this school and understand their duty of care to pupils in an emergency.
- Temporary or supply staff will be informed of medication conditions and their duty of care, on a need to know basis, by the phase leader or TA.
- All TAs are Paediatric First Aid trained and some key staff members are also First Aid at Work trained including trained in use of epi pens, asthma inhalers and how to manage epilepsy among other conditions.
- This school will, in partnership with parents and health care professionals, give careful consideration to whether an individual healthcare plan (IHP) is appropriate or proportionate. The development of a plan will be led by the School Nursing Team for children with emergency medicines. For children with complex medical conditions such as, for example: heart conditions, epilepsy or diabetes, care plans need to be produced by the specialists who support that child and should be requested by families. This is a recent change in the system and currently we hold far fewer IHPs than in previous years.
- A pupil's individual healthcare plan will 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 settings.
- It is the responsibility of parents to ensure that IHPs are kept up to date. We rely on parents to update us with changes to the IHP as they occur.

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

- All staff know what action to take in an emergency and receive updates regularly, TAs and or year group teachers will be on hand to inform and support temporary staff such as supply teachers in any emergency.
- 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 unless accompanied and appropriate insurance cover is valid

6 This school has clear guidance on providing care and 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 and as directed by parents and medical professionals.
- The Office Administrator with key responsibility for medical conditions has the training and understanding of the legal requirements for administering medicines in schools. She will ensure that these requirements are followed when any medication is administered in school.
- 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 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 previous dose was given. This school will not give a pupil under 16 any medication unless prescribed by a doctor or, with pain medication, unless the parent provides written consent.
- 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.
- This school will not require parents, or otherwise make them feel obliged, to attend school to administer medication or provide medical support to their child.
- This school will only administer antibiotic medicines that are prescribed in dose frequencies of at least four times a day
- 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 behaviour procedures are followed.

7 This school has clear guidance on the storage of medication and equipment 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 their emergency medication with them if this is appropriate.
  Emergency medication/equipment is stored in the school office/medical room or pupil's classroom as appropriate
- It may be appropriate for pupils to carry their own medication/equipment, or they should know exactly where to access it.
- 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 be supplied in an insulin injector pen or a pump.
- Parents are asked to collect all long-term medications/equipment at the end of the school year. They are also requested to provide new and in-date medication at the start of each term, taking away any out of date medicines at the same time. Once a course of short-term medication is completed, it should be collected by parents to dispose of appropriately.
- Child protection procedures may be initiated where in date medication is not supplied as required.
- Sharps boxes (when needed) are kept securely at school and will accompany a child on off-site visits. They are collected and disposed of appropriately by parents.

8 This school has clear guidance about record keeping.

- Parents at this school are asked if their child has any medical conditions when they register at the school
- Where appropriate and proportionate, this school uses an IHP (Individual Health Care Plan) to record the support an individual pupil's needs around their medical condition. The IHP is developed with the pupil (where appropriate), parent, and relevant specialist healthcare services.
- This school has a centralised collection of all IHPs in the school medical room (while ensuring confidentiality) and an identified member of staff has the responsibility for this register. Copies of the IHPs are also kept in the child's classroom and their school records. A copy is taken on any school outing.
- It is up to parents to ensure that IHPs are produced and revised annually with the appropriate specialists. School will remind parents every September to do so if it has not been done recently.
- 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
- This school makes sure that the pupil's confidentiality is protected whenever possible
- 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 attached to the pupil's IHP 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 on-going 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. The specialist nurse/school nurse/other suitably qualified healthcare professional will confirm their competence (where appropriate), and this school keeps an up-to-date record of all training undertaken and by whom

9 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, and the potential triggers for a pupil's medical condition when exercising and how to minimise 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
- Staff members will not prevent pupils from eating, drinking or taking toilet breaks when they need to, to manage their medical conditions.
- Staff members know never to send a sick pupil to the Medical Room unaccompanied.
- 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
- This school will refer pupils with medical conditions who are finding it difficult to keep up educationally to the SENCO and School Inclusion Team 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. 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.

10 This 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 and has evidence of reducing specific triggers to support this eg. Nut allergies

- 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
- 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, when appropriate, changes school policy according to these reviews

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

- This 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 ensure that the policy is planned, implemented and maintained successfully
- The School Nurse Team collect information to update IHPs annually. Where we have concerns the school will follow up this information by contacting Health Care professionals and parents. IHPs are

now only kept on pupils with the most extreme medical conditions, however we keep our own ‘house’ IHPs in liaison with parents for pupils with lese severe medical conditions that we still feel need raised awareness within school.

12 The medical conditions policy is regularly reviewed, evaluated and updated

- In evaluating the policy, this 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 the school employer. The views of pupils with medical conditions are central to the evaluation process. The school fosters good relationships with parents / carers and feedback from them is very positive.

13 Transition

- At times of transition to new schools, care is taken to ensure that information about a child’s medical condition and their IHP, if they have one, are passed on to the receiving school. This will ensure that appropriate arrangements are in place before the child starts at their new setting.

Annexe A:
Flow chart taken from Annexe A: Model process for developing individual healthcare plans of Supporting pupils at school with medical conditions, April 2014, DfE

