

Hill View School

Supporting Pupils with Medical Conditions Policy

Reviewed Jan 2016

Hill View School is an inclusive community that welcomes and supports pupils with medical conditions. This school works hard to provide all pupils, including those with medical conditions, the same opportunities as others at school.

We work to ensure that all children learn to:

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

Staff at the school understand their duty of care to children and young people in the event of an emergency.

All teaching staff are "emergency first aid at work" trained every 3 years and know what to do in an emergency. New staff are given basic first aid information and the names of all 'full' first aiders as part of their induction.

The school understands that certain medical conditions are debilitating and potentially life threatening, particularly if poorly managed or misunderstood.

The school understands the importance of medication and care being taken as directed by healthcare professionals and parents.

Relevant staff understand the medical conditions that affect pupils in their care and all staff have access to information that details medical conditions of children across the school. All staff understand the impact medical conditions can have on pupils.

The Headteacher and Deputy Headteacher are responsible, alongside the Governing Body, for this medical conditions policy and its implementation. There are at least five members of staff who have current, 'full' first aid training. This training is refreshed at least every 3 years. All fully trained first aiders also have paediatric first aid training. Some additional staff within the Early Years classes (FSN and FSR) are also paediatric first aid trained. This training is refreshed every 3 years.

**Throughout this policy, the term 'parent' implies any person or body with parental responsibility such as a foster parent, carer, guardian or local authority*

1. Inclusion of pupils with medical conditions.

- This 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.
- This 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 understand 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.
- This school understands that all children with the same medical condition will not have the same needs.
- The school recognises that duties in the Children and Families Act (England only), the Equality Act (England, Wales and Scotland) and the Disability Discrimination Act (Northern Ireland only) relate to children with disability or medical conditions and are anticipatory.

2. Stakeholders

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

3. Communication

- 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 children with a medical condition that has an impact on their day-to-day school life has an individual healthcare plan (IHP) NB throughout this policy, reference to IHP also includes the use of "medical protocols" where these have been provided by a medical professional.
- An IHP details exactly what care a child needs in school, when they need it and who is going to give it.
- The IHP includes information on the impact any health condition may have on a child's learning, behaviour or classroom performance.
- IHPs are drawn up with input from the child (if appropriate) their parent/carer, relevant school staff and healthcare professionals, ideally a specialist if the child has one. All staff understand, and relevant staff are trained, in what to do in an emergency for children with medical conditions at this school. Please see process for writing an IHP at the end of this policy.

- All school staff, including temporary or supply staff, have access to details of children with 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 at least once a year.
- If relevant, IHPs explain what help a child will need in an emergency. The IHP will accompany a pupil should they need to attend hospital.

4. Emergency procedures

- All staff, including temporary or supply staff, know what action to take in a medical 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.
- In some circumstances pupils may be transported to hospital in a member of staff's own car. This will only be done with verbal consent from a parent.

5. Guidance for administration of medication

- Hill View School understands the importance of medication being taken and care received as detailed in the pupil's IHP.
- Where relevant, more than one member of staff has 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. Sufficient numbers of staff trained to cover absences, staff turnover and other contingencies.
- The Governing Body and Headteacher ensure that there is the appropriate level of insurance and liability cover in place.
- This school will not give medication (prescription or non-prescription) to a child under 16 without a parent's written consent except in exceptional circumstances. (see the Administration of Medication of Policy)
- When administering medication, for example pain relief, this school will check the maximum dosage and when the previous dose was given. Parents will be informed. This school will not give a pupil under 16 aspirin unless prescribed by a doctor.
- 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, including overnight stays.
- Parents at this school understand that they should let the school know immediately if their child's needs change.
- If a pupil misuses their medication, or anyone else's, their parent is informed as soon as possible and the school's disciplinary procedures are followed.

5. Storage of medication and equipment

- All relevant staff understand what constitutes an emergency for an individual child and make 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. Y5/6 pupils may carry their emergency medication with them if this is appropriate and agreed by parents.
- Pupils are told exactly where their medication/equipment is kept within school.
- Any controlled drugs are stored securely, but accessibly, with only named staff having access. Only staff who have had specialist training can administer a controlled drug to a pupil.
- Stored medication is checked regularly to ensure that is in date.
- All medication must be labelled, in its original container and stored safely in accordance with its instructions. 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 year, and to provide new and in-date medication at the start of each year.
- Needles and other sharps are disposed of in line with local policies. Sharps boxes are kept securely at school and will accompany a child on off-site visits. They are collected and disposed of in line with local authority procedures.

6. Record keeping

- Parents indicate if their child has any medical conditions on the enrolment form.
- Where relevant an IHP details the support an individual pupil needs around their medical condition. The IHP is developed with the pupil (where appropriate), parent, school staff, specialist nurse (where appropriate) and relevant healthcare services.
- There is a centralised register of IHPs, and the Deputy Headteacher has the responsibility for this register.
- IHPs 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 IHP. Staff are made aware of and have access to the IHP for the pupils in their care.
- Pupil's confidentiality is protected and records are held securely however, it is essential that staff across the school are aware of medical needs.
- Permission will be sought from parents before any medical information is shared with any external other party unless there is a safeguarding concern. (See the school's Safeguarding Children Policy)
- Staff will meet 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 that may be needed. This is recorded in the pupil's IHP which accompanies them on the visit.
- The school keeps an accurate record 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 that they have confidence to provide the necessary support and that they fulfil the requirements set out in the pupil's IHP. 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 records all medical training undertaken on the Single Central Record (SCR).

7. School Environment

- The 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.
- 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.
- 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. PSHE and science lessons are used to raise awareness of medical conditions to help promote a positive environment.
- It is important that all pupils taking part in physical activity and relevant staff make appropriate adjustments to physical activity sessions to ensure they are accessible to all pupils. This includes out-of-school clubs and team sports.
- 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.
- Where relevant pupils will have the appropriate medication/equipment/food with them during physical activity.
- Through careful planning pupils with medical conditions are able to participate fully in all aspects of the curriculum and enjoy the same opportunities at school as any other child, appropriate adjustments and extra support are provided where necessary.
- Where relevant, the school recognises that frequent absences, or symptoms, such as limited concentration and tiredness, may be due to a pupil's medical condition. This school will not penalise parents for attendance if their absences relate to their medical condition.
- Pupils with medical conditions who are finding it difficult to keep up educationally as a result may be referred to the SENCO who will liaise with the pupil (where appropriate), parent and the pupil's healthcare professional.
- Pupils are taught through PSHE, assemblies and Safety week what to do in an emergency. Children who are educated alongside a child with a medical need may receive information specific to that child's needs and how to support them.

- Risk assessments are carried out before any out-of-school visit, including work experience and educational placements. 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.
- Where relevant IHPs detail individual pupil's triggers and details how to make sure they remain 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.
- Medical emergencies and incidents are reviewed to see how they could have been avoided and actions improved, 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), staff will work with the local authority and education provider to ensure that the child receives the support they need to reintegrate effectively.

8. Policy

- The 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 the school and health community knows their roles and responsibilities in supporting children with medical needs.
- The 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.
- The school is committed to keeping in touch with a child when they are unable to attend school because of a medical condition.
- This policy is regularly reviewed at least every 2 years and updated as needed.
- When evaluating the policy, the school seeks feedback from key 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 central to the evaluation process.

This policy supports and complements Hill View's Safeguarding and Equality policies to ensure the school takes all necessary steps to protect the welfare of all children in our care.

A copy of this policy is included in Hill View School's Safeguarding and Equality Portfolios which are held in the staff room, a hard copy of any policy is available on request from the school office. They can be viewed at any time through the school website. www.hillview-school.com

PROCESS FOR WRITING AND INDIVIDUAL HEALTH CARE PLAN

