Supporting Pupils with medical conditions

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| Review Body: | Governing Body |
| Responsibility: | Headteacher |
| Type of Policy: | Statutory |
| Review Period: | 2 yearly |
| Reviewed: | February 2019 |
| Next Review: | February 2021 |

**Aims**

To ensure pupils at school with medical conditions, in terms of both physical and mental health, are properly supported so they can play a full and active role in school life, remain healthy and achieve their academic potential.

To ensure the needs of children with medical conditions are effectively supported in consultation with health and social care professionals, their parents and the pupils themselves.

**Procedure**

The Headteacher is responsible for ensuring that whenever the school is notified that a pupil has a medical condition:

- sufficient staff are suitably trained;
- all relevant staff are made aware of a child's condition;
- cover arrangements in case of staff absence/turnover are always in place;
- supply teachers are briefed as necessary;
- risk assessments for visits and activities out of the normal timetable are carried out;
- individual Care Plans are monitored (at least annually and/or as necessary);
- transitional arrangements between schools are carried out;
- if a child's needs change, the above measures are adjusted accordingly.

Any pupil with a medical condition requiring medication or support in school will have an individual Care Plan which details the support the child needs. Where healthcare professionals consider a Care Plan is not appropriate, the school will keep a record of any medical condition, and needs as advised by parents/ carers. ( for example, pupils with Asthma).

**Roles and Responsibilities**

Supporting a child with a medical condition during school hours is not the sole responsibility of one person. The school will work collaboratively with any relevant person or agency to provide effective support for the child.

**The Governing Body**

- must ensure arrangements to support pupils with medical conditions are in place and that this policy is developed and implemented;
- must ensure the appropriate level of insurance is in place and appropriately reflects the level of risk

**School Staff**

- Any member of staff providing support to a pupil with medical needs will have received suitable training.
- If a pupil needs to attend hospital, a member of staff (preferably known to the pupil) will stay with them until a parent or carer arrives, or accompany a children taken to hospital by ambulance. A member of staff must not take a pupil to hospital in their own car.

**We have clear guidance on providing care and support and administering medication and first aid at school – also see administering medicine and first aid policies.**

 The school understands the importance of medication being taken and care received as detailed in the pupil's Individual Care Plan .

 The school will make sure that there is more than one member of staff trained to administer the medication and meet the care needs of an individual child. We will ensure that there are sufficient members of staff training to cover any absences, staff turnover and other contingencies.

 The school will not give medication to a child under 16 without a parent's written consent.

 Children at this school will not administer their own medication, unless they have received appropriate training and it is the wish of the pupil and their parent (with the exception of asthma inhalers). This will be recorded. A member of staff must be present to supervise and be prepared to intervene if necessary to ensure the child's health and safety are not compromised.

Whilst pupils will be encouraged to keep themselves healthy, and self-care is promoted, the school recognises that some pupils' needs may be complex and some medical conditions can be fatal if not managed well.

 If a pupil refuses to take their medication or carry out a necessary procedure, staff should not force them to do so, but follow the procedure agreed in the Care Plan. Parents will be informed.

 The school will make sure that a trained member of staff is available to accompany a pupil with a medical condition on an off-site educational visit and the needs of the pupil, associated risks and how these are to be managed will be included in the risk assessment of the visit.

 Parents are informed that they should let the school know immediately if their child's needs change and provide enough information to ensure their needs are met.

**Our School has clear guidance on the storage of medication and equipment at school.**

- The school makes sure that all staff know which children in school have an individual Care Plan. These are held in a central location and all staff familiarise themselves with them.
- The school, with parents and health care professionals makes sure that emergency medication/equipment is readily available wherever the child is in school and on off-site activities, and is not locked away. Pupils may carry their own emergency medication/equipment with them if this is appropriate or know where and how to access it.
- Children know to ask any member of staff and that they may have immediate access to their medication when required.
- In school medications (eg prescribed antibiotics) are stored safely in the first aid cabinet or the school fridge if required to be stored at a controlled temperature.
- Staff can administer a controlled drug( eg insulin) to a pupil once they have had specialist training.
- The school will store medication that is in date and labelled in its original container. The exceptions to this are insulin and adrenalin (auto-injector), which although must still be in date, will generally be supplied in an injector pen or pump.
- Medication will only be accepted where it is in its original container, complete with dispensing label including child's name and instructions for administering from a qualified healthcare professional.
- The school secretary will check all medication held in school on at least a termly basis and all medicines which will expire before the end of the following term will be returned to parents and replacements ~~required.~~ requested
- The school disposes of needles and other sharps in line with advice from the healthcare professional. Sharps boxes are held securely at school until collected by parents.

**Record Keeping**

- Parents are asked if their child has any medical conditions on the admissions form and annual information form.

- A Care Plan is used to record the support an individual pupil needs around their medical condition. The Plan is developed by the healthcare professional with the pupil (where appropriate), parent, school staff, specialist nurse (where appropriate) and relevant healthcare services.
- Care Plans are reviewed annually or whenever pupil's needs change, usually by healthcare professionals with parents/carers.
- The pupil (where appropriate), parents, specialist nurse (where appropriate), and relevant healthcare services hold a copy of the plan. All school staff, including MSAs, are aware of pupils who have a Plan and have access to the Plans for pupils in their care.
- The school keeps an accurate record of all medication administered, including the dose, time, date and supervising staff.
- The school makes sure that all staff providing support to a pupil have received suitable training and ongoing support, to make sure they have the confidence to provide the necessary support and that they fulfil the requirements set out in the pupils Care Plan. This should be provided by the specialist nurse/school/other suitably qualified healthcare professional and/or the parent. The specialist nurse/other suitable qualified healthcare professional will confirm their competence, and this school keeps an up to date record of all training undertaken and by whom.

**The 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.**

- The school is committed to providing a physical environment accessible to pupils with a medical condition. The school is also committed to an accessible environment for out of school activities.
- 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 PSHE and science lessons to raise awareness of medical conditions to help promote a positive environment.
- The school understands the importance of all pupils taking part in physical activity and that all relevant staff make appropriate adjustments where possible to physical activity sessions to make sure they are accessible to all pupils. This includes out of school clubs and team sports.
- The 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 condition when exercising and how to minimise these.
- The school makes sure that pupils have the appropriate medication/equipment/food available during physical activity.
- The school makes sure that pupils can participate fully in all aspects of the curriculum and enjoy the same opportunities at school as any other child, and that appropriate adjustments, where possible 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.
- The school recognises that some medical conditions may affect the attendance of the pupil. Reintegration back into school will be properly supported so pupils with medical conditions fully engage with learning and do not fall behind when they are unable to attend. Short term absences, including those for medical appointments are effectively managed as per the school's attendance policy.

- This school will refer pupils with medical conditions who are finding it difficult to keep up educationally to the SENDCo who will liaise with the pupil (where appropriate), parent and the pupil's healthcare professional.
- The school makes sure that a risk assessment is carried out before any out of school educational 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 Care Plan details an individual pupil's triggers and details how to make sure the pupil remains safe during the whole school day and on out of school activities.
- A risk assessment for out of school activities will take into account pupils with medical conditions
- The school reviews all medical emergencies and incidents to see how they could be avoided, and changes school policy according to these reviews.

Please note – the school does not have to accept a child identified as having a medical condition at times when it would be detrimental to the health of that child or others to do so.

**Complaints**

Should parents or pupils be dissatisfied with the support provided they should discuss their concerns directly with the school. If this does not resolve the issue, they may make a formal complaint via the school's complaint procedure.

Signed
Role Chair of governors
Date: 5/2/19

Review February 2021