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**Bishop Challoner Catholic College  
Medical Conditions Policy (Including First Aid)**

# Medical Conditions Policy November 2021



# **Bishop Challoner Catholic College**

## **Our Mission Statement**

**In our Community of Faith in**

**Bishop Challoner Catholic College**

**We give glory to God by developing our full potential and in**

**Our service to others**

**In the name of the Father and the Son and**

**Of the Holy Spirit**



**At Bishop Challoner Catholic College we believe that every individual is special and made in the image of God. In living out our mission statement it is the duty of all to respect each other and offer an environment where all feel secure and valued.**

Bishop Challoner Catholic College is an inclusive community that aims to support and welcome pupils with medical conditions. Bishop Challoner Catholic College provides all pupils with any medical condition the same opportunities as others at school. We will help ensure they can;

- ❖ Be healthy
- ❖ Stay safe
- ❖ Enjoy and achieve
- ❖ Make a positive contribution
- ❖ Achieve economic wellbeing once they leave school

1. Bishop Challoner Catholic College is welcoming and aims to be supportive of pupils with medical conditions and provides the same opportunities and access to activities (both school based and out-of-school) as other pupils.

We will;

- ❖ Listen to the views of pupils and parents.
- ❖ Ensure pupils and parents feel confident in the care they receive from Bishop Challoner Catholic College and the level of care we can offer in order to meet their needs.
- ❖ Make staff aware and understand medical conditions of pupils at Bishop Challoner Catholic College and how their medical condition may be serious, adversely affect their quality of life and impact on their ability to learn.
- ❖ Ensure all staff understand their duty of care to children and young people and know what to do in the event of an emergency.
- ❖ Ensure the whole school and local health community understand and support the medical conditions policy.
- ❖ Bishop Challoner Catholic College understands that all pupils with the same medical condition will not have the same needs.
- ❖ The school recognises that duties in the Children and Families Act (England only), the Equality Act (England, Wales and Scotland) and the Disability Discrimination Act (Northern Ireland only) relate to pupils with disability or medical conditions are anticipatory.
- ❖ Ensure that all children with medical conditions, in terms of both physical and mental health, are properly supported in school so that they can play a full and active role in school life, remain healthy and achieve their academic achievement.

2. This policy has been drawn up in consultation with a wide range of stakeholders; pupils, parents, school nurse, school staff, governors and relevant health professionals.

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

3. This policy is supported by a clear communication plan for all 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.

4. All pupils with a medical condition has an alert card and individual health plan (IHP), provided by a healthcare professional.
  - ❖ An IHP details exactly what care a child needs in school, when they need it and who is going to give it.
  - ❖ This should be drawn up with input from the child (if appropriate) their parent, relevant school staff and healthcare professionals, ideally a specialist if the child has one.
  - ❖ It should also include information on the impact any health condition may have on a pupil's learning, behaviour or classroom performance, as advised by a healthcare professional.
  
5. All staff understand and are trained in what to do in an emergency for children with medical conditions at Bishop Challoner Catholic College.
  - ❖ All school staff, including temporary or supply staff, are made aware of the medical conditions at Bishop Challoner Catholic College 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 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, 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.
  
7. Bishop Challoner Catholic College has clear guidance on providing care and support and administering medication at school.
  - ❖ Bishop Challoner Catholic College understands the importance of medication being taken and care received as detailed in the pupil's IHP.
  - ❖ Bishop Challoner Catholic College will make sure that there are more than one members of staff who have been trained to administer the medication and meet the care needs of an individual child. Bishop Challoner Catholic College will ensure that there are sufficient numbers of staff trained to cover any absences, staff turnover and other contingencies.
  - ❖ Bishop Challoner Catholic College's governing body has made sure that there is the appropriate level of insurance and liability cover in place.
  - ❖ Bishop Challoner Catholic College 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, Bishop Challoner Catholic College will check the maximum dosage and when the previous dose was given.

Parents will be informed. Bishop Challoner Catholic College will not give a pupil under 16 aspirin unless prescribed by a doctor.

- ❖ Bishop Challoner Catholic College 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 Bishop Challoner Catholic College 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.

## 8. Bishop Challoner Catholic College has clear guidance on the storage of medication and equipment at school.

- ❖ Bishop Challoner Catholic College 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 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 Bishop Challoner Catholic College will keep controlled drugs stored securely, but accessible, with only named staff having access. Staff at Bishop Challoner Catholic College can administer a controlled drug to a pupil once they have had specialist training.
- ❖ Bishop Challoner Catholic College 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.
- ❖ Bishop Challoner Catholic College 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 term, and to provide new and in-date medication at the start of each term.
- ❖ Bishop Challoner Catholic College 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. Bishop Challoner Catholic College has clear guidance about record keeping.

- ❖ Parents at Bishop Challoner Catholic College are asked if their child has any medical conditions within the induction pack.
- ❖ Bishop Challoner Catholic College 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.
- ❖ Bishop Challoner Catholic College 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.
- ❖ Bishop Challoner Catholic College makes sure that the pupil's confidentiality is protected.
- ❖ Bishop Challoner Catholic College seeks permission from parents before sharing any medical information with any other party.
- ❖ Local Authority transport will be provided with a copy of a pupil's IHP (where appropriate and with parental consent).
- ❖ Bishop Challoner Catholic College 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.
- ❖ Bishop Challoner Catholic College keeps an accurate record of all medication administered, including the dose, time, date and supervising staff.
- ❖ The school adheres to statutory guidance for first aid incident recording as this will help a) identify trends b) be used for reference in future first aid needs assessments c) be helpful for investigative purposes;
  - the date, time and place of incident
  - the name (and class) of the injured or ill person
  - details of the injury/illness and what first aid was given
  - what happened to the person immediately afterwards
- ❖ Name of the first aider or person dealing with the incident
- ❖ Bishop Challoner Catholic College 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 Bishop Challoner Catholic College keeps an up-to-date record of all training undertaken and by whom.

**10.** Bishop Challoner Catholic College, where possible, 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.

- ❖ Bishop Challoner Catholic College, where possible, is committed to providing a physical environment accessible to pupils with medical conditions and pupils are consulted to ensure this accessibility. Bishop Challoner Catholic College, where possible, is also committed to an accessible physical environment for out-of-school activities.
- ❖ Bishop Challoner Catholic College 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 within the curriculum, assemblies and health days to raise awareness of medical conditions to help promote a positive environment.

- ❖ Bishop Challoner Catholic College understands the importance of all pupils taking part in physical activity and that all relevant staff make appropriate adjustments to physical activity sessions in an attempt to make them more accessible to all pupils. This includes out-of-school clubs and team sports. Bishop Challoner Catholic College 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.
- ❖ Bishop Challoner Catholic College makes sure that pupils have the appropriate education/equipment/food with them during physical activity.
- ❖ Bishop Challoner Catholic College, where possible, will endeavour to make reasonable adjustments to allow pupils with medical conditions to participate 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. Bishop Challoner Catholic College will not penalise pupils for their attendance if their absences relate to their medical condition.
- ❖ Bishop Challoner Catholic College will refer pupils with medical conditions who are finding it difficult to keep up educationally to the SENCO, School Nurse, DSL and Attendance Team who will liaise with the pupil (where appropriate), parent and the pupil's healthcare professional.
- ❖ Pupils at Bishop Challoner Catholic College learn what to do in an emergency.
- ❖ Bishop Challoner Catholic College 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.** Bishop Challoner Catholic College 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 a written schedule of reducing specific triggers to support this.

- ❖ Bishop Challoner Catholic College 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. Bishop Challoner Catholic College has a list of the triggers for pupils with medical conditions at Bishop Challoner Catholic College, has a trigger reduction schedule and is actively working towards reducing/eliminating these health and safety risks.
- ❖ 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.



- ❖ Bishop Challoner Catholic College reviews all medical emergencies and incidents to see how they could have been avoided, and changes school policy according to these reviews.

12. Where a child is returning to school following a period of hospital education or alternative provision (including home tuition), or where a part-time or reduced timetable has been agreed, Bishop Challoner Catholic College will work with the local authority ELIT – Education Legal Intervention Team and education provider to ensure that the child receives the support they need to reintegrate effectively. Bishop Challoner Catholic College works 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.

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

- ❖ Bishop Challoner Catholic College works 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.
- ❖ Bishop Challoner Catholic College is committed to keeping in touch with a child when they are unable to attend school because of their condition.

14. The medical conditions policy is regularly reviewed, evaluated and updated. Updates are produced every year.

- ❖ The governing ensures arrangements are in place to support pupils with medical conditions. The governing body takes into account many of the medical conditions that require support at school will affect quality of life and may be life-threatening. Some will be more obvious than others. The governing body therefore ensures that the focus is in the needs of each individual child and how their medical condition impacts on school their life.
- ❖ In evaluating the policy, Bishop Challoner Catholic College 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.

15. This Policy should be read in conjunction with other policies, guidance & resources;

- ❖ Keeping Children Safe in Education 2021
- ❖ Working Together to Safeguard Children July 2018
- ❖ The Administration of Medicines in Schools and Settings – Birmingham City Council Supplemental Guidance Feb 2018
- ❖ Caring for Children with Medical Conditions in School - Legal information
- ❖ Supporting pupils at school with medical conditions DfE December 2015
- ❖ Bishop Challoner Catholic College Mental Health and Wellbeing Policy 2021
- ❖ First Aid Procedures – supported by DfEE guidance on first aid for schools ([www.gov.uk/government/uploads/system/uploads/attachment\\_data/file/306370/guidance\\_on\\_first\\_aid\\_for\\_schools.pdf](http://www.gov.uk/government/uploads/system/uploads/attachment_data/file/306370/guidance_on_first_aid_for_schools.pdf))
- ❖ Bishop Challoner Catholic College Medical Conditions Register
- ❖ Bishop Challoner Catholic College Epilepsy guidance

- ❖ Birmingham School Health Advisory Service – Epilepsy in School – training for school staff
- ❖ Bishop Challoner Catholic College Diabetes guidance
- ❖ Birmingham School Health Advisory Service – Diabetes in School – training for school staff
- ❖ Managing Diabetes in Schools and Early Years settings (CYPWMDN)
- ❖ Diabetes UK; Type 1 Diabetes at School [www.diabetes.org.uk/schools](http://www.diabetes.org.uk/schools)
- ❖ Bishop Challoner Catholic College Asthma guidance
- ❖ DfES Guidance on the use of emergency salbutamol inhalers in schools March 2015
- ❖ Asthma Attack Flow Chart
- ❖ Asthma Guidance for Staff working in Birmingham Schools
- ❖ Bishop Challoner Catholic College Allergy Management Policy 2020 supported by Allergy UK [www.allegryuk.org](http://www.allegryuk.org)
- ❖ Health conditions in School alliance - [www.medicalconditionsatschool.org.uk](http://www.medicalconditionsatschool.org.uk) inclusive of a 'Guide to Individual Health Care Plans' & a Template of an 'Individual Health Care Plan'
- ❖ School Health Support Service Partnership Agreement termly review meetings
- ❖ A practical guide for staff on managing cases of infectious diseases in schools and other childcare settings. Information can be found at; <https://www.gov.uk/government/publications/health-protection-in-schools-and-other-childcare-facilities>
- ❖ Incident reporting in schools – Health & Safety; HSE
- ❖ Accident Report Form; Birmingham City Council Learning & Culture
- ❖ Schools Covid-19 guidance checklist for school leaders to support full opening DfE 2021