



'Loving God in all we do'

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Supporting Children with Medical Conditions Policy

Overview

The purpose of the Policy for Supporting Pupils at School with Medical Conditions is to ensure that:

- Pupils, staff and parents understand how our school will support pupils with medical conditions
- Pupils with medical conditions are properly supported to allow them to access the same education as other pupils, including school trips and sporting activities

The Governing Body will implement the policy by:

- Making sure sufficient staff are suitably trained
- Making staff aware of pupil's condition, where appropriate
- Making sure there are cover arrangements to ensure someone is always available to support pupils with medical conditions

Aims

To implement procedures in school in line with the following Department of Education government statutory guidance:

Supporting pupils at school with medical conditions – December 2015

Guidance on the use of adrenaline auto-injections in schools – September 2017

Guidance on the use of emergency salbutamol inhalers in schools – March 2015

Guidance will be checked on a yearly basis to ensure the procedures within school continue to be in line with the above.

Responsibilities

The headteacher is responsible for ensuring the following procedures are put into place.

Procedures

When a parent informs school their child has a medical condition the child will be placed in one of the following categories:

- Category 1 - Child with an 'Individual Healthcare Plan'. The plan will include how the child's medical condition will be dealt with including medicine dosage and procedures.
- Category 2 - Child with a 'Medical Information Plan'. A child will be placed in this category if they have a medical condition and where a Healthcare Plan has not been provided.
- Category 3 – Child with 'Asthma'. A child will be placed in this category if their parent has informed school that their child has been diagnosed with Asthma.

The following procedure for each category will be as follows:

Category 1

- Healthcare plan and procedures in school are completed.
- Healthcare plan will be made available for the appropriate staff members. Training of staff will be evaluated and organised if necessary.
- Child to be placed on the 'Care Plan Database'.
- Healthcare plan to be placed in Medical Conditions folder which is held in the school office.

Category 2

- A medical information plan is to be completed including appropriate procedures if child falls ill. Parents to agree to the plan.
- The medical information plan will be made available for the appropriate staff members. Training of staff will be evaluated and organised if necessary.
- Child to be placed on the 'Medical Information Plan Database'.
- Medical information plan to be placed in Medical Conditions folder which is held in the school office.

Category 3

- Parent to complete 'Asthma Form – Initial Form'.
- Form to be placed in Medical Conditions folder and given to the class teacher with the asthma inhaler.
- Child to be placed on the 'Asthma Database'.

All children who are placed on the above registers will be reviewed each year and appropriate staff members will be made aware of changes to medicine dosages and procedures.

All forms, registers, care plans, medical information forms etc can be found on the Staff Shared Area: Care Plans and Medical Information.

School Registers and Annual Reviews

Medical conditions are recorded on the following registers: Care plan Database, Asthma Database Information Database. At the beginning of each academic year the parents will complete an annual review to ensure medical procedures and medicine dosages are current. All information will be updated and appropriate staff members made aware of any changes.

First Aid Kits and First Aiders

Within each class there is a medical shelf which houses a basic first aid kit and any medication which is required for the children in the class. It is the responsibility of the teacher to ensure their shelf has the appropriate first aid supplies and if not to inform the business manager, they must also ensure medication for the children in their class is available at all times.

Each hall will have a larger first aid kit which can be used during the school day. It is the responsibility of the lead welfare assistant to check and restock all first aid kits (including classroom first aid kits) on a termly basis and order extra supplies if necessary.

During the school day, first aiders are available to attend first aid situations. First Aid training will be evaluated on a yearly basis and put into place if necessary. The most recent list of available first aiders can be obtained from the business manager.

Automated External Defibrillators (AEDs)

The school has procured an AED through the NHS Supply Chain, which is located in **both school halls**.

Where the use of the AED is required, individuals will follow the step-by-step instructions displayed on the device.

Anaphylaxis Kitt

The school has an Anaphylaxis Kitt which was purchased through the PTA, this is located in the Reception area as you enter school.

Where the use of the Kitt is required, individuals will follow the step-by-step instructions displayed on the device.

Transitions between class teachers and other schools.

At the end of each academic year, class teachers will inform the next class teacher of medical conditions during transition meetings. Information including Healthcare plans, Medical Information plans and asthma forms will be given to the next teacher.

All medicines will be sent home at the end of the academic year, so parents can check items are in date. Medicines should be sent into school on the first day of school, ready for use.

When a child leaves the school information about their medical condition will be forwarded to their new setting.

Staff Training

Staff will receive training when necessary – if a child has a specific medical condition then through liaising with the relevant medical practitioner/school nurse this will be arranged.

Medication

If a child requires medication whilst in school, the parent must inform the school office and complete the appropriate form. The school office manager will inform the class teacher and provide the medication and medication form so dosage is confirmed. If a member of staff administers medication to a child they must complete the class administering medication form, another member of staff MUST counter sign the form to evidence the correct dosage has been given.

If a child has a long-term medical condition which requires non-prescribed medication, a staff member can administer the medicine but only after there has been an agreement with the headteacher and the appropriate medication form has been completed.

Attendance

A child or young person with a medical condition may have difficulties attending school at certain times. This could be due to planned appointments or surgery, or as a result of an increase in symptoms or deterioration of their overall health condition. Parents have a responsibility to advise schools of any planned appointments or predicted absence due to surgery/therapeutic intervention. Schools have a responsibility to code this absence appropriately.

Equal Opportunities

All children with medical conditions will be encouraged to attend school trips including residential visits, or sporting activities. The school will consider what reasonable adjustments need to be made to enable these pupils to participate fully and safely on school trips, visits and sporting activities. Risk assessments will be carried out and the necessary procedures will be put into place to ensure the child has the opportunity to attend the visit. Pupils, their parents and any relevant healthcare professionals will be consulted. The risk assessment will be discussed with the parents and they will show agreement by signing the relevant paperwork.

Before a visit takes place, each parent will be asked to give permission for their child to attend the trip, they will also be asked whether their child's medical information has changed since the yearly data collection review.

Teachers will be responsible for checking all permission slips and medical information to ensure they have the relevant medicines and dosage information for those children who have a medical condition. All medicines and a first aid kit will be taken on the visit.

During residential trips, the documentation which is used to evidence the administration of medicine in school will be used during the residential.

The school acknowledges the Equalities Act 2010 and schools and works proactively to support all its pupils.

Outcomes

The Governing Body will ensure that the school enables pupils with medical conditions to participate in school trips and visits, or in sporting activities, and not prevent them from doing so.

The policy will be reviewed on a regular basis. The school leadership team will monitor the procedures relating to supporting children with medical conditions and amend when appropriate.