

St Joseph's RC Primary School

# Medical Conditions Policy



Review Date: October 2022

Next Review Date: October 2023

# Medical Conditions Policy



Trained Medical Staff at St. Joseph's

First Aid at work Qualified

Mrs C. Maynard

Paediatric First Aid

Mrs E. Bird

Miss N. Seabright

All other T.As have received one day training in designated first aid.

All qualifications are kept up to date and new staff are trained.

## Policy Statement

St. Joseph's School is an inclusive community that welcomes and supports pupils with medical conditions.

Our school provides all pupils with any medical condition the same opportunities as others at school.

We will help to ensure they can:

- be healthy
- stay safe
- enjoy and achieve
- make a positive contribution
- achieve economic wellbeing once they leave school.

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 debilitating 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.

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 named member of school staff responsible for this medical conditions policy and its implementation is:

Mrs E. Eccles (Headteacher)

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 this school because arrangements for their medical condition have not been made.
- Our school will listen to the views of pupils and parents.
- Pupils and parents feel confident in the care they receive from this school and the level of that care meets their needs.
- Staff understands 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.

- 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
- Our school understands that all children with the same medical condition will not have the same needs
- The school recognises it's duties in the Children and Families Act and the Equality Act to children with disability or medical conditions and are anticipatory

The medical conditions policy is supported by a clear communication plan for staff, parents and other key parties to ensure its full implementation.

- Pupils, parents, relevant local healthcare staff, and other external parties are informed of and reminded about the medical conditions policy through clear communication channels. It is available for all on the school website:  
<http://st-josephs.manchester.sch.uk>

Staff understand and are trained in what to do in an emergency for children with medical conditions at 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. A visual poster displaying children and their medical needs is available in each teacher's class SEND and planning file as well as in the staffroom.
- Support staff receive training in what to do in an emergency and this is refreshed every 3 years.
- A child's IHP should explain 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.

Our school has clear guidance on providing care and support and administering medication at school.

- Our school understands the importance of medication being taken and care received as detailed in the pupil's IHP.
- Our school will make sure that there are more than one member 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 necessary. This school will ensure that there are sufficient numbers of staff trained to cover any absences, staff turnover and other contingencies. This school's governing body has made sure that there is the appropriate level of insurance and liability cover in place. Only essential medication will be administered at school.

- This school will make sure that a trained member of staff is available to accompany a pupil with a medical condition on an off-site visit.
- Parents at this school understand that they should let the school know immediately if their child's needs change.

#### *Our school has clear guidance on the 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 with them if they wish/this is appropriate.
- Pupils know exactly where to access their medical equipment.
- Our school will keep controlled drugs stored securely, but accessibly, with only named staff having access. Staff at this school can administer a controlled drug to a pupil once they have had specialist training.
- Our 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.
- Our school will store medication that is in date and labelled in its original container, in accordance with its instructions. All medication must be named. The exception to this is insulin, which though must still be in date, will generally be supplied in an insulin injector pen or a pump.
- 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.

#### *Our school has clear guidance about record keeping.*

- Parents at this school are asked if their child has any medical conditions on the enrolment form.
- Our school uses an IHCP 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.
- Our school has a centralised register of IHCPs, and an identified member of staff has the responsibility for this register.
- IHCPs are regularly reviewed, 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 are made aware of and have access to the IHCP for the pupils in their care.
- Our school makes sure that the pupil's confidentiality is protected.
- Our school seeks permission from parents before sharing any medical information with any other party.
- Our school keeps an accurate record of all medication administered, including the dose, time, date and supervising staff. Named staff will only administer essential medication after receiving written consent from a parent.

Our 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.

- Our 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.
- Our 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.
- All staff are aware of the potential social problems that pupils with medical conditions may experience and use this knowledge, alongside the school's 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.
- 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 medical condition when exercising and how to minimise these.
- Our school makes sure that pupils have the appropriate medication/equipment/food with them 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.
- Our school will not penalise pupils for their attendance if their absences relate to their medical condition.
- Our school will refer pupils with medical conditions who are finding it difficult to keep up educationally to the SENCO who will liaise with the parents, pupils and the pupil's healthcare professional.
- Pupils at this school learn what to do in an emergency. All classes have a red cross to take to the office if an emergency arises for a first aid qualified member of staff to attend the emergency.
- Our school makes sure that a risk assessment is carried out before any out-of-school visit.

Our School is aware of the common triggers that can make common medical conditions worse or can bring on an emergency. Our school is actively working towards reducing or eliminating these health and safety risks and has a written schedule of reducing specific triggers to support this.

- Our 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 includes avoiding/reducing exposure to common triggers. All asthma sufferers have a medical card which indicates triggers for pupils.
- 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. Risk assessments are carried out on all out-of-school activities, taking into account the needs of pupils with medical needs.
- Our school reviews all medical emergencies and incidents to see how they could have been avoided, and changes school policy according to these reviews.

Where a child is returning to school following a period of hospital education or alternative provision (including home tuition), this school will work with the local authority and education provider to ensure that the child receives the support they need to reintegrate effectively.

- Our school works in partnership with all relevant parties including the pupil (where appropriate), parent, school's governing body, all school staff, catering staff, employers and healthcare professionals to ensure that the policy is planned, implemented and maintained successfully.

Each member of our 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, school's governing body, all school staff, catering staff, employers and healthcare professionals to ensure that the policy is planned, implemented and maintained successfully.
- Our school is committed to keeping in touch with a child when they are unable to attend school because of their condition.

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

- In evaluating the policy this school seeks feedback, 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 central to the evaluation process.

## Pupil Information

Parents/carers are required to give the following information about their child's medical condition and to update it at the start of each school year or sooner, if needs change, by completion of 'Parent/Carer Information about a Child's Medical Condition' form (see Template A):

- a) Details of pupil's medical conditions and associated support needed at school
- b) Medicine(s), including any side effects
- c) Medical intervention(s)
- d) Name of GP / Hospital and Community Consultants / Other Healthcare Professionals

- e) Special requirements e.g. dietary needs
- f) Who to contact in an emergency
- g) Cultural and religious views regarding medical care

### Our school values confidentiality for our pupils.

School is aware of the need to manage confidential information sensitively and respectfully, maintaining the dignity of the child and family at all time.

School will disseminate information to key members of staff involved in the child's care on a needs-to-know basis, as agreed with parents/carers.

Where the child has an Individual Healthcare Plan (IHCP) this will be shared with key staff with regular scheduled re-briefings.

School will ensure that arrangements are in place to inform new members of staff of the child's medical needs.

School will ensure that arrangements are in place to transfer information on a child's medical needs to staff during any transition.

### Individual Health Care Plans (IHCP)

Where appropriate, an Individual Health Care Plan (IHCP) will be drawn up in consultation with the school, parents/carers, health professionals and any other relevant professionals.

The content of an individual child's IHCP will be dependent on the complexity of their needs and may include the following:

- a) an overview (One Page Profile) of the child's needs and provision in place in school to manage those needs;
- b) a description of the medical condition, its presentation (signs, symptoms, triggers etc) and impact on access to the school environment and learning opportunities;
- c) arrangements around administration of medication(s) / medical intervention(s);
- d) arrangements around management of medical emergency situations;
- e) arrangements around management and support for personal care needs, including intimate and invasive care e.g. catheterisation, toileting support, gastro-tube feeding etc;
- f) risk assessment for access to the school environment and curriculum;
- g) arrangements for evacuation in the event of an emergency;
- h) the level of support required in school, who will provide this support, their training needs and cover arrangements for when they are unavailable;
- i) how, if agreed, the child is taking responsibility for their own health needs;
- j) a reference to staff confidentiality.

### Our school considers that the following constitute unacceptable practice:

- requiring parent/carers or otherwise making them feel obliged to attend school to administer medicines / medical interventions or provide medical support to their child;



including around toileting issues - no parent/carer should have to give up working because the school is failing to support their child's medical needs;

- preventing children from participating or creating unnecessary barriers to children participating in any aspect of school life, including trips, e.g. by requiring parents/carers to accompany the child;
- preventing children from easily accessing and administering their medicines as and where necessary;
- assuming that every child with the same condition requires the same treatment;
- ignoring the views of the child and/or their parents/carers (although this may be challenged);
- ignoring medical evidence or opinion (although this may be challenged);
- sending children with medical conditions home frequently;
- preventing children with medical conditions from staying at school for normal school activities, including lunch, unless this is specified in their IHCP;
- if the child becomes ill, sending them to the school office or medical room unaccompanied or with someone unsuitable;
- penalising children for their attendance record if their absences are related to their medical condition e.g. hospital appointments;
- preventing children from eating, drinking or taking toilet / other breaks whenever they need to in order to manage their medical condition effectively.

In the first instance parents/carers dissatisfied with the support provided should discuss their concerns directly with the *Head Teacher / SENDCo*.

If for whatever reason, this does not resolve the issue then a formal complaint can be made in writing to the school's governing body.

### *Review*

*Reviewed:* October 2022

*Next Review Date:* October 2023

*This policy will be enforced in a positive manner and will be reviewed annually.*