



High Green Primary School

Supporting Pupils with Medical Conditions

CONTENTS	Page No
1. Policy Statement	2
2. Policy Framework	2
3. Communication	3
4. Emergencies	3
5. Administering Medication at School	4
6. Storing Medication and Equipment at School	4
7. Record Keeping	5
8. Inclusivity	6
9. Triggers	7
10. Responsibilities	7

1. Policy statement

- 1.1.** This school is an inclusive school that welcomes and supports pupils with medical conditions.
- 1.2.** This school provides all pupils with any medical condition the same opportunities as others in school.
- 1.3.** We will help to ensure they can:
 - 1.3.1.** Be healthy.
 - 1.3.2.** Stay safe.
 - 1.3.3.** Enjoy and achieve.
 - 1.3.4.** Make a positive contribution.
 - 1.3.5.** Achieve economic wellbeing once they have left school.
- 1.4.** The school makes sure all staff understand their duty of care to children and young people in the event of an emergency.
- 1.5.** All staff feel confident in knowing what to do in an emergency. The school understands that certain medical conditions are serious and potentially life threatening, particularly if poorly managed or misunderstood.
- 1.6.** This school understands the importance of medication and care being taken as directed by health care professionals and parents. All staff understand the medical conditions that affect pupils at the school. Staff receive training on the impact medical conditions can have on pupils.
- 1.7.** The named members of school staff responsible for the medical conditions policy and its implementation is Mrs Natalie Coe - F2/KS1 SENCO and Mrs Nickie Beal – KS2 SENCO.
- 1.8.** Medical forms and permissions will be held centrally on Medical Tracker.
- 1.9.** The HT will oversee medical conditions, including safe storage of medications, appropriate to need.

2. Policy Framework

- 2.1.** The policy framework describes the essential criteria for how the school can meet the needs of children with long-term conditions.

- 2.2.** This school is welcoming and supportive of children 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.
- 2.3.** This school will listen to the views of pupils and parents.
- 2.4.** Pupils and parents feel confident in the care they receive from this school and the level of that care meets their needs.
- 2.5.** 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.
- 2.6.** All staff understand the duty of care to children and know what to do in event of an emergency.
- 2.7.** This school understands that all children with the same medical condition will not have the same needs.
- 2.8.** The school recognises that duties in the Children and Families Act and the Equality Act relate to children with disability or medical conditions is anticipatory.

3. Communication

- 3.1.** The medical conditions policy is supported by a clear communication plan and other key stakeholders to ensure its full implementation.
- 3.2.** 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. Emergencies

- 4.1.** All staff understand what to do in an emergency for children with medical conditions at this school and appropriate staff are trained in individual emergency response.
- 4.2.** 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.
- 4.3.** All children with a medical condition at this school have an Individual Healthcare plan 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 the IHP within emergency care settings.
- 4.4.** All staff are trained in and understand the school's general emergency procedures.
- 4.5.** All staff, including temporary or supply staff, know what action to take in an emergency and receive updates yearly, or more often if there are any changes.

- 4.6. If a pupil needs to attend the hospital, a member of staff known to the child will stay with them until a parent arrives or accompany the child to hospital in an ambulance.
They will not take pupils to hospital in their own car.

5. Administering Medication at School

- 5.1. The school has clear guidance on providing care and support and administering medication at school. Permissions and medical information is stored on Medical Tracker.
- 5.2. The school understands the importance of medication being taken and care received as detailed in the pupil's IHP.
- 5.3. The school will ensure that several members of staff will be trained to administer the medication, and the care needs of an individual child. This 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.
- 5.4. The school will not give medication (Prescription only) to any child without a parent's written consent.
- 5.5. The school will only give prescribed medication if it is required more than three times a day.
- 5.6. When administering medication, the school will check the maximum dosage and when the previous dose was given. Parents will be informed that the medication has been given and at what time.
- 5.7. This information will be logged on Medical Tracker, with times and amounts of dosage logged and shared with parents at the point of administration.
- 5.8. This school will make sure that a first aid trained member of staff will accompany the child on any off-site visit, or overnight stays.
- 5.9. Parents at this school understand that they should let the school know immediately if their child's needs change.

6. Storing Medication and Equipment at School

- 6.1. This school has clear guidance on the storage of medication and equipment at school. The school will follow specific guidance on each medication in terms of correct storage.
- 6.2. The school makes sure that all staff understand what constitutes an emergency for an individual child and makes sure that prescribed emergency medication is readily available wherever the child is in school and on off-site activities.
- 6.3. Pupils will not carry their own medication with them but will know exactly where to access it. On school visits, the staff member responsible for that child will carry the require medication.

- 6.4.** The school will keep controlled drugs stored securely, but accessible, with only named staff having access. Staff at this school can administer a controlled drug to a pupil once they have had specialist training.
- 6.5.** 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.
- 6.6.** 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 although still in date, will generally be supplied in an insulin injector pen or pump.
- 6.7.** Dates are logged on Medical Tracker and an alert is sent to parents and school once the expiry date is coming up.
- 6.8.** Parents are asked to collect all medications/ equipment at the end of each school term, and to provide new and in-date medication at the start of each new term.
- 6.9.** 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.

7. Record Keeping

- 7.1.** The school has clear guidance about record keeping. This is all centrally stored on Medical Tracker.
- 7.2.** Parents at this school are asked if their child has any medical conditions on the enrolment form.
- 7.3.** 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.
- 7.4.** IHPs are regularly reviewed, at least every year or whenever the pupil's needs change.
- 7.5.** The 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.
- 7.6.** This school makes sure that pupils' confidentiality is protected.
- 7.7.** This school seeks permission from parents before sharing any medical information with any other party.
- 7.8.** This school meets with the pupil (if 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.

- 7.9.** This school keeps an accurate record of all medication administered, including the dose, time, date and supervising staff, via Medical Tracker.
- 7.10.** The school makes sure that all staff providing support to a pupil have received suitable training and ongoing support, to make sure they have confidence to provide 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 suitable qualified healthcare professional and/ or the parent. This person will confirm their competence, and this school keeps an up-to-date record of all training undertaken and by whom.

8. Inclusivity

- 8.1.** 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.
- 8.2.** The 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.
- 8.3.** 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.
- 8.4.** 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 RHSE and science lessons to raise awareness of medical conditions to help promote a positive environment.
- 8.5.** 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 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.
- 8.6.** This school makes sure that pupils have the appropriate medication/ equipment/ food with them during physical activity.
- 8.7.** 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.
- 8.8.** 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.

- 8.9.** 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 pupil's healthcare professional.
- 8.10.** Pupils at this school know what to do in an emergency.
- 8.11.** 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 the 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.

9. Triggers

- 9.1.** This school is aware of the common triggers that can make common medical conditions worse or can bring on an emergency.
- 9.2.** This school is committed to identifying and reducing triggers both at school and on out of school visits.
- 9.3.** School staff have been given training and written information on medical conditions which includes avoiding/ reducing exposure to common triggers for pupils with medical conditions at this school.
- 9.4.** The IHP details an individual pupil's triggers and details how to make sure the pupils remain safe throughout the whole 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.
- 9.5.** This school reviews all medical emergencies and incidents to see how they could have been avoided, and changes school policy according to these reviews.

10. Responsibilities

- 10.1.** Each member of the school and health community knows their roles and responsibilities in maintaining and implementing an effective medical conditions policy.
- 10.2.** 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 ensure that the policy is planned, implemented and maintained successfully.
- 10.3.** The medical conditions policy is regularly reviewed, evaluated and updated.
- 10.4.** In evaluating this 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 and the Governors.