



## Children with Medical conditions

(To be read alongside the Medicine and First Aid policies)

Signed by:

Mrs N Hall

Head teacher

February 2024

Mr D Hall

Chair of Governors

February 2024

Review Date:

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## Policy Statement

**Mulbarton Primary School is an inclusive community that welcomes and supports pupils with medical conditions. Mulbarton Primary School understands that pupils can suffer from long term, short term, chronic and acute illnesses and will provide for all pupils without exception or discrimination. This includes both physical and mental health conditions. Mulbarton Primary School provides all pupils with any medical condition the same opportunities as others at school, enabling them to play a full and active role in school life, remain healthy and achieve their academic potential.**

We will help to ensure they can:

- Be healthy
- Be safe
- Be happy
- Feel loved
- Be valued
- Achieve their best

Mulbarton Primary School (from here on known as 'our school') makes sure all staff understand their duty of care to children and young people in the event of an emergency. All staff feel confident in knowing what to do in an emergency. Our school understands that certain medical conditions are serious and potentially life threatening, particularly if poorly managed or misunderstood. Our school understands the importance of medication and care being taken as directed by healthcare professionals and parents. Where appropriate, pupils with medical conditions will have an Individual Healthcare Plan (IHCP) written as soon as possible after diagnosis and reviewed at least annually or more often if necessary.

All staff understand the medical conditions that affect pupils at our school.

Our school ensures sufficient staff receive appropriate first aid training and have easy access to first aid equipment. The main first aid boxes are located in the adult toilet in lower school and the disabled toilet in upper school. All classrooms have a basic first aid kit and full, portable first aid kits are taken on any off-site visits. Our school ensures this policy is applied across the curriculum, including PE and Educational Visits. The Senior Leadership Team (SLT) and one named member of school staff: Ms Emma Grafton, are responsible for the Medical Conditions Policy, including the administering of medicines and first aid and its implementation. Administrative staff will be responsible for administering short term medication. All administered medication will be recorded on the school forms and kept in the office.

## **Policy Framework**

The policy framework describes the essential criteria for how the school can meet the needs of children and young people with long term and short term medical conditions and those suffering from unexpected illness or injury at school.

### **1) Our school is an inclusive community that supports and welcomes pupils with medical conditions.**

- Our school is welcoming and supportive of pupils 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 our school because arrangements for their medical condition have not been made.
- We will listen to the views of pupils and parents.
- We want pupils and parents to feel confident in the care they receive from our school and that the level of care meets their needs.
- Our school will ensure all pupils joining at normal transition times will have arrangements in place to manage their medical condition by the beginning of that term. Any pupil joining the school mid-term will have arrangements in place within no longer than two weeks unless extensive training is needed and health professionals cannot meet this deadline. In the latter situation we will keep parents informed of progress.
- Staff understand the medical conditions of pupils at our school and that they may be serious, adversely affect a 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.
- Staff at our school understand that not all children with the same medical condition will have the same needs.
- The school recognises that duties in the Children and Families Act 2014 (England only) and the Equality Act (England, Wales and Scotland) relate to children with disability or medical conditions is anticipatory. Our school understands that some children who have medical conditions may also have disabilities and / or special educational needs and this policy may be read in conjunction with our school's SEN Policy and the SEN code of practice.

### **2) This school's Medical Conditions Policy is drawn up in consultation with local key stakeholders within both the school and health settings.**

- Stakeholders should include parents, pupils, school staff, governors, the school employer and relevant local health services.

### **3) The Medical Conditions Policy is supported by a clear communication plan for staff, parents and other key stakeholders to ensure its full implementation.**

- Providers of health services are responsible for cooperating with the school, including ensuring communication takes place, liaising with the school nurse and other healthcare professionals, and participating in local outreach training. The policy will be available on our school's website for public view and all staff will be reminded of the policy and how it is implemented at induction and on an annual basis.

#### **4) What to do in an emergency at school.**

- All school staff, including temporary or supply staff (and volunteers if and when appropriate), are aware of the medical conditions at this school and understand their duty of care to pupils in an emergency.
- Whole school awareness training in what to do in an emergency will be carried out on an annual basis for all staff.
- All staff should be familiar with normal procedures for avoiding infection and follow basic hygiene procedures. Staff have access to protective clothing and suitable disposal equipment to safely deal with spillages of blood or other bodily fluids, including the changing of dressings.
- Children with a medical condition at our school may have an Individual Healthcare Plan (IHCP), which explains what help they will need in an emergency.

IHCPs should be developed in the context of assessing and managing risks to the pupil's education, health and social wellbeing and to minimise disruption. IHCPs should consider;

- The medical condition, its trigger, signs, symptoms and treatment.
- The pupil's resulting needs, including medication (its side-effects and storage) and other treatments, dose, time, facilities, equipment, testing, dietary requirements and environmental issues.
- The level of support needed, including in emergencies. If a child is self-managing their own medication, this should be clearly stated with arrangements for monitoring.
- Who will provide this support, their training needs, expectations of their role and confirmation of their proficiency to provide support for the pupil's medical needs from a healthcare professional.
- Who in school needs to be aware of the child's condition and the support required.
- Written permission from parents for medication to be administered.
- Arrangements for travel to and from school and what should be done if an emergency arises (at this school we request that the parent, or an appropriate representative, delivers and collects the pupil to and from school).
- Where confidentiality issues are raised by the parent or pupil, the designated individuals to be entrusted with information about the child's condition.
- What to do in an emergency, including who to contact and contingency arrangements.

#### **5) General emergency procedures.**

- All staff, including temporary or supply staff, know what action to take in an emergency and receive updates at least yearly. Training is provided at the start of each academic year, and as required throughout the year, and policies and procedures are discussed with temporary and supply staff. Training needs will be identified and discussed at least annually as part of our school's appraisal process. Where appropriate, the induction of new staff will include training for supporting pupils with medical needs.
- Where appropriate, any member of staff providing support to a pupil with medical needs will have received suitable training.
- Under normal circumstances, staff should not take children to hospital in their own cars - it is safer to call an ambulance. A member of staff should always accompany a child taken to hospital by ambulance and should stay until the parent/carer arrives.

In all cases, administration of medication and/or treatment to a pupil will be at the discretion of the Headteacher and Governors of the school. However, ultimate responsibility remains with the parents/carers.

## **6) Providing care and support and administering medication and first aid at school.**

- Our school understands the importance of medication being taken and care received as detailed in the pupil's IHCP.
- Our 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. Our school will ensure there are sufficient members of staff trained to cover any absences, staff turnover and other contingencies. Our school's governing body has made sure that there is the appropriate level of insurance and liability cover in place.
- Our school will not give medication to a child under 16 without a parent's written consent, or verbal consent in exceptional circumstances. Medication may only be administered if prescribed by a healthcare professional. Medicines bought 'over the counter' may not be administered, except for a single dose of pain relief eg: Calpol or travel sickness medication required for the return journey of an educational visit. Medicines such as these will only be administered following parental consent. Medicines will only be administered at school when it would be detrimental to the pupil's health not to do so and where it is not clinically possible to arrange doses to be taken solely outside of school hours.
- When administering medication, for example prescribed pain relief or antibiotics, our school will check the maximum dosage and when the previous dose was given.
- Children at our school can administer their own medication if parents have indicated on the parental agreement form. This will be recorded on their IHCP. Where appropriate, children are encouraged to self-administer inhalers. 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 and to record the dose taken. Whilst pupils will be encouraged to keep themselves healthy, and self-care is to be promoted, our school recognises that some pupil's 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 IHCP. Parents will be informed.
- Where appropriate, our 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 for the visit.
- Parents at our school understand that they should let the school know immediately if their child's needs change and provide enough information to ensure their needs are met.

## **7) Storage of medication and equipment at school.**

- Our school 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 / equipment with them if this is appropriate or know where and how to access it. Children at our school know to ask any member of staff and that they may have immediate access to their medication when required. Medications are stored safely in a cupboard in the classroom or the main office fridge if required to be stored at a controlled temperature. Medicines such as a course of antibiotics, are stored in the main school office.
- Our school will keep controlled drugs stored securely, but accessibly, in a non-portable container,

with only staff having access. Staff at this school can administer a controlled drug to a pupil once they have had specialist training. (It is legal for a child who is competent to carry their own controlled drug, but it is an offence for them to pass it to anyone else to use.)

- Our 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 the child's name and instructions for administering from a qualified healthcare professional.
- Our school 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 requested.
- As of February 2024, no child uses a sharps box, but one will be provided by parents if needed. Needles and sharps will then be disposed as per medical guidelines.

## 8) Record keeping

- Parents at our school are asked if their child has any medical conditions on the admissions form.
- An IHCP is used to record the support an individual pupil needs around their medical condition. The IHCP is developed with the pupil (where appropriate), parent, school staff, specialist nurse (where appropriate) and relevant healthcare services.
- There is a centralised register of IHCPs, and an identified member of staff who has responsibility for this register.
- IHCPs are reviewed regularly, 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 IHCP. Other school staff, including MSAs, are aware and have access to the IHCPs for pupils in their care.
- Pupil's confidentiality is protected (a cover will be placed on the front of displayed IHCP) All IHCP are in a folder in the staffroom. A copy for staff can also be found on Share Point under SEND > Care Plans.
- Permission is sought from parents before sharing medical information with any other party.
- Our school meets with the pupil (where appropriate), parent, specialist nurse (where appropriate), and relevant healthcare services prior to any extended day visit to discuss and make a plan for any extra care requirements that may be needed. This is recorded on the pupil's IHCP, which will accompany them on the visit.
- An accurate record is kept of all medication administered, including the dose, time, date and supervising staff.
- 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 pupil's IHCP. 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 this school keeps an up to date record of all training undertaken and by whom.

## **9) Our 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.**

- Our school is committed to providing a physical environment accessible to pupils with medical conditions and pupils are consulted to ensure this accessibility. Our school is also committed to an accessible environment for out of school activities.

- Our school makes sure the needs of pupils with medical conditions are adequately considered to ensure their involvement in structured and unstructured activities, including extended school activities.
- 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 Learning for Life and Science lessons to raise awareness of medical conditions to help promote a positive environment.
- Our 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.
- Our 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.
- Our school makes sure that pupils have the appropriate medication / equipment / food available during physical activity.
- Our 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. Pupils will not be penalised for their attendance if their absence relates to their medical condition. Following absence, 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.
- Pupils with medical conditions who are finding it difficult to keep up educationally will be referred to the SENDCo who will liaise with the pupil (where appropriate), parent and the pupil's healthcare professional.
- Pupils at our school are taught in general terms what to do in an emergency. e.g: tell a teacher.
- Our 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. Pupil risk assessments are uploaded to EVOLVE prior to any visit.

**10) Our school is aware of the common triggers that can make common medical conditions worse or can bring on an emergency. This school is actively working towards reducing or eliminating these health and safety risks.**

- Our school is committed to identifying and reducing triggers both at school and on out of school visits.
- The IHCP 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. Risk assessments are carried out on all out of school activities, taking into account the needs of pupils with medical conditions.
- Our school reviews all medical emergencies and incidents to see how they could be avoided, and changes school policy according to these reviews.

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

- Our school works in partnership with all relevant parties including the pupil (where appropriate), parent, governing body, staff, employers and healthcare professionals to ensure that the policy is planned, implemented and maintained successfully.
- The governing body should ensure parents are aware of the school's complaints policy and procedures should they be dissatisfied with the support provided to their child.

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

- In evaluating the policy, our school seeks feedback from 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 included when their IHCP is reviewed, where appropriate.