

Supporting Pupils with Medical Conditions in School Policy



Together we learn and grow

Wookey Primary School

ADOPTED BY GOVERNORS: 21ST JANUARY 2019

REVIEWED BY FGB: December 2023

Reviewed by Acting Heateacher: September 2024

This policy should be taken as part of the overall strategy of the school and operated within the context of our vision, aims and values

Definition

Pupils' medical needs may be broadly summarised as being of two types:

(a) Short-term - affecting their participation in school activities when they are on a course of medication. (b) Long-term - potentially limiting their access to education and requiring extra care and support (deemed **special medical needs**).

Rationale

Local Authorities and schools have a responsibility for the health and safety of pupils in their care. The Health and Safety at Work Act 1974 makes employers responsible for the health and safety of employees and anyone else on the premises. In the case of pupils with special medical needs, the responsibility of the employer is to make sure that safety measures cover the needs of all pupils at the school. This may mean making special arrangements for particular pupils who may be more at risk than their classmates. Individual procedures may be required. The employer is responsible for making sure that relevant staff know about and are, if necessary, trained to provide any additional support these pupils may need.

The Children and Families Act 2014, from September 2014, places a duty on schools to make arrangements for children with medical conditions. **Pupils with special medical needs have the same right of admission to school as other children and cannot be refused admission or excluded from school on medical grounds alone.** However, teachers and other school staff in charge of pupils have a common law duty to act in loco parentis and may need to take swift action in an emergency. This duty also extends to teachers leading activities taking place off the school site. This could extend to a need to administer medicine.

The prime responsibility for a child's health lies with the parent who is responsible for the child's medication and should supply the school with information regarding this. The school accepts all employees have rights in relation to supporting pupils with medical needs as follows:

- choose whether or not they are prepared to be involved;
- receive appropriate training;
- work to clear guidelines;
- have concerns about legal liability;
- bring to the attention (in writing) of management any concern or matter relating to supporting pupils with medical needs.

Policy Statement

Wookey Primary School is an inclusive community that welcomes and supports pupils with medical conditions. The school provides all pupils with any medical condition the same opportunities as others at school.

We will help to ensure that pupils with medical conditions can:

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

The school makes sure all staff understand their duty of care to children and young people in the event of an emergency. All staff are confident in knowing what to do in an emergency. Emergency contingency plans are in place for existing children with medical needs. The school understands that certain medical conditions are serious and potentially life threatening, particularly if poorly managed or misunderstood. The 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 this school. Staff receive training on the impact medical conditions can have on pupils. The school follows strict procedures for the dispensing of medication. These procedures are overseen by the school governor responsible for SEN.

The named member of school staff responsible for this medical conditions policy and its implementation is Ellie Furner, SENCO.

Policy Framework

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

- The school is welcoming and supportive of pupils with medical conditions. It provides children with medical conditions the same opportunities and access to activities (both in school and out of school) as other pupils
- This school will listen to the views of pupils and parents
- Pupils and parents will feel confident in the care they receive from this school and feel that the level of care meets their needs – this will be communicated in feedback from reviews of IEPs and annual reviews
- Staff understand the medical conditions of pupils at this school and that they may be serious and adversely affect the 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 may not have the same needs

Wookey Primary School's medical conditions policy is drawn up with a wide range of local key stakeholders within both the school and health settings

- Stakeholders should include pupils, parents, school nurse, school staff, governors, the Local Authority and relevant local health services

The medical conditions policy is supported by a clear communication plan for staff, parents 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

All staff understand and are trained in what to do in an emergency for children with medical conditions in 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
- All staff receive training in what to do in an emergency and this is refreshed yearly
- All children with a medical condition at this school have an individual health care plan (IHP) 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.

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. They will not take pupils to hospital in their own car

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
- This school will make sure that there are several 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 this is deemed necessary. The school will ensure that there are sufficient numbers of staff trained to cover any absences, staff turnover and any other contingencies. This school's governing body has made sure that there is appropriate level of insurance and liability cover in place

- This school will not give prescription or non-prescription medication to children in the school without the parent's written consent
- When administering medication the school will follow written directions given on the parental consent form, check the maximum dosage and when the previous dose was given. Parents will be informed.
- This school will make sure 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 this school understand that they should let the school know immediately if their child's needs change

This school has clear guidance on the storage of medication and equipment at school

- This school makes sure 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 off site activities and is not locked away
- Pupils should know exactly where to access their medication/equipment
- The school will make sure all medication is stored safely – this may be either in a locked cupboard / refrigerated as required / or in a variety of secure settings
- The school will store medication that is in date and labelled in its original container where possible in accordance with its instructions
- 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
- The school disposes of needles and other sharps in line with local policies. Sharps boxes are kept securely at school and will accompany the child on off site visits. They are collected and disposed of in line with local authority procedures

This school has clear guidance about record keeping

- Parents at this school are asked if their child has any medical conditions on the enrolment form
- 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, the parent, school staff, specialist nurse where appropriate and relevant healthcare services
- This school has a centralised register of IHPs and an identified member of staff has responsibility for this register

- IHPs are regularly reviewed at least every year or when the pupil's needs change
- The pupil where appropriate, the parent, specialist nurse where appropriate, and relevant health care staff 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
- This school seeks permission from parents before sharing any medical information with any other party
- 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 set out in the pupil's IHP. This is recorded in 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 all staff providing support to a pupil have received suitable training and ongoing support to make sure that they have the confidence to provide the necessary support and that they fulfill 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 and/or the parent. The school will keep an up to date record of all training undertaken and by whom

This school ensures that the whole school environment is inclusive and favorable 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 and residential visits
- All staff are aware of the potential social problems that pupils with medical conditions may experience and use the knowledge, alongside the school's bullying policy to help prevent and deal with any problems. They use opportunities such as PHSE 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 medical 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
- 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 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

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 written schedule of reducing specific triggers to support this.

- 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 include 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.
- This school reviews medical emergencies and incidents to see how they could have been avoided and changes made to the school policy according to these reviews

Each member of the school and health community knows their rules and responsibilities in maintaining and implement and effective medical conditions policy

- This school works in partnership with all relevant parties including the pupil where appropriate, parent, school governing body, all school staff and health care professional to ensure that the policy is planned, implemented and maintained successfully

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

- In evaluating the policy the school seeks feedback from all those involved in supporting the pupil. The pupil's views are central to the evaluation process